

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

**AUGUST 12, 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. County Road 5 Historic Bridge Project Resolution and Letter of Support
- 7B. Donation to Big Lake Police Department from Fanberg Auctions
- 7C. Council Vacancy Discussion
- 7D. 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 Knier

Mayor Wallen – BLEDA

Council Member Zettervall – Parks Advisory Committee

10) OTHER

11) ADJOURN

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

CITY COUNCIL MEETING COVID-19 NOTICE

Attendance at Meetings: All attendees are expected to follow CDC recommendations and State of MN Executive Orders relating to the COVID-19 Pandemic. Some members of the City Council may participate in this Meeting via telephone or other electronic means on an as needed basis.

**BIG LAKE CITY COUNCIL
CONSENT AGENDA
AUGUST 12, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of July 22, 2020
- 6C. Approve Council Meeting Minutes of July 22, 2020
- 6D. Approve Special Council Workshop Minutes of August 4, 2020
- 6E. Accept Resignation of Part-time Liquor Clerk Maarja Dahl
- 6F. Accept Resignation of Part-time Lead Liquor Clerk Jodie Audette
- 6G. Approve Purchase of Public Works Trackless Sidewalk Machine Equipment
- 6H. Approve Employment Status Change for Streets/Parks Operator II Employees Brandon Greenwald and Brett Johnson
- 6I. Approve Hunger Solutions Farmers Market Administrative Grants Agreement
- 6J. Accept Resignation of Code Enforcement Intern John Johansen
- 6K. Set Special Council Workshop for Wednesday, August 19, 2020 to Discuss the 2021 Budget
- 6L. Approve Final Plat Resolution for the Big Lake Marketplace Ninth Addition Development Application
- 6M. Approve Wastewater Treatment Facility Improvement Project Change Order No. 2



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 8/12/2020	<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: (N/A)		

ACTION REQUESTED

Motion to Approve List of Claims paid dated 07/16/2020 through 08/05/2020 and Approve Payroll No 15 and 16.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 08/05/2020. 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 7/16/2020 - 8/5/2020

Check Amt Invoice Comment

1010 US BANK

Paid Chk# 004760E 7/29/2020 **NORTH AMERICAN BANKING COMPANY**

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
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

al NORTH AMERICAN BANKING COMPANY \$0.00

Paid Chk# 004785E 7/17/2020 **WORLDPAY-NCR**

G 501-2020	Accounts Payable	\$9,174.94	LIQUOR STORE CC PROCESSING FEE - JUNE 2020
Total WORLDPAY-NCR		\$9,174.94	

Paid Chk# 004786E 7/20/2020 **OPTUM - H.S.A.**

G 101-2184	HSA Contribution payable	\$2,712.09	ACH EE PORT H.S.A Payment for Period #15 07/22/2020
G 101-2184	HSA Contribution payable	\$1,062.37	ACH ER PORT H.S.A Payment for Period #15 07/22/2020
Total OPTUM - H.S.A.		\$3,774.46	

Paid Chk# 004787E 7/20/2020 **US BANK**

G 101-1150	Accounts Receivable	(\$825.00)	JULY CC STM REFUND FOR MCFOA CONFERENCE
E 101-100-10-25-4220	Advertising	\$50.00	JULY CC STM PLANNER POSITION AD
E 101-100-10-25-4405	Motor Fuel	\$30.28	JULY CC STM CODE ENFORCEMENT FUEL
E 101-100-11-10-4210	Operating Supplies	\$149.97	JULY CC STM ELECTION SUPPLIES
E 101-100-15-05-4019	Wellness Program	\$17.45	JULY CC STM WELLNESS SUPPLIES
E 101-100-15-25-4210	Operating Supplies	\$57.91	JULY CC STM CITY HALL COFFEE
E 101-100-15-25-4238	Training/Schools	(\$245.00)	JULY CC STM CLERK ACADAMY CANCELLED
E 101-100-15-25-4413	Equipment/Accessories	\$225.00	JULY CC STM CURRANCY COUNTER
E 101-100-15-25-4540	Repair/Maintenance Building	\$51.05	JULY CC STM CITY HALL LIGHTS
E 101-100-20-25-4210	Operating Supplies	\$42.78	JULY CC STM BLCSC LAWN CARE
E 101-100-20-25-4370	Grounds Maintenance	\$214.71	JULY CC STM BLCSC GROUNDS MAINT
E 101-100-30-25-4405	Motor Fuel	\$65.92	JULY CC STM BUILDING FUEL
E 101-100-30-25-4430	Vehicle Maintenance	\$10.00	JULY CC STM BUILDING VEHICLE CAR WASH
E 101-100-92-25-4251	Emergency Management	\$59.97	JULY CC STM ELECTION COVID SUPPLIES
E 101-105-15-25-4413	Equipment/Accessories	\$159.85	JULY CC STM CITY HALL CAMERA/COUNTDOWN CLOCK
E 101-105-55-25-4130	Computers/Software	\$712.10	JULY CC STM LAKESIDE PARK CAMERAS
E 101-105-75-25-4130	Computers/Software	\$163.97	JULY CC STM POLICE CAMERAS
E 101-100-92-25-4251	Emergency Management	\$2,100.09	JULY CC STM COVID SUPPLIES POLICE
E 101-200-40-25-4405	Motor Fuel	\$2.00	JULY CC STM ENGINEER FUEL
E 101-200-50-25-4210	Operating Supplies	\$22.03	JULY CC STM STREETS SUPPLIES
E 101-200-50-25-4212	Other Operations Expenses	\$52.95	JULY CC STM STREETS SUPPLIES
E 101-200-50-25-4215	Uniforms/Clothing	\$244.39	JULY CC STM STREETS UNIFORMS
E 101-200-50-25-4385	Shop Materials	\$33.75	JULY CC STM STREET SHOP SUPPLIES
E 101-200-50-25-4405	Motor Fuel	\$558.22	JULY CC STM STREET FUEL
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$149.98	JULY CC STM STREET REPAIRS



***Check Detail Register©**

Cks 7/16/2020 - 8/5/2020

		Check Amt	Invoice	Comment
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$709.42	JULY CC STM	PARKS REPAIRS
E 101-200-55-25-4215	Uniforms/Clothing	\$175.00	JULY CC STM	BOOT ALLOWANCE - GARY
E 101-200-55-25-4405	Motor Fuel	\$386.29	JULY CC STM	PARK FUEL
E 101-200-55-25-4413	Equipment/Accessories	\$222.60	JULY CC STM	PARK SUPPLIES
E 101-200-55-25-4535	Playground Maintenance	\$15.71	JULY CC STM	PLAYGROUND MAINT SUPPLIES
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$88.62	JULY CC STM	PARKS MAINT
G 101-2175	Other Withholding	\$219.04	JULY CC STM	POLICE GYM INCENTIVE
E 101-300-75-25-4210	Operating Supplies	\$571.80	JULY CC STM	POLICE SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	\$144.18	JULY CC STM	POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	\$115.53	JULY CC STM	POLICE UNIFORMS
E 101-300-75-25-4220	Advertising	\$103.00	JULY CC STM	POLICE BASEBALL CARDS
E 101-300-75-25-4235	Postage	\$124.00	JULY CC STM	POLICE POSTAGE
E 101-300-75-25-4238	Training/Schools	\$1,275.26	JULY CC STM	POLICE TRAINING
E 101-300-75-25-4243	Meals	\$118.92	JULY CC STM	POLICE TRAINING MEALS
E 101-300-75-25-4260	Subscriptions/Dues	\$301.81	JULY CC STM	POLICE SUBSCRIPTIONS
E 101-100-20-25-4370	Grounds Maintenance	\$121.77	JULY CC STM	BLCSC GROUND MAINT
E 101-300-75-25-4405	Motor Fuel	\$11.57	JULY CC STM	POLICE FUEL
E 101-300-75-25-4216	Fire Arms	\$1,701.57	JULY CC STM	POLICE FIRE ARM PARTS
E 101-300-75-25-4413	Equipment/Accessories	\$517.68	JULY CC STM	POLICE EQUIPMENT
E 101-300-75-25-4430	Vehicle Maintenance	\$556.20	JULY CC STM	POLICE VEHICLE MAINT
E 101-105-55-25-4130	Computers/Software	\$509.94	JULY CC STM	LAKESIDE PARK CAMARAS
E 101-100-92-25-4251	Emergency Management	\$667.90	JULY CC STM	POLICE COVID SUPPLIES
E 199-000-20-70-4316	Capital Purchases/Improve	\$26.51	JULY CC STM	POLICE GARAGE FLOOR SUPPLIES
E 199-000-75-25-4545	Repair/Maintenance Equipm	\$1,499.90	JULY CC STM	POLICE - FIRE BOAT REPAIRS
E 277-000-00-25-4413	Equipment/Accessories	\$80.99	JULY CC STM	POLICE DWI FUND SQUAD LIGHTING
E 277-000-00-25-4413	Equipment/Accessories	\$1,047.57	JULY CC STM	POLICE DWI FUND RADAR SIGN
E 277-000-00-25-4220	Advertising	\$500.00	JULY CC STM	POLICE DWI FUND PROMOTIONAL ITEMS
E 301-000-00-25-4210	Operating Supplies	\$209.74	JULY CC STM	WATER SUPPLIES
E 301-000-00-25-4235	Postage	\$4.13	JULY CC STM	WATER POSTAGE
E 301-000-00-25-4387	Water Meters	\$9.88	JULY CC STM	WATER METER SUPPLIES
E 301-000-00-25-4405	Motor Fuel	\$113.10	JULY CC STM	WATER FUEL
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$1.16	JULY CC STM	WATER REPAIRS
E 401-000-00-25-4210	Operating Supplies	\$760.27	JULY CC STM	WWTP SUPPLIES
E 401-000-00-25-4230	Telephone/Internet	\$56.23	JULY CC STM	WWTP ON CALL CELL PHONE
E 401-000-00-25-4235	Postage	\$4.12	JULY CC STM	WWTP POSTAGE
E 401-000-00-25-4405	Motor Fuel	\$72.69	JULY CC STM	WWPT FUEL
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$45.47	JULY CC STM	WWTP REPAIRS
E 401-000-92-25-4251	Emergency Management	\$45.47	JULY CC STM	WWTP COVID SUPPLIES
G 501-2020	Accounts Payable	\$632.36	JULY CC STM	LIQUOR NCR PAID
E 501-000-00-25-4210	Operating Supplies	\$30.90	JULY CC STM	LIQUOR SUPPLIES
E 501-000-00-27-4266	Purchases - Misc	\$46.68	JULY CC STM	LIQUOR LIMES/LEMONS
E 501-000-92-25-4251	Emergency Management	\$323.93	JULY CC STM	LIQUOR STORE COVID SUPPLIES
E 501-000-92-25-4251	Emergency Management	\$53.45	JULY CC STM	LIQUOR STORE COVID SUPPLIES
E 601-000-00-25-4545	Repair/Maintenance Equipm	\$77.48	JULY CC STM	STORM SEWER REPAIR PARTS
Total US BANK		\$18,404.21		

Paid Chk# 004788E 7/20/2020 PERA				
G 101-2174	PERA Withholding Payable	\$13,206.60	ACH	PERA Payment for Pay Period #15 7/22/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,663.98	ACH	PERA Payment for Pay Period #15 7/22/2020
Total PERA		\$25,870.58		

Paid Chk# 004789E 7/20/2020 ICMA				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #15 7/22/2020
Total ICMA		\$1,849.00		

Paid Chk# 004790E 7/20/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #15 7/22/2020



***Check Detail Register©**

Cks 7/16/2020 - 8/5/2020

		Check Amt	Invoice	Comment
Total TASC		\$165.38		
Paid Chk# 004791E 7/20/2020 KWIK TRIP - CREDIT DEPT				
E 101-300-75-25-4405	Motor Fuel	\$2,627.08	MAY-JUNE	POLICE FUEL FOR MAY
E 101-300-75-25-4405	Motor Fuel	\$2,944.82	MAY-JUNE	POLICE FUEL FOR JUNE
E 301-000-00-25-4405	Motor Fuel	\$110.50	MAY-JUNE	WATER MAY FUEL
E 401-000-00-25-4405	Motor Fuel	\$111.16	MAY-JUNE	WWTP MAY FUEL
E 401-000-00-25-4405	Motor Fuel	\$69.00	MAY-JUNE	WWTP MAY FUEL
E 101-200-55-25-4405	Motor Fuel	\$29.85	MAY-JUNE	PARK MAY FUEL
E 101-200-50-25-4405	Motor Fuel	\$214.87	MAY-JUNE	STREET MAY FUEL
E 301-000-00-25-4405	Motor Fuel	\$138.10	MAY-JUNE	WATER JUNE FUEL
E 401-000-00-25-4405	Motor Fuel	\$160.45	MAY-JUNE	WWTP JUNE FUEL
E 401-000-00-25-4405	Motor Fuel	\$136.78	MAY-JUNE	WWTP JUNE FUEL
E 101-200-55-25-4405	Motor Fuel	\$199.18	MAY-JUNE	PARKS JUNE FUEL
E 101-200-50-25-4405	Motor Fuel	\$190.51	MAY-JUNE	STREET JUNE FUEL
E 101-200-40-25-4405	Motor Fuel	\$22.17	MAY-JUNE	ENGINEER MAY FUEL
E 101-200-40-25-4405	Motor Fuel	\$27.15	MAY-JUNE	ENGINEER JUNE FUEL
E 101-200-50-25-4405	Motor Fuel	\$64.87	MAY-JUNE	STREET JUNE FUEL
Total KWIK TRIP - CREDIT DEPT		\$7,046.49		
Paid Chk# 004792E 7/21/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$11,873.87		Federal/FICA Payroll Taxes for Pay Period #15 07/22/2020
G 101-2173	FICA Tax Withholding Payable	\$15,812.24		Federal/FICA Payroll Taxes for Pay Period #15 07/22/2020
Total PAYROLL TAXES - FED/FICA		\$27,686.11		
Paid Chk# 004793E 7/21/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$5,570.22	ACH	State Payroll Taxes for Pay Period #15 07/22/2020
Total PAYROLL TAX - STATE		\$5,570.22		
Paid Chk# 004794E 7/22/2020 VONAGE BUSINESS				
E 101-200-50-25-4230	Telephone/Internet	\$27.93	ACH	TELEPHONE BILL FOR MONTH OF JULY
E 101-200-55-25-4230	Telephone/Internet	\$27.93	ACH	TELEPHONE BILL FOR MONTH OF JULY
E 101-100-15-25-4230	Telephone/Internet	\$484.72	ACH	TELEPHONE BILL FOR MONTH OF JULY
E 301-000-00-25-4230	Telephone/Internet	\$55.85	ACH	TELEPHONE BILL FOR MONTH OF JULY
E 401-000-00-25-4230	Telephone/Internet	\$27.93	ACH	TELEPHONE BILL FOR MONTH OF JULY
E 601-000-00-25-4230	Telephone/Internet	\$27.93	ACH	TELEPHONE BILL FOR MONTH OF JULY
E 501-000-00-25-4230	Telephone/Internet	\$139.63	ACH	TELEPHONE BILL FOR MONTH OF JULY
Total VONAGE BUSINESS		\$791.92		
Paid Chk# 004795E 7/23/2020 DEARBORN NATIONAL				
G 101-2182	Health-Dental-Life Ins Payable	\$329.85	EE PORTION	LIFE INS PREM ER FOR MONTH OF AUGUST 2020
G 101-2182	Health-Dental-Life Ins Payable	\$1,272.93	ER PORTION	LIFE INS PREM ER FOR MONTH OF AUGUST 2020
Total DEARBORN NATIONAL		\$1,602.78		
Paid Chk# 004796E 7/23/2020 HEALTH PARTNERS				
G 101-2182	Health-Dental-Life Ins Payable	\$3,669.12	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF AUGUST 2020
G 101-2182	Health-Dental-Life Ins Payable	\$26,758.02	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF AUGUST 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF AUGUST 2020
G 101-2182	Health-Dental-Life Ins Payable	\$681.67	KUCALA JULY	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF AUGUST 2020
G 101-1158	Cobra Insurance Receivable	\$955.79	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF AUGUST 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF AUGUST 2020



***Check Detail Register©**

Cks 7/16/2020 - 8/5/2020

		Check Amt	Invoice	Comment
Total HEALTH PARTNERS		\$34,055.13		
Paid Chk# 004797E 7/27/2020 KS STATEBANK				
E 199-000-75-85-4603	Debt Service Principal	\$7,968.71		2020 RADIO LEASE PAYMENT CONTRACT DATED 9/15/2016
E 199-000-75-85-4610	Debt Service Interest	\$914.12		2020 RADIO LEASE PAYMENT CONTRACT DATED 9/15/2016
Total KS STATEBANK		\$8,882.83		
Paid Chk# 004798E 7/27/2020 MARCO BUSINESS PRODUCTS				
G 101-2020	Accounts Payable	\$918.16	419344148	MARCO COPIER LEASE 7/10/20 - 8/10/20
Total MARCO BUSINESS PRODUCTS		\$918.16		
Paid Chk# 004799E 7/27/2020 DELTA DENTAL				
G 101-1158	Cobra Insurance Receivable	\$162.10	COBRA	DELTA DENTAL PREM ACH ER - AUGUST 2020
G 101-2182	Health-Dental-Life Ins Payable	\$2,703.35	ER PORTION	DELTA DENTAL PREM ACH ER - AUGUST 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$110.65	HANDELAND	DELTA DENTAL PREM ACH ER - AUGUST 2020
G 101-2182	Health-Dental-Life Ins Payable	\$29.60	KUCALA JULY	DELTA DENTAL PREM ACH ER - AUGUST 2020
Total DELTA DENTAL		\$3,005.70		
Paid Chk# 004800E 7/28/2020 COLONIAL LIFE				
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.56		COLONIAL LIFE DEDUCTIONS FOR JULY 2020
Total COLONIAL LIFE		\$180.56		
Paid Chk# 004801E 7/28/2020 PAYROLL TAXES - FED/FICA				
G 101-2173	FICA Tax Withholding Payable	\$76.50		Federal/FICA Payroll Taxes for Pay Period #7 COMMISSIONERS 7/31/2020
Total PAYROLL TAXES - FED/FICA		\$76.50		
Paid Chk# 004802E 7/28/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$50.00		Federal/FICA Payroll Taxes for Pay Period #8 CITY COUNCIL 08/03/2020
G 101-2173	FICA Tax Withholding Payable	\$260.10		Federal/FICA Payroll Taxes for Pay Period #8 CITY COUNCIL 08/03/2020
Total PAYROLL TAXES - FED/FICA		\$310.10		
Paid Chk# 004803E 7/28/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$50.00	ACH	State Payroll Taxes for Pay Period #8 CITY COUNCIL 08/03/2020
Total PAYROLL TAX - STATE		\$50.00		
Paid Chk# 004804E 7/30/2020 MN DEPT OF LABOR & INDUSTRY				
E 101-100-30-25-4412	State SurCharge Bldg.Permi	\$6,801.95		BUILDING PERMIT SURCHARGE FOR 2ND QTR 2020
Total MN DEPT OF LABOR & INDUSTRY		\$6,801.95		
Paid Chk# 004805E 7/30/2020 PITNEY BOWES INC				
G 101-1551	Prepaid Postage	\$200.00		POSTAGE PURCHASE 07/29/2020
Total PITNEY BOWES INC		\$200.00		
Paid Chk# 004806E 8/3/2020 OPTUM - H.S.A.				
G 101-2184	HSA Contribution payable	\$2,712.09	ACH EE	H.S.A Payment for Period #16 08/05/2020
G 101-2184	HSA Contribution payable	\$1,062.37	ACH ER	H.S.A Payment for Period #16 08/05/2020
Total OPTUM - H.S.A.		\$3,774.46		
Paid Chk# 004807E 8/3/2020 PERA				
G 101-2174	PERA Withholding Payable	\$13,275.19	ACH	PERA Payment for Pay Period #16 08/05/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,401.50	ACH	PERA Payment for Pay Period #16 08/05/2020
Total PERA		\$25,676.69		
Paid Chk# 004808E 8/3/2020 ICMA				



***Check Detail Register©**

Cks 7/16/2020 - 8/5/2020

		Check Amt	Invoice	Comment
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #16 08/05/2020
Total ICMA		\$1,849.00		
Paid Chk# 004809E 8/3/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #16 08/05/2020
Total TASC		\$165.38		
Paid Chk# 004810E 8/3/2020 4M FUND				
G 101-1040	Investments	\$249,800.00		PACIFIC WESTERN BANK CD PURCHASED 2.1.21
Total 4M FUND		\$249,800.00		
Paid Chk# 004811E 8/3/2020 4M FUND				
G 101-1040	Investments	\$249,800.00		BANK OF CHINA CD PURCHASED MATURES 2.1.21
Total 4M FUND		\$249,800.00		
Paid Chk# 004812E 8/5/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$11,447.11		Federal/FICA Payroll Taxes for Pay Period #16 08/05/2020
G 101-2173	FICA Tax Withholding Payable	\$15,591.92		Federal/FICA Payroll Taxes for Pay Period #16 08/05/2020
Total PAYROLL TAXES - FED/FICA		\$27,039.03		
Paid Chk# 004813E 8/5/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$5,456.75	ACH	State Payroll Taxes for Pay Period #16 08/05/2020
Total PAYROLL TAX - STATE		\$5,456.75		
Paid Chk# 083364 7/16/2020 ALLSTATE PARTS OF SAUK RAPIDS				
E 101-200-50-25-4385	Shop Materials	\$24.10	2704155704	SHOP MATERIAL
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$286.56	2704155704	PARK REPAIRS
E 101-200-50-25-4430	Vehicle Maintenance	\$31.86	2704156219	COOLANT
Total ALLSTATE PARTS OF SAUK RAPIDS		\$342.52		
Paid Chk# 083365 7/16/2020 BELL BOY CORPORATION-1				
E 501-000-00-27-4264	Purchases - Wine	\$272.00		WINE
E 501-000-00-27-4269	Freight - In	\$61.35		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$2,861.98	0084887700	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$79.64	0101670600	MIX
Total BELL BOY CORPORATION-1		\$3,274.97		
Paid Chk# 083366 7/16/2020 C&L DISTRIBUTING COMPANY				
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$60.00)		KEG RETURNS
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$117.25		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$28.00		MIX
E 501-000-00-27-4266	Purchases - Misc	\$18.00		ICE/WATER
E 501-000-00-27-4263	Purchases - Beer	\$1,922.15	1067001995	BEER
E 501-000-00-27-4263	Purchases - Beer	\$226.35	1067002003	BEER
E 501-000-00-27-4263	Purchases - Beer	\$12,979.15	961004881	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$53.03)	961004883	CREDIT
Total C&L DISTRIBUTING COMPANY		\$15,177.87		
Paid Chk# 083367 7/16/2020 CHARTER COMMUNICATIONS				
E 101-100-15-25-4230	Telephone/Internet	\$77.01	000463007102	CITY HALL
E 301-000-00-25-4230	Telephone/Internet	\$163.58	001307807102	WATER BLDG INTERNET
Total CHARTER COMMUNICATIONS		\$240.59		
Paid Chk# 083368 7/16/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$371.52	3000666	ICE WATER
Total CRYSTAL SPRINGS ICE		\$371.52		



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Paid Chk# 083369 7/16/2020 DAHLHEIMER DISTRIBUTING CO				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$96.50		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$52.40		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$702.00		BEER
E 501-000-00-27-4263	Purchases - Beer	\$17,761.28	112-03658	BEER
E 501-000-00-27-4263	Purchases - Beer	\$106.00	112-03670	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$49.00	112-03680	MIX
E 501-000-00-27-4263	Purchases - Beer	(\$109.65)	1257247	CREDIT
Total DAHLHEIMER DISTRIBUTING CO		\$18,717.53		
Paid Chk# 083370 7/16/2020 DAILEY DATA & ASSOCIATES, INC				
E 501-000-00-25-4130	Computers/Software	\$12.83	103842	COMPUTER CABLE
Total DAILEY DATA & ASSOCIATES, INC		\$12.83		
Paid Chk# 083371 7/16/2020 DATA SUCCESS, INC				
E 101-105-15-25-4130	Computers/Software	\$249.00	14426	DATA RECOVERY JULY 2020
Total DATA SUCCESS, INC		\$249.00		
Paid Chk# 083372 7/16/2020 G&J AWNING AND CANVAS, INC.				
E 199-000-15-25-4540	Repair/Maintenance Building	\$1,114.00		CITY HALL AWNING REPAIRS
Total G&J AWNING AND CANVAS, INC.		\$1,114.00		
Paid Chk# 083373 7/16/2020 GRANITE CITY JOBBING				
E 501-000-00-27-4271	Purchases - Cigars	\$106.62		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$110.93		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$712.32	4191794	TOBACCO
Total GRANITE CITY JOBBING		\$934.12		
Paid Chk# 083374 7/16/2020 HUBBARD ELECTRIC				
E 501-000-00-25-4540	Repair/Maintenance Building	\$520.03	6517	LIQUOR STORE ELECTRICAL
Total HUBBARD ELECTRIC		\$520.03		
Paid Chk# 083375 7/16/2020 JP BROOKS HOMES				
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 21509 LENA TRAIL
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 21524 LENA TRAIL
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW
Total JP BROOKS HOMES		\$5,580.00		
Paid Chk# 083376 7/16/2020 LUPULIN BREWING LLC				
E 501-000-00-27-4263	Purchases - Beer	\$105.00	30543	BEER
E 501-000-00-27-4263	Purchases - Beer	\$641.75	30548	BEER
Total LUPULIN BREWING LLC		\$746.75		
Paid Chk# 083377 7/16/2020 MOEDELL				
E 280-000-00-25-4257	Contractors Hired	\$100.00		FARMERS MARKET MUSIC 7/22/20
Total MOEDELL		\$100.00		
Paid Chk# 083378 7/16/2020 QUALITY REFRIGERATION				
E 501-000-00-25-4545	Repair/Maintenance Equipm	\$318.09	0078817	COOLER REPAIRS AT LIQUOR STORE
Total QUALITY REFRIGERATION		\$318.09		
Paid Chk# 083379 7/16/2020 RED BULL DISTRIBUTION CO, INC				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$32.50		K-83293980
Total RED BULL DISTRIBUTION CO, INC		\$32.50		
Paid Chk# 083380 7/16/2020 SUPERIOR MARKETING CONCEPTS				



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E 501-000-00-25-4220	Advertising	\$250.00		LIQUOR STORE ADVERTISING
Total SUPERIOR MARKETING CONCEPTS		\$250.00		
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Paid Chk# 083381	7/16/2020	XCEL ENERGY		
E 101-200-55-25-4570	Electricity	\$20.75	51-001233342	PARK IRRIGATION
Total XCEL ENERGY		\$20.75		
<hr/>				
Paid Chk# 083382	7/22/2020	ALLSTATE PARTS OF SAUK RAPIDS		
E 101-200-50-25-4385	Shop Materials	\$207.01	2704156295	PUBLIC WORKS SHOP MATERIALS
Total ALLSTATE PARTS OF SAUK RAPIDS		\$207.01		
<hr/>				
Paid Chk# 083383	7/22/2020	AMERICAN SOLUTINS FOR BUSINESS		
G 101-2175	Other Withholding	\$290.65	INV04745034	EMPLOYEE APPAREL
E 101-100-15-25-4300	Awards - Employee LOS	\$54.75	INV04798538	YEARS OF SERVICE
E 101-300-75-25-4300	Awards - Employee LOS	\$28.75	INV04807434	YEARS OF SERVICE
E 501-000-00-25-4215	Uniforms/Clothing	\$230.53	INV04830744	LIQUOR STORE UNIFORMS
G 101-2175	Other Withholding	\$48.97	INV04843287	EMPLOYEE APPAREL
Total AMERICAN SOLUTINS FOR BUSINESS		\$653.65		
<hr/>				
Paid Chk# 083384	7/22/2020	BERNICKS PEPSI		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$128.57	105702	MIX
E 501-000-00-27-4263	Purchases - Beer	(\$70.74)	105703	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$2,399.00	105704	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$60.00)	105704	KEG RETURN
Total BERNICKS PEPSI		\$2,396.83		
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Paid Chk# 083385	7/22/2020	BREAKTHRU BEVERAGE		
E 501-000-00-27-4264	Purchases - Wine	\$544.00	1081156775	WINE
E 501-000-00-27-4268	Purchases - Non Alcoholic	\$36.00	1081156775	NA WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$112.00	1081156775	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$10,100.12	1081156775	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	\$353.50	1081156776	BEER
Total BREAKTHRU BEVERAGE		\$11,145.62		
<hr/>				
Paid Chk# 083386	7/22/2020	C&L DISTRIBUTING COMPANY		
E 501-000-00-27-4263	Purchases - Beer	\$224.00	1097002017	BEER
Total C&L DISTRIBUTING COMPANY		\$224.00		
<hr/>				
Paid Chk# 083387	7/22/2020	CARLOS CREEEK WINERY		
E 501-000-00-27-4264	Purchases - Wine	\$324.00	19504	WINE
Total CARLOS CREEEK WINERY		\$324.00		
<hr/>				
Paid Chk# 083388	7/22/2020	CONNEXUS ENERGY		
E 101-200-55-25-4570	Electricity	\$14.50	390212-28297	PRAIRIE DRIVE ELECTRIC
Total CONNEXUS ENERGY		\$14.50		
<hr/>				
Paid Chk# 083389	7/22/2020	CRYSTAL SPRINGS ICE		
E 501-000-00-27-4266	Purchases - Misc	\$232.20	3000740	ICE/WATER
E 501-000-00-27-4266	Purchases - Misc	\$402.82	3000786	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$635.02		
<hr/>				
Paid Chk# 083390	7/22/2020	DAHLHEIMER DISTRIBUTING CO		
E 501-000-00-27-4263	Purchases - Beer	\$470.00	112-03691	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	112-03691	KEG DEPOSIT
Total DAHLHEIMER DISTRIBUTING CO		\$500.00		
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Paid Chk# 083391	7/22/2020	DIESEL & IMPORT AUTO/TRUCK		
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$107.37	25265	LIFT #10 REPAIRS



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Total DIESEL & IMPORT AUTO/TRUCK		\$107.37		
Paid Chk#	083392	7/22/2020	ELK RIVER WINLECTRIC CO.	
E	301-000-00-25-4545	Repair/Maintenance Equipm	\$59.88	317104 00 600V FUSE
Total ELK RIVER WINLECTRIC CO.		\$59.88		
Paid Chk#	083393	7/22/2020	GUARDIAN FLEET SAFETY	
E	199-000-75-70-4316	Capital Purchases/Improve	\$2,232.70	20-0056 POLICE UNIT 729-20
Total GUARDIAN FLEET SAFETY		\$2,232.70		
Paid Chk#	083394	7/22/2020	JOHNSON BROTHERS WHOLESALE	
E	501-000-00-27-4262	Purchases - Liquor	\$274.92	1596554 LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$105.00	1596598 LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$4,870.14	1599969 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$2,315.72	1599970 WINE
E	501-000-00-27-4263	Purchases - Beer	\$210.00	1599971 BEER
E	501-000-00-27-4265	Purchases - Mix/Pop	\$148.00	1599972 MIX
E	501-000-00-27-4262	Purchases - Liquor	\$336.90	1599973 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$492.60	1599974 WINE
E	501-000-00-27-4262	Purchases - Liquor	\$3,542.84	1599975 LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$12,296.12		
Paid Chk#	083395	7/22/2020	JOHNSON CONTROLS SECURITY	
E	101-200-50-25-4315	Compost/Woodchipper	\$724.71	01300 105825 COMPOST GATE
E	101-200-50-25-4315	Compost/Woodchipper	\$255.75	01300 105825 COMPOST GATE
Total JOHNSON CONTROLS SECURITY		\$980.46		
Paid Chk#	083396	7/22/2020	OFFICE DEPOT	
E	101-100-10-25-4210	Operating Supplies	\$8.61	PLANNING
E	101-200-40-25-4210	Operating Supplies	\$8.61	ENGINEERING
E	101-100-25-25-4210	Operating Supplies	\$17.22	EDA
E	101-100-30-25-4210	Operating Supplies	\$17.22	BUILDING
E	101-100-15-25-4210	Operating Supplies	\$111.99	CITY HALL
E	101-100-05-25-4210	Operating Supplies	\$7.99	MAYOR/COUNCIL
E	101-100-10-25-4210	Operating Supplies	\$7.99	PLANNING
E	101-200-40-25-4210	Operating Supplies	\$7.99	ENGINEERING
E	101-100-25-25-4210	Operating Supplies	\$15.99	EDA
E	101-100-30-25-4210	Operating Supplies	\$15.99	BUILDING
E	101-100-15-25-4210	Operating Supplies	\$104.01	CITY HALL
E	101-100-05-25-4210	Operating Supplies	\$8.61	105493170001 MAYOR/COUNCIL
Total OFFICE DEPOT		\$332.22		
Paid Chk#	083397	7/22/2020	OMANN BROTHERS INC	
E	101-200-50-25-4340	Hot Mix	\$164.00	14572 HOT MIX
E	101-200-50-25-4340	Hot Mix	\$164.82	14608 HOT MIX
Total OMANN BROTHERS INC		\$328.82		
Paid Chk#	083398	7/22/2020	PHILLIPS WINE & SPIRITS	
E	501-000-00-27-4264	Purchases - Wine	\$72.00	WINE
E	501-000-00-27-4262	Purchases - Liquor	\$4,790.13	6062199 LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$1,828.95	6062200 WINE
E	501-000-00-27-4265	Purchases - Mix/Pop	\$46.00	6062201 MIX
Total PHILLIPS WINE & SPIRITS		\$6,737.08		
Paid Chk#	083399	7/22/2020	PROGRESSIVE BUILDERS	
G	101-2057	Seed/Sod Escrow	\$1,860.00	LANDSCAPE ESCROW 20109 TRUMAN DR
Total PROGRESSIVE BUILDERS		\$1,860.00		
Paid Chk#	083400	7/22/2020	QUALITY REFRIGERATION	



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E 501-000-00-25-4540	Repair/Maintenance Building	\$178.64	0079088	REPAIR LEAKING COOLER
Total QUALITY REFRIGERATION		\$178.64		
<hr/>				
Paid Chk# 083401	7/22/2020	SHERBURNE CO SHERIFFS DEPT		
E 101-300-75-25-4260	Subscriptions/Dues	\$180.00	220.2-BL	CJDN CONNECT CHARGE
Total SHERBURNE CO SHERIFFS DEPT		\$180.00		
<hr/>				
Paid Chk# 083402	7/22/2020	SOUTHERN WINE & SPIRITS OF MN		
E 501-000-00-27-4262	Purchases - Liquor	\$467.80	1970558	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$3,937.85	1973079	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$318.00	1973080	WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$4,723.65		
<hr/>				
Paid Chk# 083403	7/22/2020	VIKING COCA-COLA		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$200.80	2552155	MIX
E 501-000-00-27-4263	Purchases - Beer	\$104.00	2552156	BEER
Total VIKING COCA-COLA		\$304.80		
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Paid Chk# 083404	7/22/2020	WATER TOWER CLEAN & COAT, INC		
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$15,500.00	WT78440	WATER CLEAN & INSPECTION
Total WATER TOWER CLEAN & COAT, INC		\$15,500.00		
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Paid Chk# 083405	7/22/2020	ZURBEY, GREG		
E 501-000-00-25-4413	Equipment/Accessories	\$48.58		SUPPLIES
E 501-000-92-25-4251	Emergency Management	\$79.99		COVIDE 19 SUPPLIES
Total ZURBEY, GREG		\$128.57		
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Paid Chk# 083408	7/28/2020	ABRAHAMSON, CARLA		
E 101-300-75-25-4215	Uniforms/Clothing	\$114.00	973135	POLICE UNIFORMS
Total ABRAHAMSON, CARLA		\$114.00		
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Paid Chk# 083409	7/28/2020	AIS CONSULTING SERVICES, LLC		
E 101-200-55-25-4257	Contractors Hired	\$490.00		EWM SURVEY
Total AIS CONSULTING SERVICES, LLC		\$490.00		
<hr/>				
Paid Chk# 083410	7/28/2020	ALL AMERICAN TITLE CO INC		
G 401-2059	Unapplied Payments	\$168.83		W/S REFUND 314 DONNA CT
Total ALL AMERICAN TITLE CO INC		\$168.83		
<hr/>				
Paid Chk# 083411	7/28/2020	ARTISAN BEER COMPANY		
E 501-000-00-27-4263	Purchases - Beer	\$325.50	3429031	BEER
Total ARTISAN BEER COMPANY		\$325.50		
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Paid Chk# 083412	7/28/2020	ARVIG		
E 101-300-75-25-4230	Telephone/Internet	\$371.00	000305939400	POLICE TELEPHONE
Total ARVIG		\$371.00		
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Paid Chk# 083413	7/28/2020	BACKLUND, JASON		
G 401-2059	Unapplied Payments	\$40.69		W/S REFUND 4230 LOON LOOP
Total BACKLUND, JASON		\$40.69		
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Paid Chk# 083414	7/28/2020	BANYON DATA SYSTEMS		
E 101-105-15-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 101-105-25-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 101-105-40-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 101-105-50-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 101-105-55-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 101-105-75-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 301-000-00-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS



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E 401-000-00-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 501-000-00-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 601-000-00-25-4130	Computers/Software	\$19.50	00160509	FIXED ASSESTS
E 101-105-15-25-4130	Computers/Software	\$190.80	00160509	FUND ACCOUNTING
E 301-000-00-25-4130	Computers/Software	\$190.80	00160509	FUND ACCOUNTING
E 401-000-00-25-4130	Computers/Software	\$190.80	00160509	FUND ACCOUNTING
E 501-000-00-25-4130	Computers/Software	\$190.80	00160509	FUND ACCOUNTING
E 601-000-00-25-4130	Computers/Software	\$31.80	00160509	FUND ACCOUNTING
Total BANYON DATA SYSTEMS		\$990.00		
Paid Chk# 083415 7/28/2020 BELL BOY CORPORATION-1				
E 501-000-00-25-4210	Operating Supplies	\$122.79		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$2.80		FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$449.80		MIX
E 501-000-00-27-4264	Purchases - Wine	\$154.00		WINE
E 501-000-00-27-4269	Freight - In	\$34.20		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$470.00	0084993100	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$49.34	0101707200	MIX
Total BELL BOY CORPORATION-1		\$1,282.93		
Paid Chk# 083416 7/28/2020 BERNICKS PEPSI				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$49.95		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$215.00	108033	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$93.65	108265	MIX
E 501-000-00-27-4263	Purchases - Beer	(\$35.40)	108266	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$3,320.44	108267	BEER
Total BERNICKS PEPSI		\$3,703.64		
Paid Chk# 083417 7/28/2020 BETKE, MARTIN & TRACY				
G 401-2059	Unapplied Payments	\$8.77		W/S REFUND 21452 LENA TRAIL
Total BETKE, MARTIN & TRACY		\$8.77		
Paid Chk# 083418 7/28/2020 BREAKTHRU BEVERAGE				
E 501-000-00-27-4262	Purchases - Liquor	\$2,211.66	1081159574	LIQUOR
Total BREAKTHRU BEVERAGE		\$2,211.66		
Paid Chk# 083419 7/28/2020 BURNET TITLE				
G 401-2059	Unapplied Payments	\$113.73		W/S REFUND 1115 MANITOU ST
G 401-2059	Unapplied Payments	\$204.88		W/S REFUND 5123 RIDGE RD
Total BURNET TITLE		\$318.61		
Paid Chk# 083420 7/28/2020 C&R CARPET RESTORATION				
E 101-100-20-25-4217	Cleaning Services	\$500.00	5995	POLICE/LIBRARY CLEANING
Total C&R CARPET RESTORATION		\$500.00		
Paid Chk# 083421 7/28/2020 CANNON RIVER WINERY				
E 501-000-00-27-4264	Purchases - Wine	\$156.00	8496	WINE
Total CANNON RIVER WINERY		\$156.00		
Paid Chk# 083422 7/28/2020 CASEYS BUSINESS MASTERCARD				
E 101-200-55-25-4405	Motor Fuel	\$901.39		PARKS MOTOR FUEL
Total CASEYS BUSINESS MASTERCARD		\$901.39		
Paid Chk# 083423 7/28/2020 CONNEXUS ENERGY				
E 101-200-50-25-4575	Electricity (Street Lights)	\$36.62	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$155.62	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$841.92	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$1,921.81	390212-30695	STREET LIGHTS



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E 301-000-00-25-4570	Electricity	\$2,294.15	390212-30695	WELL #4
E 101-100-20-25-4570	Electricity	\$407.11	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$545.57	390212-30695	WELL #3
E 401-000-00-25-4570	Electricity	\$228.80	390212-30695	LIFT #1
E 401-000-00-25-4570	Electricity	\$26.77	390212-30695	LIFT #4
E 101-200-55-25-4570	Electricity	\$7.76	390212-30695	CR RD 5 PARK
E 401-000-00-25-4570	Electricity	\$3,126.72	390212-30695	WASTEWATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	\$26.38	390212-30695	LIFT #6
E 101-200-55-25-4570	Electricity	\$48.15	390212-30695	PINTAIL PARK
E 101-200-50-25-4570	Electricity	\$23.56	390212-30695	PUBLIC WORKS SHED
E 101-200-55-25-4570	Electricity	\$13.63	390212-30695	TEAL ST PARK
E 101-200-55-25-4570	Electricity	\$5.00	390212-30695	POWELL ST PARK
E 401-000-00-25-4570	Electricity	\$137.99	390212-30695	LIFT #7
E 401-000-00-25-4570	Electricity	\$116.42	390212-30695	LIFT #8
E 101-200-55-25-4570	Electricity	\$102.13	390212-30695	LAKE RIDGE PARK
E 301-000-00-25-4570	Electricity	\$1,648.17	390212-30695	WELL #5
E 101-200-50-25-4570	Electricity	\$758.08	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$72.37	390212-30695	WATER TOWER
E 101-200-50-25-4575	Electricity (Street Lights)	\$74.36	390212-30695	STREET LIGHTS
E 101-200-50-25-4570	Electricity	\$16.85	390212-30695	COMPOST GATE
E 101-200-50-25-4575	Electricity (Street Lights)	\$13.50	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$7,548.84	390212-30695	WATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	\$82.29	390212-30695	LIFT #9
E 401-000-00-25-4570	Electricity	\$111.42	390212-30695	LIFT #11
E 401-000-00-25-4570	Electricity	\$210.82	390212-30695	LIFT #10
E 401-000-00-25-4570	Electricity	\$128.05	390212-30695	LIFT #12
E 401-000-00-25-4570	Electricity	\$71.03	390212-30695	PACIFIC LIFT
E 301-000-00-25-4570	Electricity	\$90.15	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	\$114.63	390212-30695	HIGHLINE DR PARK
E 101-200-55-25-4570	Electricity	\$29.99	390212-30695	MAY CIR PARK
E 101-100-20-25-4570	Electricity	\$74.04	390212-30695	POLICE/LIBRARY BLDG
E 101-100-20-25-4570	Electricity	\$779.47	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$977.86	390212-30695	WELL #7
E 401-000-00-25-4570	Electricity	\$7,539.95	390212-30695	WASTEWATER TREATMENT FACILITY
E 101-200-55-25-4570	Electricity	\$5.37	390212-30695	NEDD ST IRRIGATION
E 101-200-55-25-4570	Electricity	\$40.03	390212-30695	EAGLE LK PARK
E 601-000-00-25-4570	Electricity	\$50.20	390212-30695	PUBLIC WORKS BLDG
E 101-200-50-25-4570	Electricity	\$238.44	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	\$238.44	390212-30695	PUBLIC WORKS BLDG
E 301-000-00-25-4570	Electricity	\$238.44	390212-30695	PUBLIC WORKS BLDG
E 401-000-00-25-4570	Electricity	\$238.44	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	\$101.88	390212-30695	LAKESHORE PARK
E 301-000-00-25-4570	Electricity	\$235.33	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	\$50.99	390212-30695	LAKESHORE PARK
E 101-200-55-25-4570	Electricity	\$79.20	390212-30695	LAKESHORE PARK
Total CONNEXUS ENERGY		\$31,924.74		

Paid Chk# 083424	7/28/2020	CUSTOM TITLE SERVICES, LLC		
G 401-2059	Unapplied Payments	\$82.90		W/S REFUND 72 CRESCENT AV
Total CUSTOM TITLE SERVICES, LLC		\$82.90		

Paid Chk# 083425	7/28/2020	DAHLHEIMER DISTRIBUTING CO		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$111.80		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$181.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)		KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	\$28,697.50	112-03703	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$99.95)	1260589	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$2,474.20	76-01173	BEER



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Total DAHLHEIMER DISTRIBUTING CO			\$31,334.55		
Paid Chk#	083426	7/28/2020	DANGER, ELIZABETH		
E	280-000-00-25-4257	Contractors Hired	\$150.00		FARMERS MARKET MUSIC 7/29/20
Total DANGER, ELIZABETH			\$150.00		
Paid Chk#	083427	7/28/2020	EDINA REALTY TITLE		
G	401-2059	Unapplied Payments	\$90.57		W/S REFUND 1011 POWELL ST N
Total EDINA REALTY TITLE			\$90.57		
Paid Chk#	083428	7/28/2020	ELLSTROM, JOSEPH & SADIE		
G	401-2059	Unapplied Payments	\$95.37		W/S REFUND 3210 LAKE RIDGE DR
Total ELLSTROM, JOSEPH & SADIE			\$95.37		
Paid Chk#	083429	7/28/2020	FALLON, ERIC & ASHLEY		
G	401-2059	Unapplied Payments	\$235.84		W/S REFUND 5606 LOON DR
Total FALLON, ERIC & ASHLEY			\$235.84		
Paid Chk#	083430	7/28/2020	FRIESZ, LESTER & SANDRA		
G	401-2059	Unapplied Payments	\$30.73		W/S REFUND 669 INDEPENDENCE DR
Total FRIESZ, LESTER & SANDRA			\$30.73		
Paid Chk#	083431	7/28/2020	G&M OUTDOOR SERVICES		
G	175-2065	Retainage Payable	\$2,000.00		2019 MCDOWALL TRAIL EDGE GRADING RELEASE
Total G&M OUTDOOR SERVICES			\$2,000.00		
Paid Chk#	083432	7/28/2020	GRANITE CITY JOBBING		
E	501-000-00-27-4271	Purchases - Cigars	\$33.91		CIGARS
E	501-000-00-25-4210	Operating Supplies	\$11.79		SUPPLIES
E	501-000-00-27-4269	Freight - In	\$4.25		FRT
E	501-000-00-27-4273	Purchaes - Cigarette non tax	\$624.58	192792	TOBACCO
E	501-000-00-25-4210	Operating Supplies	\$29.00	193166	SUPPLIES
Total GRANITE CITY JOBBING			\$703.53		
Paid Chk#	083433	7/28/2020	HAWKINS, INC-1		
E	401-000-00-25-4380	Chemicals	\$2,763.39	4753799	WWTP CHEMICALS
E	301-000-00-25-4380	Chemicals	\$1,110.30	4753800	WATER CHEMICALS
Total HAWKINS, INC-1			\$3,873.69		
Paid Chk#	083434	7/28/2020	IDE, TYLER		
G	401-2059	Unapplied Payments	\$61.93		W/S REFUND 5380 HIGHLAND TRL
Total IDE, TYLER			\$61.93		
Paid Chk#	083435	7/28/2020	JOHNSON BROTHERS WHOLESALE		
E	501-000-00-27-4262	Purchases - Liquor	\$291.06	1602644	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$169.68	1602645	WINE
E	501-000-00-27-4262	Purchases - Liquor	\$80.10	1602687	LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$3,569.41	1604789	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$3,116.03	1604790	WINE
E	501-000-00-27-4263	Purchases - Beer	\$76.80	1604791	BEER
E	501-000-00-27-4265	Purchases - Mix/Pop	\$16.00	1604792	MIX
E	501-000-00-27-4262	Purchases - Liquor	\$316.50	1604793	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$703.25	1604794	WINE
E	501-000-00-27-4262	Purchases - Liquor	\$4,107.10	1604795	LIQUOR
Total JOHNSON BROTHERS WHOLESALE			\$12,445.93		
Paid Chk#	083436	7/28/2020	KLEMZ, JOSHUA & RACHEL		
G	401-2059	Unapplied Payments	\$140.31		W/S REFUND 20683 ATLANTIC BLVD



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Total KLEMZ, JOSHUA & RACHEL			\$140.31		
Paid Chk#	083437	7/28/2020	KLUG, ABBY		
G 401-2059	Unapplied Payments		\$83.86		W/S REFUND 701 INDEPENDENCE DR
Total KLUG, ABBY			\$83.86		
Paid Chk#	083438	7/28/2020	LAKE RESTORATION INC.		
E 101-200-55-25-4257	Contractors Hired		\$11,883.00	211611	LAKE MAINTENANCE
Total LAKE RESTORATION INC.			\$11,883.00		
Paid Chk#	083439	7/28/2020	LAKES & LEGENDS BREWING CO		
E 501-000-00-27-4263	Purchases - Beer		\$132.00	E-1665	BEER
Total LAKES & LEGENDS BREWING CO			\$132.00		
Paid Chk#	083440	7/28/2020	LAND TITLE, INC		
G 401-2059	Unapplied Payments		\$25.20		W/S REFUND 151 MOUNT CURVE AVE
Total LAND TITLE, INC			\$25.20		
Paid Chk#	083441	7/28/2020	LANDFORM		
E 101-100-10-20-4180	Other Consultants		\$1,678.75		CONSULT IN HOUSE WORK
E 101-100-10-20-4180	Other Consultants		\$467.50		CONSULT CITY MEETINGS
G 101-2055	Escrow Payable		\$637.50		AVALON ESTATES PUD
G 101-2055	Escrow Payable		\$616.25		SIEMERS ESCROW CONSULT WORK
Total LANDFORM			\$3,400.00		
Paid Chk#	083442	7/28/2020	LEGACY TITLE		
G 401-2059	Unapplied Payments		\$27.27		W/S REFUND 608 MINNESOTA
Total LEGACY TITLE			\$27.27		
Paid Chk#	083443	7/28/2020	LIFT RITE		
E 199-000-20-25-4540	Repair/Maintenance Building		\$5,130.00	2004-1009-025	POLICE GARAGE FLOOR REPAIRS
Total LIFT RITE			\$5,130.00		
Paid Chk#	083444	7/28/2020	LIVARCHUK, ALEKSANDR & NATALYA		
G 401-2059	Unapplied Payments		\$215.91		W/S REFUND 529 GLEN OAKS CIR
Total LIVARCHUK, ALEKSANDR & NATALYA			\$215.91		
Paid Chk#	083445	7/28/2020	LUPULIN BREWING LLC		
E 501-000-00-27-4263	Purchases - Beer		\$1,115.00	30782	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t		\$60.00	30782	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer		(\$30.08)	961400	CREDIT
Total LUPULIN BREWING LLC			\$1,144.92		
Paid Chk#	083446	7/28/2020	MINNESOTA TITLE, LLC		
G 401-2059	Unapplied Payments		\$34.40		W/S REFUND 717 INDEPENDENCE DR
Total MINNESOTA TITLE, LLC			\$34.40		
Paid Chk#	083447	7/28/2020	MODERN TITLE		
G 401-2059	Unapplied Payments		\$21.10		W/S REFUND 21489 LENA TRL
Total MODERN TITLE			\$21.10		
Paid Chk#	083448	7/28/2020	SCHARF, JOEL		
E 101-100-10-25-4430	Vehicle Maintenance		\$169.07		CODE ENFORCEMENT VEHICLE DETAIL
E 101-100-30-25-4430	Vehicle Maintenance		\$150.00		BLDG VEHICLE DETAIL
E 101-100-10-25-4430	Vehicle Maintenance		(\$169.07)		CODE ENFORCEMENT VEHICLE DETAIL
E 101-100-30-25-4430	Vehicle Maintenance		(\$150.00)		BLDG VEHICLE DETAIL
Total SCHARF, JOEL			\$0.00		
Paid Chk#	083449	7/28/2020	THE AMERICAN BOTTLING COMPANY		



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E 501-000-00-27-4265	Purchases - Mix/Pop	\$166.50	3568713595	MIX
total THE AMERICAN BOTTLING COMPANY		\$166.50		
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Paid Chk# 083450	7/28/2020	TITLESMA RT - WBL		
G 401-2059	Unapplied Payments	\$130.33		W/S REFUND 633 NORWOOD LN
Total TITLESMA RT - WBL		\$130.33		
<hr/>				
Paid Chk# 083451	7/28/2020	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 COORD CELL PHONE
E 101-100-30-25-4230	Telephone/Internet	\$48.72		BUILDING OFFICAL CELL PHONE
E 101-100-10-25-4230	Telephone/Internet	\$29.86		CODE ENFORCE CELL PHONE
E 401-000-00-25-4230	Telephone/Internet	\$9.36		WWTP HOT SPOT
E 101-300-75-25-4230	Telephone/Internet	\$484.07		POLICE CELL PHONES/EXTENSION PHONE
Total T-MOBILE		\$628.59		
<hr/>				
Paid Chk# 083452	7/28/2020	WATERMARK TITLE AGENCY, LLC		
G 401-2059	Unapplied Payments	\$182.09		W/S REFUND 160 PARK AVE S
Total WATERMARK TITLE AGENCY, LLC		\$182.09		
<hr/>				
Paid Chk# 083453	7/28/2020	WEST LARONDA & HEATHER		
G 401-2059	Unapplied Payments	\$87.89		W/S REFUND 20356 GORDON LANE
Total WEST LARONDA & HEATHER		\$87.89		
<hr/>				
Paid Chk# 083454	7/28/2020	WESTERBERG, STEVE		
G 401-2059	Unapplied Payments	\$122.17		W/S REFUND 20779 PACIFIC CIR
Total WESTERBERG, STEVE		\$122.17		
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Paid Chk# 083456	7/29/2020	KEN GEROUX CONSTRUCTION		
E 199-000-15-25-4540	Repair/Maintenance Building	\$19,731.33	8791-79	SIDING REPLACEMENT
Total KEN GEROUX CONSTRUCTION		\$19,731.33		
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Paid Chk# 083457	7/31/2020	CORPORATE PAYMENT SYSTEMS		
E 101-200-40-25-4260	Subscriptions/Dues	\$122.50		ENGINEER PE RENEWAL
E 101-200-40-25-4405	Motor Fuel	\$35.83		ENGINEER MOTOR FUEL
E 101-200-40-25-4238	Training/Schools	\$39.95		ENGINEER TRAINING
E 280-000-00-25-4260	Subscriptions/Dues	\$45.00		FARMERS MARKET MONTHLY DUES
E 501-000-00-25-4220	Advertising	\$360.65		LIQUOR ADVERTISING
Total CORPORATE PAYMENT SYSTEMS		\$603.93		
<hr/>				
Paid Chk# 083458	7/31/2020	M&M EXPRESS SALES & SERVICE		
E 199-000-55-70-4316	Capital Purchases/Improve	\$9,199.00	130904	LAZER Z E SERIES 72' MOWER S/N 407541042
Total M&M EXPRESS SALES & SERVICE		\$9,199.00		
<hr/>				
Paid Chk# 083459	8/4/2020	SCHARF, JOEL		
E 101-100-10-25-4430	Vehicle Maintenance	\$169.07		DETAILING CODE ENFORCEMENT VEHICLE - REIMB JOEL FOR PAYING VENDOR
E 101-200-40-25-4430	Vehicle Maintenance	\$150.00		DETAILING ENGINEERING VEHICLE - REIMBURSE JOEL FOR PAYING VENDOR
Total SCHARF, JOEL		\$319.07		
<hr/>				
Paid Chk# 083460	8/5/2020	ACE SOLID WASTE INC		
E 101-100-15-25-4225	Sanitation/Garbage Removal	\$107.99	6119526	CITY HALL
E 101-200-50-25-4225	Sanitation/Garbage Removal	\$159.54	6119526	PUBLIC WORKS
E 501-000-00-25-4225	Sanitation/Garbage Removal	\$233.15	6119526	LIQUOR STORE
E 101-200-55-25-4225	Sanitation/Garbage Removal	\$505.43	6119526	LAKESHORE PARK
E 101-100-20-25-4225	Sanitation/Garbage Removal	\$124.65	6119526	POLICE/LIBRARY BLDG
E 401-000-00-25-4225	Sanitation/Garbage Removal	\$251.92	6119526	WASTEWATER FACILITY



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Total ACE SOLID WASTE INC		\$1,382.68		
Paid Chk#	083461	8/5/2020	AFLAC	
G 101-2183	Other Pre-Tax Insurance Payabl		\$180.96	832418 JULY PREMIUMS
Total AFLAC		\$180.96		
Paid Chk#	083462	8/5/2020	AMERICAN MESSAGING	
E 301-000-00-25-4230	Telephone/Internet		\$50.00	D2-080811 WATER PAGERS
E 401-000-00-25-4230	Telephone/Internet		\$50.00	D2-080811 SEWER PAGERS
Total AMERICAN MESSAGING		\$100.00		
Paid Chk#	083463	8/5/2020	BELL BOY CORPORATION-1	
E 501-000-00-27-4265	Purchases - Mix/Pop		\$122.09	MIX
E 501-000-00-27-4269	Freight - In		\$3.22	FRT
E 501-000-00-27-4264	Purchases - Wine		\$236.00	WINE
E 501-000-00-27-4269	Freight - In		\$11.73	FRT
E 501-000-00-27-4262	Purchases - Liquor		\$403.18	0085095100 LIQUOR
E 501-000-00-25-4210	Operating Supplies		\$124.58	0101741100 SUPPLIES
Total BELL BOY CORPORATION-1		\$900.80		
Paid Chk#	083464	8/5/2020	BERNICKS PEPSI	
E 501-000-00-27-4274	Bottle/Keg Purchases - non t		(\$90.00)	KEG RETURNS
E 501-000-00-27-4267	Purchases - Non Alcoholic B		\$100.40	NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop		(\$1.32)	110792 CREDIT
E 501-000-00-27-4265	Purchases - Mix/Pop		\$152.64	110793 MIX
E 501-000-00-27-4263	Purchases - Beer		(\$32.04)	110794 CREDIT
E 501-000-00-27-4263	Purchases - Beer		\$1,969.50	110795 BEER
E 501-000-00-27-4263	Purchases - Beer		\$2,023.00	17823 BEER
Total BERNICKS PEPSI		\$4,122.18		
Paid Chk#	083465	8/5/2020	BIG LAKE LUMBER	
E 101-200-55-25-4210	Operating Supplies		\$37.80	020080502 PARK SUPPLIES
Total BIG LAKE LUMBER		\$37.80		
Paid Chk#	083466	8/5/2020	BOLTON & MENK INC	
E 601-000-00-20-4150	Engineering		\$180.00	0253610 STORM SEWER MAP UPGRADE
G 101-2055	Escrow Payable		\$450.00	0253611 SANDHILL VILLAS ESCROW
G 150-2055	Escrow Payable		\$9,252.00	0253615 STATION STREET ESCROW
G 150-2055	Escrow Payable		\$2,516.00	0253616 CROSSING PHASE II ESCROW
G 150-2055	Escrow Payable		\$1,992.50	0253617 NYSTROM ESCROW
Total BOLTON & MENK INC		\$14,390.50		
Paid Chk#	083467	8/5/2020	BRATZEL IRA	
E 280-000-00-25-4257	Contractors Hired		\$200.00	FARMERS MARKET MUSIC 08/05/20
Total BRATZEL IRA		\$200.00		
Paid Chk#	083468	8/5/2020	BREAKTHRU BEVERAGE	
E 501-000-00-27-4264	Purchases - Wine		\$144.00	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop		\$72.10	MIX
E 501-000-00-27-4262	Purchases - Liquor		\$3,335.58	1081162294 LIQUOR
Total BREAKTHRU BEVERAGE		\$3,551.68		
Paid Chk#	083469	8/5/2020	C&L DISTRIBUTING COMPANY	
E 501-000-00-27-4274	Bottle/Keg Purchases - non t		(\$30.00)	KEG RETURN
E 501-000-00-27-4265	Purchases - Mix/Pop		\$185.00	MIX
E 501-000-00-27-4262	Purchases - Liquor		\$71.40	LIQUOR
E 501-000-00-27-4274	Bottle/Keg Purchases - non t		\$60.00	KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop		\$42.00	MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B		\$93.00	NA BEER



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E 501-000-00-27-4263	Purchases - Beer	\$2,455.12	1067002034	BEER
E 501-000-00-27-4263	Purchases - Beer	\$1,145.80	1067002055	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$37.70)	1067002061	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$1,282.50	1078562	BEER
E 501-000-00-27-4263	Purchases - Beer	\$311.70	1081419	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$70.08)	1436000282	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$23,475.80	961004940	BEER
E 501-000-00-27-4263	Purchases - Beer	\$16,589.85	961004996	BEER
Total C&L DISTRIBUTING COMPANY		\$45,574.39		
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Paid Chk# 083470	8/5/2020	CHARTER COMMUNICATIONS		
E 101-200-50-25-4230	Telephone/Internet	\$215.73	016155207212	PUBLIC WORKS BLDG
E 101-200-55-25-4230	Telephone/Internet	\$144.98	017101507212	LAKESIDE PARK WIFI
E 101-100-15-25-4230	Telephone/Internet	\$324.96	020368507142	CITY HALL
Total CHARTER COMMUNICATIONS		\$685.67		
<hr/>				
Paid Chk# 083471	8/5/2020	CITY OF BIG LAKE		
G 101-2175	Other Withholding	\$83.40		EMPLOYEE CLOTHING DEDUC
Total CITY OF BIG LAKE		\$83.40		
<hr/>				
Paid Chk# 083472	8/5/2020	COMMERCIAL ASPHALT CO		
E 101-200-50-25-4340	Hot Mix	\$80.00	B1372	TAC OIL FOR ASPHALT
Total COMMERCIAL ASPHALT CO		\$80.00		
<hr/>				
Paid Chk# 083473	8/5/2020	CRYSTAL SPRINGS ICE		
E 501-000-00-27-4266	Purchases - Misc	\$265.14	3000866	ICE/WATER
E 501-000-00-27-4266	Purchases - Misc	\$260.26	3000904	ICE/WATER
E 501-000-00-27-4266	Purchases - Misc	\$170.64	3000976	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$696.04		
<hr/>				
Paid Chk# 083474	8/5/2020	DAHLHEIMER DISTRIBUTING CO		
E 501-000-00-27-4263	Purchases - Beer	\$19,698.75	112-03726	BEER
E 501-000-00-27-4263	Purchases - Beer	\$2,782.40	112-03746	BEER
E 501-000-00-27-4263	Purchases - Beer	\$99.00	1266172	BEER
Total DAHLHEIMER DISTRIBUTING CO		\$22,580.15		
<hr/>				
Paid Chk# 083475	8/5/2020	DOORSTEP D.O.T. MEDICAL CERT		
E 101-200-50-20-4185	Medical Exams	\$103.50		DOT CERT/MICHELS
E 401-000-00-20-4185	Medical Exams	\$103.50		DOT CERT/SPERLING
Total DOORSTEP D.O.T. MEDICAL CERT		\$207.00		
<hr/>				
Paid Chk# 083476	8/5/2020	FELDEVERD, ALLEN		
G 280-2026	Farmer Markets Token Payable	\$30.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$53.00		EBT TOKENS JULY
G 280-1150	Accounts Receivable	\$4.00		CENTRACARE JULY
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		POP TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$6.00		PROMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$40.00		MARKET BUCKS JULY
Total FELDEVERD, ALLEN		\$137.00		
<hr/>				
Paid Chk# 083477	8/5/2020	FREDERICK, MACKENZIE		
E 280-000-00-25-4212	Other Operations Expenses	\$12.00		PROMOTION TOKENS JULY
Total FREDERICK, MACKENZIE		\$12.00		
<hr/>				
Paid Chk# 083478	8/5/2020	GARAGE DOOR COMPANY		
E 101-200-50-25-4540	Repair/Maintenance Building	\$435.00	525839	PUBLIC WORKS BLDG
Total GARAGE DOOR COMPANY		\$435.00		
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Paid Chk# 083479	8/5/2020	GRANITE CITY JOBBING		



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E 501-000-00-27-4271	Purchases - Cigars	\$148.81		CIGARS
E 501-000-00-27-4265	Purchases - Mix/Pop	\$31.63		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$1,249.16	193929	TOBACCO
Total GRANITE CITY JOBBING		\$1,433.85		
<hr/>				
Paid Chk# 083480	8/5/2020	HAUER, LISA		
G 280-2026	Farmer Markets Token Payable	\$15.00		CC TOKENS JULY
Total HAUER, LISA		\$15.00		
<hr/>				
Paid Chk# 083481	8/5/2020	HAWKINS, INC-1		
E 301-000-00-25-4380	Chemicals	\$3,966.14	4759675	CHEMICALS
E 401-000-00-25-4380	Chemicals	\$2,985.45	4760991	CHEMICALS
Total HAWKINS, INC-1		\$6,951.59		
<hr/>				
Paid Chk# 083482	8/5/2020	HENNUM, CHAD		
G 280-2026	Farmer Markets Token Payable	\$16.00		EBT TOKENS JULY
Total HENNUM, CHAD		\$16.00		
<hr/>				
Paid Chk# 083483	8/5/2020	HOPKINS, JOHNATHAN		
G 280-2026	Farmer Markets Token Payable	\$65.00		CC TOKENS JULY
Total HOPKINS, JOHNATHAN		\$65.00		
<hr/>				
Paid Chk# 083484	8/5/2020	IUOE LOCAL #49		
G 101-2175	Other Withholding	\$490.00		PUBLIC WORKS UNION DUES AUG 2020
Total IUOE LOCAL #49		\$490.00		
<hr/>				
Paid Chk# 083485	8/5/2020	JOHNSON BROTHERS WHOLESALE		
E 501-000-00-27-4264	Purchases - Wine	\$43.68	1606279	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$5,575.23	1609685	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$4,053.57	1609686	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$416.90	1609688	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$145.00	1609689	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$6,056.50	1609690	LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$16,290.88		
<hr/>				
Paid Chk# 083486	8/5/2020	JOHNSON, TRUDY		
G 280-2026	Farmer Markets Token Payable	\$80.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$14.00		EBT TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$12.00		PROMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		MARKET BUCKS JULY
Total JOHNSON, TRUDY		\$110.00		
<hr/>				
Paid Chk# 083487	8/5/2020	JP BROOKS HOMES		
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 21489 LENA TRAIL
Total JP BROOKS HOMES		\$1,860.00		
<hr/>				
Paid Chk# 083488	8/5/2020	LARSON, LINDA		
G 280-2026	Farmer Markets Token Payable	\$15.00		CC TOKENS JULY
Total LARSON, LINDA		\$15.00		
<hr/>				
Paid Chk# 083489	8/5/2020	LAW ENFORCEMENT LABOR SERVICE		
G 101-2175	Other Withholding	\$620.00		POLICE UNION DUES AUG 2020
Total LAW ENFORCEMENT LABOR SERVICE		\$620.00		
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Paid Chk# 083490	8/5/2020	LOCATORS AND SUPPLIES INC		
E 101-200-50-25-4212	Other Operations Expenses	\$537.45	0286272-IN	TRAFFIC CONES
Total LOCATORS AND SUPPLIES INC		\$537.45		



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Paid Chk# 083491 8/5/2020 LOGEAIS, JUSTIN				
G 280-2026	Farmer Markets Token Payable	\$50.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$11.00		EBT TOKENS JULY
G 280-1150	Accounts Receivable	\$2.00		CENTRACARE JULY
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		POP TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		PROMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$18.00		MARKET BUCKS JULY
Total LOGEAIS, JUSTIN		\$89.00		
Paid Chk# 083492 8/5/2020 LUPULIN BREWING LLC				
E 501-000-00-27-4263	Purchases - Beer	\$512.30	30886	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)	30886	KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	(\$7.69)	961001	CREDIT
Total LUPULIN BREWING LLC		\$474.61		
Paid Chk# 083493 8/5/2020 LY LEE VUE				
G 280-2026	Farmer Markets Token Payable	\$280.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$99.00		EBT TOKENS JULY
G 280-1150	Accounts Receivable	\$2.00		CENTRACARE JULY
E 280-000-00-25-4212	Other Operations Expenses	\$70.00		POP TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$30.00		PROMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$37.00		MARKET BUCKS JULY
Total LY LEE VUE		\$518.00		
Paid Chk# 083494 8/5/2020 M&M EXPRESS SALES & SERVICE				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$48.60	268842	PARK EQUIP REPAIR
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$111.36	269658	PARK EQUIP REPAIR
Total M&M EXPRESS SALES & SERVICE		\$159.96		
Paid Chk# 083495 8/5/2020 MAAS, NANCY				
G 280-2026	Farmer Markets Token Payable	\$10.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$7.00		EBT TOKENS JULY
Total MAAS, NANCY		\$17.00		
Paid Chk# 083496 8/5/2020 MARCO TECHNOLOGIES LLC				
E 101-200-50-25-4208	Copies	\$568.21	419343603	NEW COPIER JUNE-AUG
Total MARCO TECHNOLOGIES LLC		\$568.21		
Paid Chk# 083497 8/5/2020 MCCHESENEY HEATING AND				
E 101-100-15-25-4545	Repair/Maintenance Equipm	\$875.00	6634	QTR 3 FILTER CHG CITY HALL
E 101-100-20-25-4545	Repair/Maintenance Equipm	\$300.00	6635	QTR 3 FILTER CHG POLICE/LIBRARY
Total MCCHESENEY HEATING AND		\$1,175.00		
Paid Chk# 083498 8/5/2020 MICHAEL BASICH, INC				
G 120-2065	Retainage Payable	\$2,451.20	FINAL	SANFORD SELECT SIDEWALK WORK RETAINAGE
Total MICHAEL BASICH, INC		\$2,451.20		
Paid Chk# 083499 8/5/2020 MIDWAY IRON INC.				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$15.96	466011	TRAILER 07 REPAIRS
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$15.96	466011	TRAILER 07 REPAIRS
Total MIDWAY IRON INC.		\$31.92		
Paid Chk# 083500 8/5/2020 MIDWEST MACHINERY CO				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$7,397.93	2196792	MOWER 336 REPAIRS
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$214.78	2201999	MOWER 326 REPAIR
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$691.13	2202002	MOWER 336 REPAIR
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$13.67	2204117	MOWER REPAIR
Total MIDWEST MACHINERY CO		\$8,317.51		



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Paid Chk# 083501 8/5/2020 MIDWEST PLAYSCAPES INC				
E 101-200-55-25-4535	Playground Maintenance	\$555.00	8841	PLAYGROUND EQUIPMENT
Total MIDWEST PLAYSCAPES INC		\$555.00		
Paid Chk# 083502 8/5/2020 MINNESOTA EQUIPMENT				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$186.05	P26614	MOWER 336 REPAIR
Total MINNESOTA EQUIPMENT		\$186.05		
Paid Chk# 083503 8/5/2020 MN NCPERS LIFE				
G 101-2180	PERA Life Insurance Payable	\$48.00		AUG PREMIUMS
Total MN NCPERS LIFE		\$48.00		
Paid Chk# 083504 8/5/2020 MOTOROLA				
E 101-100-92-25-4251	Emergency Management	\$9,191.50	8280997642	INDIV PORTABLE RADIOS SO NOT SHARING DUE TO COVID 19
Total MOTOROLA		\$9,191.50		
Paid Chk# 083505 8/5/2020 MUNICIPAL BEVERAGE ASSOCIATION				
E 501-000-00-25-4260	Subscriptions/Dues	\$2,700.00		MMBA DUES 2020-2021
otal MUNICIPAL BEVERAGE ASSOCIATION		\$2,700.00		
Paid Chk# 083506 8/5/2020 MUNICIPAL BUILDERS, INC				
G 499-1600	Construction WIP	\$259,098.90		WASTEWATER IMPROVE PAY 6
G 499-2065	Retainage Payable	(\$12,954.95)		WASTEWATER IMPROVE PAY 6 RETAINAGE
Total MUNICIPAL BUILDERS, INC		\$246,143.95		
Paid Chk# 083507 8/5/2020 NEIS, CYNTHIA				
G 280-2026	Farmer Markets Token Payable	\$25.00		CC TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$5.00		MARKET BUCKS JULY
Total NEIS, CYNTHIA		\$30.00		
Paid Chk# 083508 8/5/2020 OTI INC				
E 101-200-50-25-4315	Compost/Woodchipper	\$20,245.00	34203	COMPOST GRINDING & HAUL
Total OTI INC		\$20,245.00		
Paid Chk# 083509 8/5/2020 PAGGEN, JOE				
G 280-2026	Farmer Markets Token Payable	\$40.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$19.00		EBT TOKENS JULY
G 280-1150	Accounts Receivable	\$2.00		CENTRACARE JULY
E 280-000-00-25-4212	Other Operations Expenses	\$6.00		POP TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$6.00		PROMOTIONS TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$3.00		MARKET BUCKS JULY
Total PAGGEN, JOE		\$76.00		
Paid Chk# 083510 8/5/2020 PAUSTIS WINE COMPANY				
E 501-000-00-27-4264	Purchases - Wine	\$332.00	96491	WINE
E 501-000-00-27-4264	Purchases - Wine	\$448.60	97044	WINE
E 501-000-00-27-4264	Purchases - Wine	\$970.50	97185	WINE
Total PAUSTIS WINE COMPANY		\$1,751.10		
Paid Chk# 083511 8/5/2020 PHILLIPS WINE & SPIRITS				
E 501-000-00-27-4262	Purchases - Liquor	\$1,812.90	6065560	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,500.50	6065561	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$232.00	6065562	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$1,106.90	6069005	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,184.00	6069006	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$211.28	6069007	MIX
Total PHILLIPS WINE & SPIRITS		\$6,047.58		



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Paid Chk# 083512 8/5/2020 PLUNKETTS PEST CONTROL				
E 101-200-50-25-4540	Repair/Maintenance Building	\$75.00	6735875	PEST CONTROL
Total PLUNKETTS PEST CONTROL		\$75.00		
Paid Chk# 083513 8/5/2020 PREMIER UPHOLSTERY, INC				
E 401-000-00-25-4430	Vehicle Maintenance	\$195.00	52510	2017 DODGE REPAIR
Total PREMIER UPHOLSTERY, INC		\$195.00		
Paid Chk# 083514 8/5/2020 QUALITY REFRIGERATION				
E 501-000-00-25-4545	Repair/Maintenance Equipm	\$222.00	0079455	COOLER REPAIRS
Total QUALITY REFRIGERATION		\$222.00		
Paid Chk# 083515 8/5/2020 RACE, ALRICK				
G 280-2026	Farmer Markets Token Payable	\$25.00		CC TOKENS JULY
Total RACE, ALRICK		\$25.00		
Paid Chk# 083516 8/5/2020 RED BULL DISTRIBUTION CO, INC				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$108.00	K-83294126	MIX
Total RED BULL DISTRIBUTION CO, INC		\$108.00		
Paid Chk# 083517 8/5/2020 SCHARF, SARAH				
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 8/12/20
Total SCHARF, SARAH		\$75.00		
Paid Chk# 083518 8/5/2020 SENG, MARY				
G 280-2026	Farmer Markets Token Payable	\$45.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$30.00		EBT TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$20.00		PROMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$12.00		MARKET BUCKS JULY
Total SENG, MARY		\$107.00		
Paid Chk# 083519 8/5/2020 SHARPLINE LAWN CARE, LLC				
E 275-000-00-25-4257	Contractors Hired	\$80.00	2015	BLEDA LAWN MOWING 65-554-0105
E 101-200-50-25-4257	Contractors Hired	\$40.00	2015	LAWN MOWING 65-543-0010
Total SHARPLINE LAWN CARE, LLC		\$120.00		
Paid Chk# 083520 8/5/2020 SHERBURNE CO AUDITOR-TREASURER				
E 101-100-92-25-4251	Emergency Management	\$3,372.40	9277	ELECTION BARRIERS FOR COVID 19
Total SHERBURNE CO AUDITOR-TREASURER		\$3,372.40		
Paid Chk# 083521 8/5/2020 SHRED RIGHT				
E 101-300-75-25-4212	Other Operations Expenses	\$35.60	525157	SHREDDING
E 101-100-15-25-4212	Other Operations Expenses	\$35.60	525157	SHREDDING
E 101-100-15-25-4212	Other Operations Expenses	\$16.00	530695	SHREDDING
E 101-300-75-25-4212	Other Operations Expenses	\$16.00	530695	SHREDDING
E 101-300-75-25-4212	Other Operations Expenses	\$16.00	532625	SHREDDING
E 101-100-15-25-4212	Other Operations Expenses	\$16.00	532625	SHREDDING
Total SHRED RIGHT		\$135.20		
Paid Chk# 083522 8/5/2020 SITEONE LANDSCAPE SUPPLY				
E 101-200-55-25-4210	Operating Supplies	\$346.17	101612505-00	PARK IRRIGATION SUPPLIES
Total SITEONE LANDSCAPE SUPPLY		\$346.17		
Paid Chk# 083523 8/5/2020 SMALL LOT MN				
E 501-000-00-27-4264	Purchases - Wine	\$300.00	MN37226	WINE
Total SMALL LOT MN		\$300.00		
Paid Chk# 083524 8/5/2020 SOUTHERN WINE & SPIRITS OF MN				
E 501-000-00-27-4262	Purchases - Liquor	\$3,183.73	1975612	LIUQOR



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E 501-000-00-27-4264	Purchases - Wine	\$1,226.00	1975613	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,696.17	1978159	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$542.00	1978160	WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$9,647.90		
Paid Chk# 083525 8/5/2020 SVIHEL, JULIE				
G 280-2026	Farmer Markets Token Payable	\$245.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$117.00		EBT TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$48.00		POP TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$31.00		PROMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$30.00		MARKET BUCKS JULY
Total SVIHEL, JULIE		\$471.00		
Paid Chk# 083526 8/5/2020 TRUAZ PATIENT SERVICES				
E 101-300-75-25-4211	Medical Supplies	\$750.00	5997	MEDICAL SUPPLIES
Total TRUAZ PATIENT SERVICES		\$750.00		
Paid Chk# 083527 8/5/2020 TRYGGESETH, STEVE				
G 280-2026	Farmer Markets Token Payable	\$115.00		CC TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$9.00		PROMOTION TOKENS JULY
Total TRYGGESETH, STEVE		\$124.00		
Paid Chk# 083528 8/5/2020 TUTTLE, GRACE				
G 280-2026	Farmer Markets Token Payable	\$25.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$5.00		EBT TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$3.00		PROMOTION TOKENS JULY
Total TUTTLE, GRACE		\$33.00		
Paid Chk# 083529 8/5/2020 UTILITY CONSULTANTS				
E 401-000-00-20-4160	Testing	\$1,612.00	105877	WWTP TESTING
Total UTILITY CONSULTANTS		\$1,612.00		
Paid Chk# 083530 8/5/2020 VIKING COCA-COLA				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$215.00	2559846	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	\$314.55	2559950	MIX
E 501-000-00-27-4263	Purchases - Beer	\$208.00	2559951	BEER
Total VIKING COCA-COLA		\$737.55		
Paid Chk# 083531 8/5/2020 VINOCOPIA				
E 501-000-00-27-4264	Purchases - Wine	\$271.50	0260551-IN	WINE
Total VINOCOPIA		\$271.50		
Paid Chk# 083532 8/5/2020 WARNKE, TOM				
G 280-2026	Farmer Markets Token Payable	\$65.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$7.00		EBT TOKENS JULY
G 280-1150	Accounts Receivable	\$4.00		CENTRACARE JULY
E 280-000-00-25-4212	Other Operations Expenses	\$22.00		POP TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$11.00		MARKET BUCKS JULY
Total WARNKE, TOM		\$109.00		
Paid Chk# 083533 8/5/2020 WARREN, JADE				
G 280-2026	Farmer Markets Token Payable	\$95.00		CC TOKENS JULY
G 280-2026	Farmer Markets Token Payable	\$15.00		EBT TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$1.00		PRMOTION TOKENS JULY
E 280-000-00-25-4212	Other Operations Expenses	\$20.00		MARKET BUCKS JULY
Total WARREN, JADE		\$131.00		
Paid Chk# 083534 8/5/2020 WINE MERCHANTS				
E 501-000-00-27-4264	Purchases - Wine	\$970.50	7292076	WINE



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Total WINE MERCHANTS	\$970.50		
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Paid Chk# 083535 8/5/2020 WISHERD, DALE			
G 280-2026 Farmer Markets Token Payable	\$50.00		CC TOKENS JULY
Total WISHERD, DALE	\$50.00		
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Paid Chk# 083536 8/5/2020 YLITALO, BRITA			
G 101-2176 Sales Tax Payable	\$0.34		REFUND PARKING FEE TAX
R 101-055-3226 Park Permits-Daily	\$4.66		REFUND PARKING FEE
Total YLITALO, BRITA	\$5.00		
1010 US BANK	\$1,422,585.84		

Fund Summary

1010 US BANK

101 GENERAL FUND	\$782,917.27
120 PARK DEVELOPMENT	\$2,451.20
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$13,760.50
175 CAPITAL PROJECT/STREET IMPROVE	\$2,000.00
199 EQUIP & BLDG REPLACEMENTS	\$47,816.27
222 GO REFUNDING BOND 2015A	\$0.00
223 GO TAXABLE REFUNDING - 2016A	\$0.00
224 GO CIP BOND - 2016B	\$0.00
226 GO IMPROVEMENT RFND 2016C	\$0.00
227 GO IMPROVEMENT BOND 2018A	\$0.00
275 ECONOMIC DEVELOPMENT AUTHORITY	\$80.00
277 DWI FORFEITURE	\$1,628.56
280 FARMERS MARKET	\$2,645.00
301 WATER ENTERPRISE FUND	\$35,353.54
401 SEWER ENTERPRISE FUND	\$24,027.71
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$246,143.95
501 LIQUOR ENTERPRISE FUND	\$263,374.93
601 STORM SEWER ENTERPRISE FUND	\$386.91
	<hr/>
	\$1,422,585.84



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6B
Item Description: <i>July 22, 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 July 22, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The July 22, 2020 City Council Workshop Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Workshop Minutes

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

JULY 22, 2020

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben (via Zoom), Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, Code Enforcement Officer Jack Johansen, and Big Lake School Liaison Ella Dotzler.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. 2021 Budget Discussion

Deb Wegeleben provided information on the 2021 General Fund and Enterprise Fund budget concept numbers, and the proposed Capital Improvement Plan (CIP) needs. Wegeleben explained that the Net Tax Capacity is projected to increase 7.33% over 2020, and the total Levy amount for 2021 is projected at \$4,906,022 which is an increase of \$340,069. The tax rate is projected to remain almost flat at 50.59%. Wegeleben also discussed the General Fund Levy increase of \$309,691 for a total amount of \$3,601,402, a Debt Levy increase of \$30,378 for a total amount of \$1,174,629, and that the EDA Levy is projected to remain the same at \$130,000. Wegeleben also reviewed current budgeted expenditures. Expenditure items causing significant change from the 2020 budget include an increase to wage/benefits by \$183,208, an increase of 6% to Health Insurance premiums, an approximate 5% increase to workers compensation insurance, a 1.8% COLA increase to the comprehensive pay scale, and projected step increases of 3%. Wegeleben also noted a 9.04% increase to professional services, a 6.82% increase to the operations line item, and a decrease of \$40,683 in transfers to other funds. Wegeleben also discussed proposed budgeted revenues. Revenue items causing significant change over the 2020 budget include a decrease of \$65,336 in license and permit revenues, and the Liquor Store transfer leveling off at \$450,000.

Wegeleben noted that at this time, Staff is specifically seeking feedback on personnel line items with the anticipation of further in-depth discussion on the overall budget in August. Council asked for information on what the process will be for setting our budget. Wegeleben noted that Council will be asked to set the Preliminary in September and the final budget in December. In the past,

budget discussion has been on Council Workshop agendas as needed from August throughout the adoption of both the Preliminary and Final Budgets. Council Members also discussed the benefits of setting a special budget workshop in the coming weeks to provide adequate time to review budget and levy needs. Council also asked for further discussion on the overall budget at tonight's Workshop if time allows.

Council Member Hansen stated that he feels the COLA increase is not a huge amount, but noted that we should be considerate of the financial situation we are in. Hansen also discussed that we have received our first half LGA which we weren't sure we would get. Hansen recapped that when the recession hit in 2008, we did have to restrict COLA increases. Hansen also stressed that he feels the Council overall has been in favor of lowering debt and we have made great strides in reducing our debt. Hansen expressed that to run a City effectively, we are going to have debt.

Council Member Johnson stated that she is in complete agreement that we need park attendants at Lakeside Park. Johnson discussed that her initial reaction to a COLA increase was that it might not be the best time for increases due to the environment, and stated that she feels we should follow private industry in COLA increases. Johnson discussed debt and projects that require large amounts of funds, stressing that bonding allows for a better fixed asset cost distribution for both current and future residents. Johnson stressed that she doesn't feel our debt is out of control.

Council Member Knier reviewed discussions at the Finance Committee meeting where they landed on a 1.8% COLA increase, as that was where inflation is at. Knier stated that since that committee meeting, he now feels the COLA increase seems a little high, noting that we should follow the private sector. Knier discussed the possibility of doing a partial increase, and relooking at it mid-year. Knier also discussed paying down debt, and the need to use cash for future street projects when we are able to. If we don't have to borrow to do street projects this would save taxpayers interest costs and would give our City freedom and flexibility during unexpected financial times. Knier stated that while he appreciates that our debt has gone down, he would like to see it lower. Knier also stated that he feels we should wait to budget for the Full-time Fire Chief position until we have the need for the position.

Council Member Zettervall stated that he wants to make sure City government isn't growing faster than the City itself, and would like to see the City tax rate trend down. Zettervall discussed that he prefers to leave in the proposed Full-time Fire Chief position and if we don't hire, then instead of transferring those funds to the street project fund, the dollars could be used to lower the levy amount the following year.

Mayor Wallen stressed that we have worked really hard to build the team that we have and we need to remember that. Wallen also stressed that we have reduced 56% off our debt amount in ten years, and reminded Council that bonds have restrictions on pay back. Wallen indicated that our bond rating continues to improve, and noted that we are doing a tremendous job of paying down debt and gave City Staff credit for their efforts.

Council directed Staff proceed with scheduling a Special Workshop at 5:00 p.m. on Tuesday, August 4, 2020 to further discuss the 2021 Budget.

4B. Review Proposed Guidelines for Small Cell Facilities

Jack Johansen discussed the Small Cell Wireless Facility Aesthetic Requirements that were approved by Council in April 2019. The City's intention was to protect the look and location of Small Cell installations within public rights-of-way. Johansen noted that with evolving technology and the new 5G network, it is anticipated that an increase in small cell facilities will be installed throughout the City in the coming years. Johansen reviewed applications the City has received to-date noting that these applications will not have to adhere to any design requirements adopted after they are submitted. Johansen also noted that at the May 27, 2020 Workshop, Council directed Staff to proceed with drafting an ordinance implementing as restrictive of regulations that we are allowed to. Johansen reviewed the draft ordinance language and asked for Council feedback.

Council Member Hansen discussed the need to have higher elevations and consider site lines. Hansen also stressed that some people are going to want 5G technology and that we shouldn't have ordinance regulations that are overly restrictive.

Council Member Johnson reviewed that these companies pay substantial dollars when they implement these structures, and stated that they are not into wasting their money. Johnson stated that she has read the draft ordinance language in detail, and is comfortable with the language as written.

Council Member Knier questioned placement of support structures located directly in front of existing residential, commercial, or industrial structures, noting that he prefers to see the infrastructure as least intrusive as possible. Knier stressed that there hasn't been one study that shows 5G is safe to human beings, and sincerely hopes that we don't have similar future implications that tobacco use and weed killer has had. Knier recognized that our hands are tied with the level of restrictions we can have, but stated that he wants the ordinance to make 5G technology less dangerous, and we need to look at alternatives to mitigate future health issues. Knier stated that there are a lot of places that are banning this technology and asked if there is anything we are doing that can be done better to mitigate health concerns.

Council Member Zettervall noted that we could have multiple providers in an area. Zettervall stated that there are studies to determine the safety of 5G technology, and feels it is not the role of City government to determine the safety level of this technology. Zettervall also clarified that this ordinance language would also regulate technology that isn't necessarily going to be 5G technology.

Mayor Wallen stated that we want to be extremely strict on aesthetics. Wallen also indicated that consumer demand is what is driving this technology.

The general consensus of the Council was to direct Staff to bring the Ordinance to an upcoming meeting for consideration.

4C. New Ideas Discussion

Council Member Zettervall discussed the June ATV run, noting that the event met social distancing requirements. He feels there is demand to do that type of event again, and he has met with the Police Department and they are supportive of doing this again. The general consensus of the Council was support for hosting another ATV run sometime this fall. Zettervall also discussed the City's communication policy and questioned what triggers notification requirements. Zettervall asked if we should consider notification processes extending beyond statutory requirements. Council directed Staff to provide an update on this at a future Workshop.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Hansen motioned to adjourn at 5:51 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

City Clerk

Date Approved By Council



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6C
Item Description: July 22, 2020 City Council Regular Meeting Minutes		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

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

BACKGROUND/DISCUSSION

The July 22, 2020 City Council Regular Meeting Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Regular Meeting Minutes

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

July 22, 2020

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

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

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:01 p.m. Wallen reviewed protocol that must be followed during Open Forum.

Janine Renslow, 5541 Aberdeen Way – Stated that she is a 20 year resident of Big Lake and noted her concern with improper comments made at the July 8, 2020 Open Forum regarding the proposed CommonBond project. Renslow encouraged citizens to be part of an inclusive community.

Bettina Potter, 120 Edgewater Place – Requested Council and Staff provide an update on new regulations at Lakeside Park and the Mitchell Lake Boat Launch. Potter encouraged the City to promote this information to residents.

Matthew Gutsch, 20106 204th Avenue – Discussed the petition for a reduced speed limit in the Norland Park Development.

Grace Green, 4722 Blanding Court – Stated her opposition to comments made at the July 8, 2020 Open Forum regarding the proposed CommonBond project.

George Quinn, 810 Lake Street North – Informed Council of an upcoming event honoring local law enforcement.

Mayor Wallen closed the Open Forum at 6:12 p.m.

5. PROPOSED AGENDA

Council Member Knier motioned to adopt the proposed Agenda with the addition of item no. 7F. Appointment of City Planner Lucinda Meyers, and item no. 7G. Appointment of Planning Commissioner Shane Shatka. Seconded by Council Member Johnson, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Zetervall motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of July 8, 2020, 6C. Approve Amendment to COVID-19 Preparedness Plan Implementing Policies and Procedures for the Big Lake Farmers Market and Elections, 6D. Approve Resolution No. 2020-59 Establishing Special Revenue Fund 279, 6E. Approve the City of Big Lake Safety Manual, 6F. Approve the Hire of Part-time Liquor Clerks Lisa Geroux, Dain Thompson, and Donna Houn, 6G. Approve the Hire of Part-Time Lead Liquor Clerk Raquel Chaffee, 6H. Approve the Hire of Full-Time Lead Liquor Clerk Jorgen Dahl, 6I. Accept Resignation of Police Specialist II Laurie Morris, 6J. Approve Appointment of Administrative Assistant Nicole Pearson, and 6K. Approve Purchase of Public Works Plow Truck Equipment.

7. BUSINESS

7A. Employee Recognitions – Years of Service and Retirement

Mayor Wallen presented years of service certificates to City employees who reached a milestone year of service. Those employees recognized included Joe Brenteson (5 years), Nic Prigge (5 years), Clay Wilfahrt (5 years), Stacey Fox (20 years), Laurie Morris (20 years), and Gina Wolbeck (20 years). Mayor Wallen also congratulated Laurie Morris on her retirement from the Police Department. Council thanked the recognized employees for their years of service.

7B. Nystrom Treatment Facility Development Application – Preliminary Plat, Conditional Use Permit, and Site Plan

Kevin Shay reviewed the Planner's Report for the Nystrom Treatment Facility Development Application. The Applicant is requesting approval of a Preliminary Plat, Conditional Use Permit, and Site Plan review. The Preliminary Plat consists of platting the 3.33 acre property into two (2) parcels. The development will be platted to become Lot 1, Block 1, Station Street Nystrom Addition and Outlot A, Station Street Nystrom Addition. The Lot 1

parcel will consist of one (1) building with a proposed outdoor recreational space consisting of a basketball court, bocce ball court, and shuffle board area. This is located within an internal walking trail throughout the property. The property also has an area designated for future expansion of the facility. A Conditional Use Permit is required due to the treatment facility being a "Group Care Facility" as determined by the zoning code, which is allowed through approval of a Conditional Use Permit (CUP) in the Transit-Orient Development (TOD) District. The Applicant must meet the CUP criteria and the standards for Group Care Facilities. Shay also reviewed parking standards, lot coverage, sidewalks, setback/height requirements, building materials, and landscaping requirements. Shay noted that the Planning Commission held a public hearing on July 1, 2020 and one person spoke at the hearing with concerns regarding security. The Planning Commission unanimously voted to recommend approval of the project with conditions.

Council Member Knier motioned to approve Resolution No. 2020-60 approving a Preliminary Plat, Conditional Use Permit and Site Plan for the Nystrom Treatment Facility Project. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7C. Framework 2030 Regional Planning Process and Resolution of Understanding

Clay Wilfahrt discussed the City's participation in the Central Mississippi River Regional Planning Partnership created to jointly plan for the growth of the region, which began as a group attempting to build another bridge crossing between Big Lake and Monticello. Through that initial process, the parties involved learned that a broader scope was necessary. Wilfahrt provided an update on the progress of the initiative and presented Framework 2030 which is a collaborative regional project aimed at 1) engaging the public in a conversation about the future vision for the region and its communities, 2) creating a unified set of regional goals, policies, and priorities that position Partners for success, and 3) develop strategies to leverage opportunities that benefit all the communities of Sherburne and Wright Counties.

Mayor Wallen discussed the change in how the partnership was set up and asked if other communities do these types of partnerships or is this group more of an anomaly. Wilfahrt noted that most organizations come together in a very ad hoc fashion, but if you want to be successful this is what you have to do. The process the CMRRPP is following is the type of process that is normal for successful applications. Council Member Hansen stated that this type of partnership seems to be an anomaly in the State of Minnesota.

Council Member Johnson motioned to approve Resolution of Understanding No. 2020-61 regarding the progress of the Framework 2030 regional planning process. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. COVID-19 Emergency Grant Program

Hanna Klimmek reviewed that the State has approved a bill 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. The City of Big Lake is expected to receive \$863,098 in funds by the end of July 2020. Klimmek identified that Federal guidance indicates that a City can 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 closure should be tailored to assist those businesses in need of such assistance. Also, guidance indicates that fund payments may be used for economic support in the absence of the stay-at-home order if such expenditures are determined by the City to be necessary. This may 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, and noted that the City can provide the funding to businesses to cover business interruption. Klimmek noted the City of Big Lake has until November 15, 2020 to spend down the funds. If unable to meet the November 15, 2020 deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If unable to meet the December 1, 2020 deadline, Sherburne County will have to provide their balance of funds to the State of MN. Staff has consulted with other municipalities, Sherburne County, the City Attorney, the Auditor, and the Big Lake EDA to create a draft COVID-19 Emergency Grant Program Policy, Application, and Agreement package. On July 13, 2020, the BLEDA unanimously recommended approval of the grant program, and upon Council approval, Staff will heavily market the program immediately. Klimmek reviewed the aggressive deadline needed to meet the State's November 15th deadline. Klimmek noted that in an effort to meet the deadlines, Staff recommends an application deadline of 4 pm on Wednesday, August 5, 2020. As soon as possible after the deadline, Staff will meet with Sherburne County (or their 3rd party administrator) to align efforts and discuss applications within the City of Big Lake. Staff will then meet with the BLEDA Finance Committee to generate a recommendation for approval during a Special BLEDA Meeting on August 17, 2020. This timeline will allow the City of Big Lake to enter into Round Two of accepting applications and awarding grants in the event the funding isn't spent down in Round One.

Mayor Wallen reviewed discussions held at BLEDA noting that the applications will be well vetted. Council Member Johnson discussed that BLEDA spent a lot of time drafting the application so that it will be less burdensome for applicants. Council Member Knier questioned if the school will qualify for this funding. Klimmek explained that no government entity qualifies for this funding, noting that it is believed that there will be separate funding for schools. Klimmek also noted that Staff worked with Assistant County Administrator Dan Weber to coordinate the City's program with Sherburne County's program.

Council Member Knier motioned to approve Resolution No. 2020-62 approving the COVID-19 Emergency Grant Program and for it to be administered by the Big Lake EDA to provide funding to cover expenses of business interruption due to the COVID-19 pandemic. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7E. 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. Wegeleben provided an update on keys issued for the Lake Mitchell Boat Launch as well as the number of annual parking passes and daily passes sold for parking at Lakeside Park, and noted that the City has received the first half of our Local Government Aid.

Greg Zurbey provided an update on the Municipal Liquor Store operations for June 2020 noting inventory issues on the supplier end, reviewed the MMBA/Miller/Coors and Anheiser-Busch/C&L Distributing Folds of Honor fundraisers, discussed the Sherburne County "Sticker Shock" signage program and reviewed the stores current hours of operation. 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 provided a year to date 2019/2020 permit activity comparison. Klimmek provided an update on City sponsored events including activity at the Big Lake Farmer's Market and happenings at the ECFE in the Park events.

7F. Appointment of City Planner Lucinda Meyers

Hanna Klimmek discussed the hiring process for filling the vacant City Planner position. Staff recommended hiring Lucinda Meyers to fill the vacant position.

Council Member Zetervall motioned to approve the appointment of Lucinda Meyers to the vacant City Planner position. Seconded by Council Member Knier, unanimous ayes, motion carried.

7F. Appointment of Planning Commissioner Shane Shatka

Hanna Klimmek discussed the process for appointing a Planning Commissioner to fill a vacancy on the Board. The Planning Commission interviewed Shane Shatka at their July 2, 2020 meeting, and unanimously recommended that the City Council approve the appointment of Shatka to the Planning Commission. Shatka would fill the vacancy until the term ends on December 31, 2022.

Council Member Johnson motioned to approve the appointment of Shane Shatka to the open Planning Commission seat and serve the remainder of the term through December 31, 2022. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed enforcement at the Lake Mitchell Boat Launch noting that video footage is being reviewed, and discussed the kiosk operations and revenue at Lakeside Park. Wilfahrt also discussed the process that is followed when a resident asked for a speed reduction in their neighborhood, noting that monitoring is first done along with enforcement prior to determining if activity on a particular street would warrant a speed reduction. Wilfahrt also discussed a positive comment received from Duffy Development regarding new Building Official Lenny Rutledge.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the July BLEDA Meeting and the recent Finance Committee Meeting.

Council Member Johnson: Discussed the July BLEDA and BLCLA Meetings. Johnson also informed Council that the State is no longer interested in owning the vacant land located on both sides of the channel, which could present an opportunity for the City to pick that land up and retain control which would make it easier for the City to do work on the channel. Johnson noted that hopefully that can happen without a huge expense to the City, as the land was originally donated to the State so she is hopeful that it can be donated to the City as well.

Council Member Knier: Reviewed the July BLBYR Meeting and the recent Finance Committee Meeting. Knier also discussed the Lake Mitchell Boat Launch noting that he has talked to residents who live near the launch and they seem to be happy with how the program is working.

Council Member Zettervall: Discussed the recent interviews held for the vacant City Planner position.

10. OTHER – No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 7:10 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Big Lake City Council Meeting Minutes
Date: July 22, 2020
Page 7 of 7

Clerk

Date Approved By Council _____



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6D
Item Description: August 4, 2020 Special City Council Workshop Minutes		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the August 4, 2020 Special City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The August 4, 2020 Special City Council Workshop Minutes are attached for Council's review

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Meeting Minutes

**BIG LAKE CITY COUNCIL
SPECIAL WORKSHOP MINUTES
AUGUST 4, 2020**

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Council Vacancy Discussion

Clay Wilfahrt discussed the unexpected death of Council Member Rose Johnson which has created a vacancy on the City Council. Wilfahrt explained that the Council will be required to declare a vacancy and is obligated by MN Statute to fill the seat. The seat is set to be voted on in a Special Election on November 3, 2020, and Staff will be clarifying with the City Attorney next week whether the seat can be left vacant until that time, or if the Council must appoint through either an interview or a recruitment process. Wilfahrt expressed that whatever decision Council makes will be a hard choice due to the circumstances of the vacancy and the death of Rose.

Mayor Wallen acknowledged that he has struggled with what to do with Rose's seat. He noted that his initial preference was to leave the position open, but stressed the need for continuance of governance, and recognized important items coming to Council through the end of the year. Wallen stated that he feels Rose would have wanted us to fill the position in order to get the City's business done.

Council Member Hansen stated that he also initially felt we should leave the position open, but would like to hear a recommendation from the City Attorney before making a final decision. Hansen stressed that he would be opposed to appointing any person that will be running for a Council seat in November. Hansen also discussed that if we choose to appoint a person to fill the seat, we should consider appointing someone that has served on Council previously as they would be familiar with the inner-workings of City government.

Council Member Knier stated that he is in favor of leaving the seat open in honor of Rose, but would also like feedback from the City Attorney. Knier also reviewed that this seat is up for a Special Election in November and he has confirmed with the League of MN Cities that the candidate with the most votes in November would take office as soon as the votes are certified in November. Knier stressed that he feels we can leave the seat open without any major issues for a few months. Knier also discussed that if we do appoint to fill the seat, this would be the fourth appointment since 2019 using four different methods of appointment. Knier restated that he is willing to leave the seat open if authorized by the City Attorney.

Council Member Zettervall stated that his initial thought was to leave the seat open as well, but would be open to an appointment depending on what the City Attorney recommends. Zettervall also discussed the pros and cons of doing an interview process versus a recruitment process. Zettervall stressed that if Council does decide to appoint, we should look at the experience of interested persons.

4B. 2021 Budget Review

Deb Wegeleben provided updated information on the 2021 General Fund Budget concept numbers. Wegeleben explained that the Net Tax Capacity is projected to increase 7.33% over 2020, and the total Levy amount for 2021 is projected at \$4,859,273 which is an increase of \$292,320 amounting to a 6.42% increase. The tax rate is projected to remain almost flat at 50.11%. Wegeleben also discussed the General Fund Levy increase of \$262,942 for a total amount of \$3,554,653, a Debt Levy increase of \$30,378 for a total amount of \$1,174,629, and that the EDA Levy is projected to remain the same at \$130,000. Wegeleben also reviewed current budgeted expenditures. Expenditure items causing significant change from the 2020 budget include an increase to wage/benefits by \$136,762, an increase of 4% to Health Insurance premiums, an approximate 5% increase to workers compensation insurance, a 1.8% COLA increase to the comprehensive pay scale, and projected step increases of 3%. Wegeleben also noted a 5.84% increase to professional services, a 7.17% increase to the operations line item, and a decrease of \$40,683 in transfers to other funds. Wegeleben also discussed proposed budgeted revenues. Revenue items causing significant change over the 2020 budget include a decrease of \$65,273 in license and permit revenues, and the Liquor Store transfer leveling off at \$450,000. Wegeleben discussed the benefits of maintaining market rate wages, and the need to be sure our compensation plan remains competitive with other municipalities. Wegeleben provided information on what surrounding communities are proposing for COLA increases. Wegeleben also informed Council that the City's Certified Local Government Aid (LGA) amount for 2021 is \$756,115.

Council Member Hansen stated that he likes the budget as presented. Hansen also discussed that he feels the COLA increase should be set at a 2% increase, but would settle with a 1.8% increase. Hansen also reviewed full-time fire department staffing at a neighboring community who has 5 full-time fire employees, noting that he feels we are significantly under-staffed in the fire department.

Council Member Knier discussed the proposed Community Development Part-time

Administrative Assistant position and asked for clarification on the difference in wage amounts between that position and the code enforcement intern position. Wegeleben compared the wage and hours worked for each position, explaining that we are going to get a permanent employee who will be invested in the City, instead of having a seasonal short-term employee. Knier stated that he is comfortable with the 1.8% COLA increase as that is comparable to inflation figures. Knier also discussed the proposed Full-time Fire position asking why we can't leave it out of the budget until a time that we approve that position, for addition into the following year's budget. Wegeleben noted that keeping the position in or removing it is a Council decision. Clay Wilfahrt discussed the complex budget amendment process, noting that if implementing the position is something Council wants to consider, it would be best to leave the funding in the 2021 budget. Wegeleben noted that to add that funding in after budget adoption, a Budget Amendment Public Hearing would be required. Council Member Zettervall asked if Staff can provide additional information at a later time so that Council can make a determination on how to proceed.

Council Member Zettervall stated that his goal is to see a 1% to a 1.5% reduction in the City tax rate. Zettervall also noted that he feels a 1.8% COLA increase is appropriate, and that he would like to keep the Full-time Fire position funding in place.

Mayor Wallen reviewed past budgeting concerns, especially during the recession years when we cut our budget numbers significantly during that time. Wallen stressed that we have been scrambling ever since trying to make up for those cuts. Wallen agreed with Staff's comments about market rate wages being vital to hiring high-level City employees. Wallen also reviewed the importance of the City's decision to not budget LGA dollars, and instead fund capital purchases through LGA funds in our Capital Improvement Plan (CIP) fund, expressing that the City has, and continues to spend wisely and prudently. Wallen also recognized the amount of volunteer hours the Fire Department Staff put in, noting that he remains in favor of having the conversation of implementing the Full-time Fire Chief position. Council Member Zettervall confirmed that it is nice to have the position in the budget so we can hire it when we need it. Wallen discussed staffing needs in the Fire Department, and Council directed Staff to bring back more information on this for further discussion.

Wegeleben reviewed the need for Council to discuss Enterprise Funds, Capital Improvement Plan (CIP) funding, and the 2021 Fee Schedule. Council directed Staff to set up a Special Workshop date for further review of these areas of the budget as well as continued discussion on the Full-time Fire position. Council indicated that we do not need continued discussion on the general fund unless Staff feels it is necessary.

Wegeleben asked Council for Council direction on proceeding with a specific COLA increase amount. This percentage will need to be presented to BLEDA Board as a percentage of the Community Development Director's wage is paid through the BLEDA levy so their approval is required. Council unanimously directed Staff to proceed with a 1.8% COLA increase for 2021.

5. ADJOURN

Council Member Hansen motioned to adjourn at 5:51 p.m. Seconded by Council Member Zetterval, unanimous ayes, motion carried.

City Clerk

Date Approved By Council



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6E
Item Description: Accept the resignation of Part-Time Liquor Clerk Maarja Dahl		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 Maarja Dahl as a Part-Time Liquor Clerk at Lake Liquors as of July 22, 2020.

BACKGROUND/DISCUSSION

Maarja Dahl has given her notice as a Part-Time Liquor Clerk at Lake Liquors. Maarja Dahl's last shift was on July 21, 2020. Maarja has recently graduated from college and found full-time employment within her degree.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Accept the resignation of Maarja Dahl effective July 22, 2020.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey ,Liquor Manager	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6F
Item Description: Resignation of Part-time Lead Liquor Clerk Jodie Audette		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 Jodie Audette as the Part-Time Lead Liquor Clerk at Lake Liquors effective August 2, 2020.

BACKGROUND/DISCUSSION

Jodie Audette has given her notice as the Part-Time Lead Liquor Clerk at Lake Liquors. Jodie Audette's last shift was on August 1, 2020. Racquel Chaffee has filled the position as the Part-time Lead Liquor Clerk as approved by the Council on July 22, 2020. Racquel Chaffee started on August 3, 2020.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends accepting the resignation of Jodie Audette.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Nick Abel, Streets and Parks Superintendent	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6G
Item Description: Purchase of Trackless Sidewalk Machine		Reviewed By: Hanna Klimmek, Community Development Director Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the purchase of a Trackless Sidewalk Machine utilizing allocated 2019 LGA funds from the Equipment Replacement Fund 199.

BACKGROUND/DISCUSSION

The Streets and Parks Department is looking at purchasing a Trackless Sidewalk Machine this year and holding off on the purchase of the #98 John Deere loader until there is more of a need. Over the past 4 years, the amount of break downs and time down has been increasing to the point where every other snow fall something breaks and has been becoming more and more unreliable due to age and wear. We have come close and also gone over the 24-hour sidewalk cleared policy because of these break downs.

The purchase of this machine will also help us take on larger snow banks that accumulate along the Eagle Lake Road sidewalk and many other locations. We will be keeping our old sidewalk machine to help in conjunction with the new sidewalk machine. This will help with getting the sidewalks cleared faster, more efficient, and the ability to have a second machine in case one goes down. The City continues to grow and we are continuing to maintain more and more sidewalk areas every year.

FINANCIAL IMPACT

The purchase price for a new Trackless Sidewalk Machine is \$169,174.00

STAFF RECOMMENDATION

Approve the purchase of a Trackless Sidewalk Machine as presented utilizing allocated 2019 LGA funds from the Equipment Replacement Fund 199.

ATTACHMENTS

Quote

ENDOR : MacQueen Equipment

MODEL : Trackless MT7

1.0	BASE UNIT PRICE:	1	\$ 127,523.00	\$ 127,523.00
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Spec #	Description	Qty	Price	Subtotal
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2.0 Municipal Utility Tractor Options
 Use this section to offer additional Municipal Utility Tractor options such as hand controls, gauges, heater, enclosed cab etc.. These options should be for Municipal Utility Tractor power unit and not attachments.

2.1	Rear PTO		\$ 5,753.00	\$ -
2.2	Rear three point hitch (crated)		\$ 3,609.00	\$ -
2.3	Deep reduction transfer case (only avail if ordered with tractor)		\$ 8,211.00	\$ -
2.4	Locking differentials (Front Axle) STD.		\$ -	\$ -
2.5	20 GPM Hydraulic Pump & 14 GPM Hyd. Gear Pump STD.		\$ -	\$ -
2.6	Additional high mount tail lights on rear of cab		\$ 378.00	\$ -
2.7	Automatic night time white noise backup alarm		\$ 347.00	\$ -
2.8	Climate Controlled A/C & Aux. Heat and Pressurization w/ 8 Amber Strobe Lights STD.		\$ -	\$ -
2.9	Ride Control	1	\$ 2,448.00	\$ 2,448.00
2.10	Intermittent Front Wiper & Washer STD.		\$ -	\$ -
2.11	Rear wiper and washer STD.		\$ -	\$ -
2.12	Rear dump body with front counterweights		\$ 7,319.00	\$ -
2.13	Rear license plate bracket and light		\$ 245.00	\$ -
2.14	Reversing Engine Fan STD.		\$ -	\$ -
2.15	Tow behind sander pkg includes hitch, electric brake control, trailer con.		\$ 1,785.00	\$ -
2.16	FRN (forward/neutral/reverse switch) on joystick STD.		\$ -	\$ -
2.17	Break-in-filter kit		\$ 412.00	\$ -
2.18	Data Collection / GPS Controller		\$ 612.00	\$ -
2.19	Radial tire only (LT245/75R) spare		\$ 301.00	\$ -
2.20	16" rim only for radial tire spare		\$ 143.00	\$ -
2.21	Loader lug tire only 10.00 x 16.5 6-ply spare		\$ 235.00	\$ -
2.22	16.5" rim only for loader lug spare		\$ 143.00	\$ -
2.23	Summer tire only 31 x 13.5 x 15 each		\$ 383.00	\$ -
2.24	15" rim only for summer tire each		\$ 225.00	\$ -
2.25	Summer tires and rims ILO standard wheels and tires		\$ 867.00	\$ -
2.26	Calcium filled tires		\$ 296.00	\$ -
2.27	Dual loader lug tires & rims ILO standard wheels and tires on tractor		\$ 3,407.00	\$ -
2.28	Dual loader lug tires & rims (8 tires with rims and hardware) set		\$ 4,998.00	\$ -
2.29	On Board Diagnostics with WI FI Remote Access STD.		\$ -	\$ -

3.0 Plow
 Use this section to offer plow options.

3.1	5 ft. angle plow (includes attaching kit)		\$ 5,420.00	\$ -
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ENDOR : MacQueen Equipment

MODEL Trackless MT7

1.0	BASE UNIT PRICE:	1	\$ 127,523.00	\$ 127,523.00
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Spec #	Description	Qty	Price	Subtotal
3.2	5 ft. double trip plow (includes attaching kit)		\$ 6,328.00	\$ -
3.3	6 ft. double trip plow (includes attaching kit)		\$ 5,531.00	\$ -
3.4	7 ft. angle plow (includes attaching kit)		\$ 6,278.00	\$ -
3.5	8 ft. angle plow (includes attaching kit)		\$ 6,599.00	\$ -
3.6	Angle Plow Attaching Kit (for spare)		\$ 3,019.00	\$ -
3.7	Front sander / plow		\$ 9,792.00	\$ -
3.8	Sidewalk V plow		\$ 4,565.00	\$ -
3.9	5 position folding plow	1	\$ 6,661.00	\$ 6,661.00

4.0 Snowblower
Use this section to offer snowblower options.

4.1	51" snow blower with sidewalk chute PTO driven by Trackless Gearbox		\$ 9,831.00	\$ -
4.2	51" Ribbon snow blower w/ sidewalk chute PTO driven by Trackless Gearbox	1	\$ 15,846.00	\$ 15,846.00
4.3	60" snow blower with sidewalk chute PTO driven by Trackless Gearbox		\$ 9,986.00	\$ -
4.4	60" Ribbon snow blower w/ sidewalk chute PTO driven by Trackless Gearbox		\$ 16,740.00	\$ -
4.5	75" Ribbon snow blower w/ sidewalk chute PTO driven by Trackless Gearbox		\$ 25,373.00	\$ -
4.6	70" snow blower with sidewalk chute PTO driven by Trackless Gearbox		\$ 10,190.00	\$ -
4.7	80" snow blower with sidewalk chute PTO driven by Trackless Gearbox		\$ 11,871.00	\$ -
4.8	Truck chute in lieu of sidewalk chute (Trackless blower)		\$ 714.00	\$ -
4.9	Truck loading chute complete (Trackless blower)		\$ 1,714.00	\$ -
4.10	Telescopic truck loading chute complete (Trackless blower)		\$ 4,692.00	\$ -
4.11	Universal Skid Steer Attachment		\$ 2,032.00	\$ -
4.12	Sno-Quip 51" Ribbon snow blower PTO driven		\$ 25,300.00	\$ -
4.13	Sno-Quip 61" Ribbon snow blower PTO driven		\$ 25,900.00	\$ -
4.14	Hydraulic Truck loading chute (Sno-Quip)		\$ 3,134.00	\$ -
4.15	Insert type Truck loading chute 34" (Sno-Quip)		\$ 15,055.00	\$ -
4.16	Insert type Truck loading chute 48" (Sno-Quip)		\$ 1,776.00	\$ -

5.0 Salt and Sand Spreader
Use this section to offer salt and sand spreader options.

5.1	Rear salt & sand spreader		\$ 6,844.00	\$ -
5.2	Rear salt & sand spreader with triple agitator		\$ 8,046.00	\$ -
5.3	Tow behind sander with brakes (1-1/4 yd. capacity) Requires tow behind package		\$ 15,351.00	\$ -
5.4	Rear brine spray tank with pump and spray bar		\$ 4,134.00	\$ -

6.0 Directional Sweeper
Use this section to offer directional sweeper options.

6.1	60"x32" dia angle sweeper	1	\$ 7,242.00	\$ 7,242.00
6.2	72"x32" dia angle sweeper		\$ 7,650.00	\$ -

ENDOR : MacQueen Equipment

MODEL : Trackless MT7

1.0	BASE UNIT PRICE:	1	\$ 127,523.00	\$ 127,523.00
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Spec #	Description	Qty	Price	Subtotal
6.3	84"x32" dia angle sweeper		\$ 8,058.00	\$ -
6.4	96"x32" dia angle sweeper		\$ 9,955.00	\$ -

7.0 Pickup Sweeper
 Use this section to offer pickup sweeper options.

7.1	48" pickup sweeper		\$ 8,109.00	\$ -
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8.0 Spraying System
 Use this section to offer sweeper options.

8.1	Water tank and pump kit for all sweepers		\$ 3,749.00	\$ -
8.2	Spray bar kit for angle sweeper		\$ 235.00	\$ -
8.3	Spray bar kit for pickup sweeper		\$ 155.00	\$ -
8.4	14 ft. rear mounted spray boom		\$ 1,326.00	\$ -

9.0 Cold Planer
 Use this section to offer cold planer options.

9.1	Cold planer w/ standard drum (requires deep reduction transfer case)		\$ 23,892.00	\$ -
9.2	Cold planer w/Ranjo drum for concrete (requires deep reduction transfer case)		\$ 29,213.00	\$ -

11.0 Flail Mower
 Use this section to offer flail mower options.

11.1	74" Trackless PTO Front Flail mower		\$ 10,384.00	\$ -
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12.0 Boom Flail
 Use this section to offer boom flail options.

12.1	Trackless Boom Flail 52" Head (requires dual loader lug tires)		\$ 30,575.00	\$ -
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13.0 Rotary
 Use this section to offer rotary options.

13.1	72" rotary finishing mower		\$ 6,694.00	\$ -
13.2	120" rotary finishing mower		\$ 18,054.00	\$ -
13.3	168" rotary finishing mower		\$ 20,043.00	\$ -
13.4	168" Progressive mower		\$ 24,174.00	\$ -

15.0 Chipper
 Use this section to offer grader options.

15.1	Stump Grinder		\$ 13,388.00	\$ -
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17.0 Other:

ENDOR : MacQueen Equipment

MODEL : Trackless MT7

1.0	BASE UNIT PRICE:	1	\$ 127,523.00	\$ 127,523.00
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Spec #	Description	Qty	Price	Subtotal
	Use this section to offer any other option(s) not already listed (repair/parts/operator manual etc.).			
17.1	Aerator		\$ 11,526.00	\$ -
17.2	Front end loader with 49" wide bucket		\$ 10,506.00	\$ -
17.3	Front end loader with 77" wide bucket		\$ 10,706.00	\$ -
17.4	Buffalo Turbine debris blower		\$ 7,038.00	\$ -
17.5	Generator with security fence		\$ 14,382.00	\$ -
17.6	Infrared asphalt heater (requires generator option)		\$ 17,672.00	\$ -

18.0 **Performance option:**
Use this section to offer extended warranties.

18.1	GRAND TOTAL			\$ 159,720.00
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19.0 DELIVERY CHARGES - SEE SPECIAL TERMS AND CONDITIONS AT RATE ALLOWED

DELIVERY STARTING POINT - City, State, Zip Pa 55106
PRICE PER LOADED MILE \$ 5.50



AGENDA ITEM

Big Lake City Council

Prepared By: Nick Abel, Streets and Parks Superintendent	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6H
Item Description: Employment Status Change – Streets and Parks Operator II Employees Brandon Greenwald and Brett Johnson		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Hanna Klimmek, CDD and Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving employment status changes for Streets and Parks Operator II employees Brett Johnson and Brandon Greenwald from Probationary to Regular Employee Status effective August 12, 2020.

BACKGROUND/DISCUSSION

Streets and parks operator Brett Johnson was hired on February 10, 2020, and Brandon Greenwald was hired on February 12, 2020. Brett’s probationary period will end on August 10, 2020 and Brandon’s Probationary period will end on August 12, 2020. Staff recommends that Both Brandon and Brett be moved to regular employment status effective August 12, 2020 following a positive performance review.

FINANCIAL IMPACT

Step increase is budgeted in the 2020 Budget.

STAFF RECOMMENDATION

Approve employment status change from probationary to Regular Employee Status for Streets and Parks Operator II employees Brett Johnson and Brandon Greenwald.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 61
Item Description: 2019-2020 Farmers Market Administrative Grants Agreement		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Hanna Klimmek, Community Development Director and Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda Council is approving the 2019-2020 Farmers Market Administrative Grants Agreement with Hunger Solutions.

BACKGROUND/DISCUSSION

Hunger Solutions of MN has again chosen the Big Lake Farmers Market to be included in the Market Bucks program for 2020. This program provides a dollar-for-dollar match, up to \$10, for Snap/EBT customers. This program not only assists with healthy food choices, but also increases the sales of our local farmers.

In addition to this, Hunger Solutions has granted the Big Lake Farmers Market with \$750 through the 2020 Market Bucks Administrative grant to help with EBT/Market Bucks related expenses including staff time, outreach efforts, and COVID-19 related PPE and hygiene equipment. Staff would like to thank Hunger Solutions for this generous funding in support of the Big Lake Farmers Market 2020 season.

FINANCIAL IMPACT

Approving this grant agreement will add \$750 to the Farmers Market Budget.

STAFF RECOMMENDATION

Staff recommends Council approve the grant agreement as presented.

ATTACHMENTS

Hunger Solutions Administrative Grant Agreement



2019- 2020 Farmers Market Administrative Grants Agreement

Contact Information

Market Name: _____

Market Manager: _____

Mailing Address: _____ City: _____

State: MN Zip: _____ Contact Phone: _____

Email: _____

Please carefully read and sign this application and return to Hunger Solutions Minnesota no later than August 7th, 2020. By signing this application, the above named Farmers Market/fiscal agent agrees to use Market Bucks Administrative grant in accordance with Federal, State & Local laws, rules & regulations and terms and conditions as required by Hunger Solutions Minnesota and the State of Minnesota:

1. Minnesota Market Bucks Admin Grant funding may be spent on any EBT/ Market Bucks related expenses, including staff and management, outreach efforts including signage and advertising, EBT equipment, and COVID-19 related PPE and hygiene equipment.
2. The Market Bucks Administrative grant will be monitored including:
 - a. Submission of a final report documenting how the state money was spent. **The final report must include copies of receipts or invoices and the fronts and backs of cancelled checks.** This information must be sent to Hunger Solutions Minnesota when the money is spent or before December 31st, 2020.
 - b. An on-site review by Hunger Solutions Minnesota to observe operations and best practices. The market must address any corrective actions proposed by Hunger Solutions Minnesota, if needed.
 - c. Return of all redeemed gift certificates from June through October.
3. The farmers market will repay funds if there is discrimination in service or if there is failure to comply with other terms and conditions of the contract. Failure to abide by the terms of this contract will make the farmers market ineligible to receive state funds.

Signature: _____ Date: _____

Print Name: _____ Title: _____

**Hunger Solutions Minnesota
555 Park Street, Suite 400 | St. Paul, MN 55103
651-789-9840 1-800-782-6372 651-789-0002 Fax
www.hungersolutions.org**



AGENDA ITEM

Big Lake City Council

Prepared By: Hanna Klimmek, Community Development Director	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6J
Item Description: Resignation of Code Enforcement Intern, John "Jack" Johansen	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 Code Enforcement Intern, John Johansen effective July 31, 2020.

BACKGROUND/DISCUSSION

Community Development Code Enforcement Intern, John "Jack" Johansen, ended his internship with the City on July 31, 2020.

We wish Jack the best in continuing his master's program with Iowa State University.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends accepting the resignation of Code Enforcement Intern, John Johansen.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6K
Item Description: Set Special Council Workshop – 2021 Budget Discussion		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be setting a Special Council Workshop on Wednesday, August 19, 2020 beginning at 5:00 p.m. in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN. This Workshop has been scheduled to further review the 2021 Budget.

BACKGROUND/DISCUSSION

Staff is requesting that Council call for a Special Council Workshop on Wednesday, August 19, 2020 beginning at 5:00 p.m. in the Big Lake City Council Chambers located at 160 Lake Street North, Big Lake, MN. This Workshop has been scheduled to further review the 2021 Budget.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Set Special Workshop as presented.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Kevin Shay, Consultant Planner	Meeting Date: 8/12/2020	Item No. 6L
Item Description: Development Application for Final Plat for Big Lake Marketplace 9 th Addition (PID 65-546-0060 and 65-546-0070)	Reviewed By: Hanna Klimmek, EDFP, Community Development Director Reviewed By: Clay Wilfahrt, City Administrator	

60-DAY REVIEW DEADLINE: September 25, 2020

ACTION REQUESTED

By approving this item on the Consent Agenda, Council is approving the following:

1. A RESOLUTION approving the Final Plat for Big Lake Marketplace 9th Addition
2. A Draft Development Agreement for Big Lake Marketplace 9th Addition and authorizing the City Attorney to finalize the Agreement prior to signature.
3. A Draft Stormwater Maintenance Agreement for Big Lake Marketplace 9th Addition and authorizing the City Engineer to finalize the Agreement prior to signature.

BACKGROUND/DISCUSSION

APPLICATION:

LGL Real Estate, LLC, the applicant, has submitted a development application requesting the following:

- Final Plat approval

The applicant submitted an application on July 10, 2020 and additional materials that made the application complete on July 27, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application.

BACKGROUND:

The Planning Commission, in a public hearing, and City Council reviewed the application for Preliminary Plat, Variances and an Ordinance Amendment on July 17, 2019 and August 14, 2019, respectively. The development under review has not changed substantially from the Preliminary Plat reviewed by Planning Commission and City Council.

PROPOSED DEVELOPMENT:

The subject application is for an industrial park that will include 9 buildable lots on 40 acres of vacant land. The first phase of the development being final platted at this time includes 5 of the 9 lots shown on the preliminary plat. The remaining land is being platted at Outlot A for the future phase of development. Outlot B will remain as an Outlot to cover the wetland and stormwater infiltration basin.

DEVELOPMENT APPLICATION ANALYSIS

FINAL PLAT

The Applicant is proposing to plat the first phase of Big Lake Marketplace which includes creating 5 buildable lots for future industrial users. Public improvements will be constructed with approval of the final plat which include street, sanitary sewer, water main and storm sewer to the edge of the final plat boundary. The final plat is consistent with the approved preliminary plat.

DEVELOPMENT FEES

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

OTHER STAFF COMMENTS:

Engineering and Public Works:

Engineer’s memo attached as Attachment B.

Fire Department

No comment.

Police Department

Chief Scharf stated his support for the project.

FINANCIAL IMPACT

NA

STAFF RECOMMENDATION

Staff is recommending approval of the Final Plat for Big Lake Marketplace 9th Addition. Staff’s recommendation of approval is subject to the conditions of approval in the resolution.

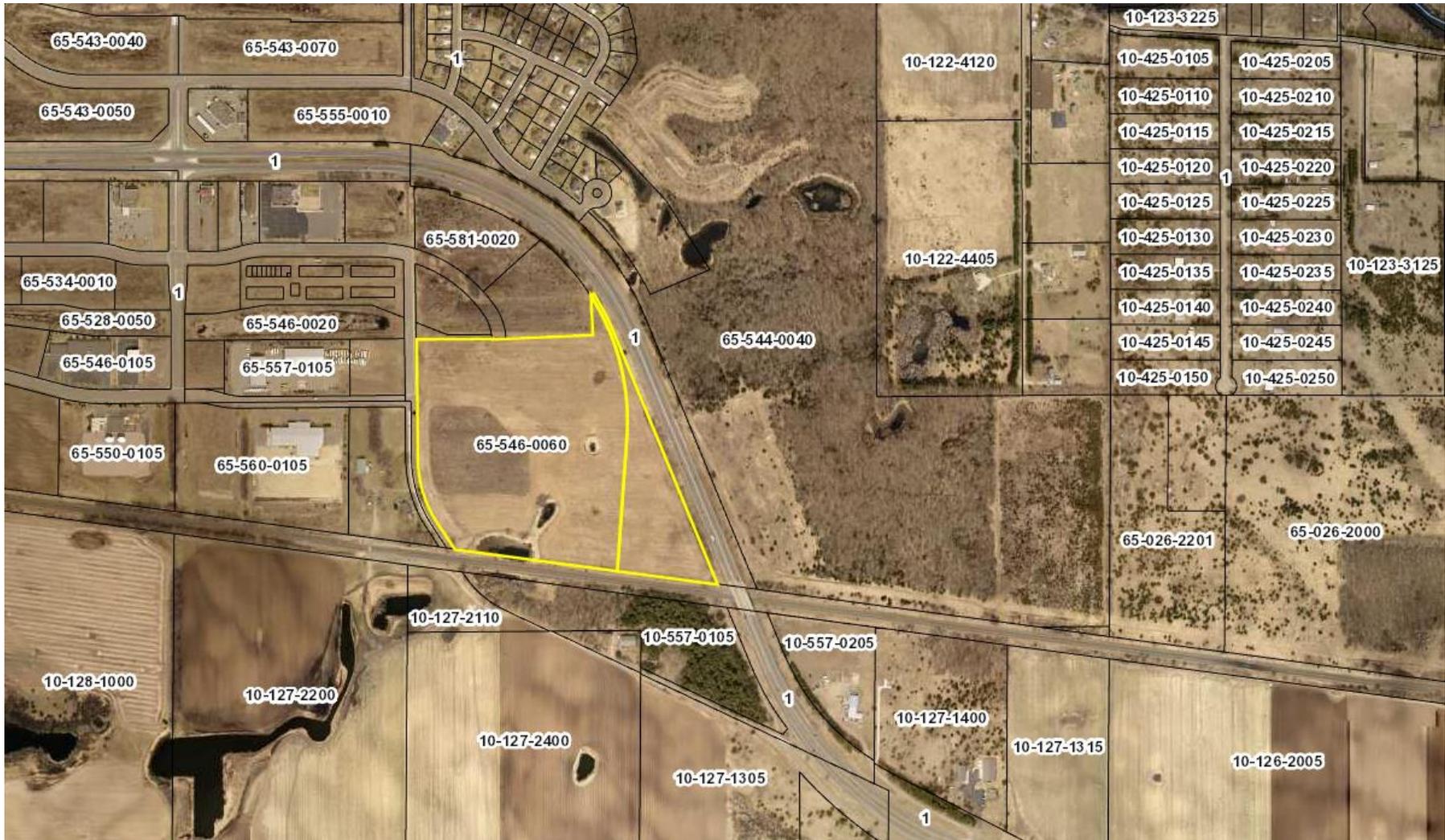
PLANNING AND ZONING CONDITIONS

1. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.
2. The Applicant will need to enter into a development agreement with the City prior to development.
3. The final plat shall be recorded within 90 days of approval unless an extension is requested.
4. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.

ATTACHMENTS

- | | |
|---------------|-------------------------------------|
| Attachment A: | Site Location Map |
| Attachment B: | Engineer's Memo |
| Attachment C: | Final Plat and Engineering Plans |
| Attachment D: | Development Contract |
| Attachment E: | Stormwater Maintenance Agreement |
| Attachment F: | Resolution approving the Final Plat |

Attachment A Site Location Map



Attachment B Engineer's Memo



Real People. Real Solutions.

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

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

August 4, 2020

Kevin Shay, City Planner
City of Big Lake
160 Lake Street N
Big Lake, MN 55309

via email: kshay@biglakemn.org

RE: Big Lake Marketplace Ninth Addition
City of Big Lake, Minnesota
Project No.: W18.118061

Dear Kevin,

We have reviewed the final plat and construction plans submitted for the above reference project dated July 16, 2020 and have the following comments:

1. The final plat shall include a Block 2 designation. Block 1 and Block 3 are identified on the plat however Block 2 is not.
2. 198th Avenue N.W. roadway and utility improvements shall be extended to the northern plat boundary and the southern lot line of Lot 1 Block 2.
3. Temporary cul-de-sacs shall be constructed at the northern and southern extents of 198th Ave. N.W.
4. The applicant shall provide verification that wetlands existing on the site will not be impacted by construction.
5. Improvements constructed during future phases shall be as identified and shown on the approved Preliminary Plat.
6. Sanitary sewer shall be extended south out of MH 2 and terminated in a manhole at the 197th Ave. N.W. southern right-of-way. The manhole shall have a pre-formed invert with sanitary sewer stubs to the southwest and southeast.
7. The Stormwater Report is dated March 12, 2019 and was originally prepared as if the development would be constructed in one phase. Since the development is proposed to be constructed in phases, the stormwater narrative should be updated to include:
 - a. Any update to drainage patterns with the phased approach.
 - b. Reference to the infiltration basin size as it compares to the phased impervious surface construction.
 - c. Documentation showing that the infiltration feature will accommodate a specific development phase, or all phases.
8. A soil boring or other justification shall be provided to document that the proposed infiltration basin will not be constructed within 3 feet of the seasonal groundwater level.

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Bolton & Menk is an equal opportunity employer.

9. The proposed temporary forebay shall be constructed within a drainage and utility easement or right-of-way.
10. The applicant shall obtain a watermain extension permit from the Minnesota Department of Health. A copy of the permit shall be submitted to the city prior to construction.
11. The applicant shall obtain a MPCA sanitary sewer extension permit. A copy of the permit shall be submitted to the city prior to construction.
12. The applicant shall be responsible for obtaining a NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the city prior to construction.
13. The proposed pavement section shall match the existing street pavement sections adjacent to the development which consist of 2-inches bituminous wearing course, 4-inches non-wearing course, and 10-inches aggregate base class 5.
14. The existing hydrant and gate valve at the intersection of 166th Street N.W. and 197th Avenue N.W. shall be salvaged.
15. A 12-inch gate valve shall be added to the south leg of the intersection of 197th Avenue N.W. and 166th Street N.W.
16. A minimum of two large zinc anode caps shall be installed on each side of all watermain fittings.
17. A speed limit sign shall be installed along 197th Avenue N.W.
18. A minimum of three type III barricades shall be installed on the north and south sides of 197th Avenue N.W.
19. Wetland buffer signage shall be installed around the perimeter of the delineated wetlands.
20. City of Big Lake details 8-115, 8-116, and 8-118 shall be added to the construction plans
21. Access shall be provided to all stormwater BMPs.
22. All storm sewer structures shall be constructed with integral base sections.
23. The proposed drainage and utility easement within Outlot A shall be shown on the construction plans.
24. Revised plans incorporating the above referenced comments shall be labeled "Final Plans for Construction" and shall be submitted to the city for review.
25. All construction shall be in accordance with the City of Big Lake Standards.

We recommend approval of the final plat contingent on the above referenced comments.

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

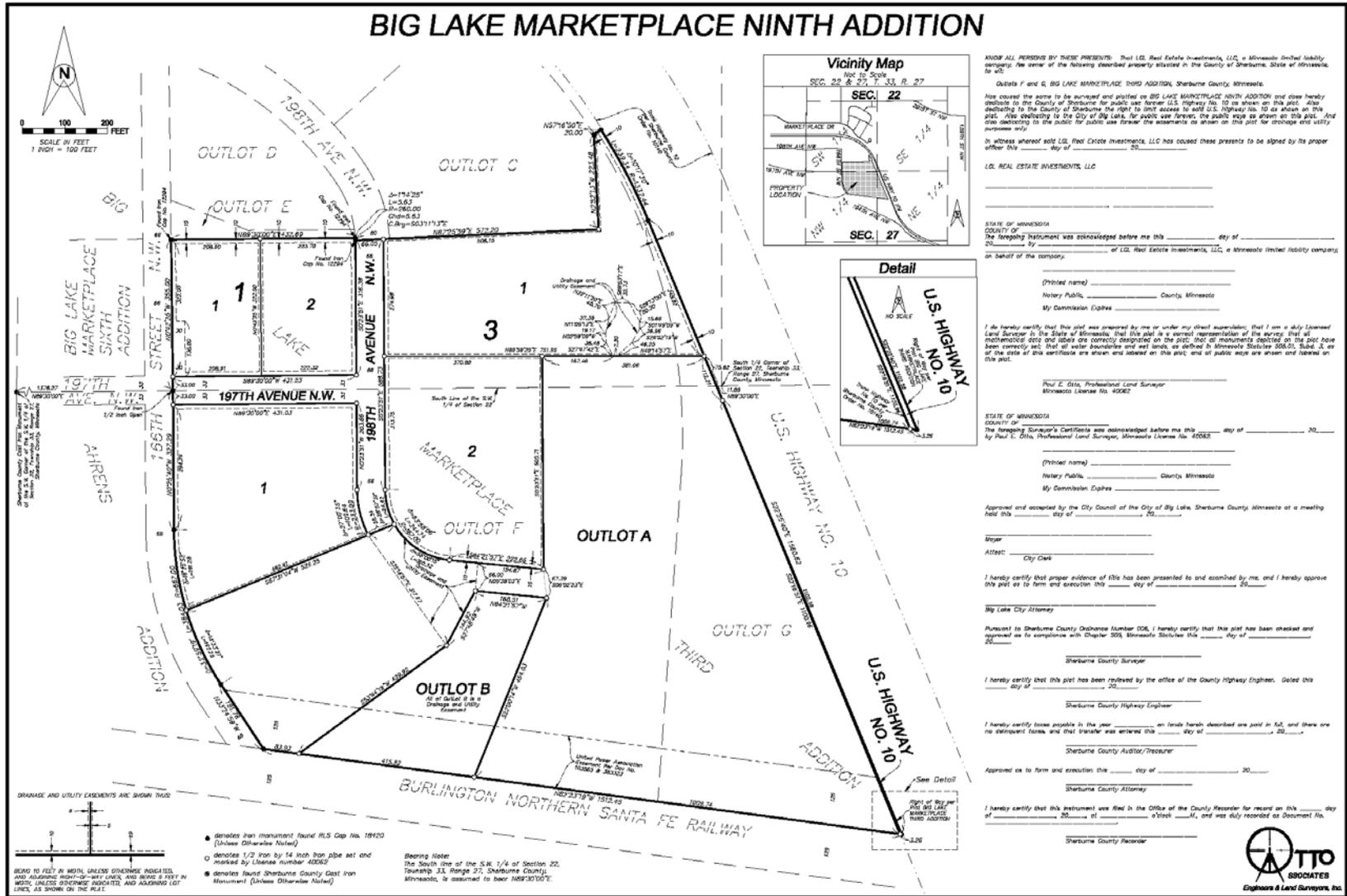
Sincerely,

Bolton & Menk, Inc.

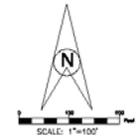
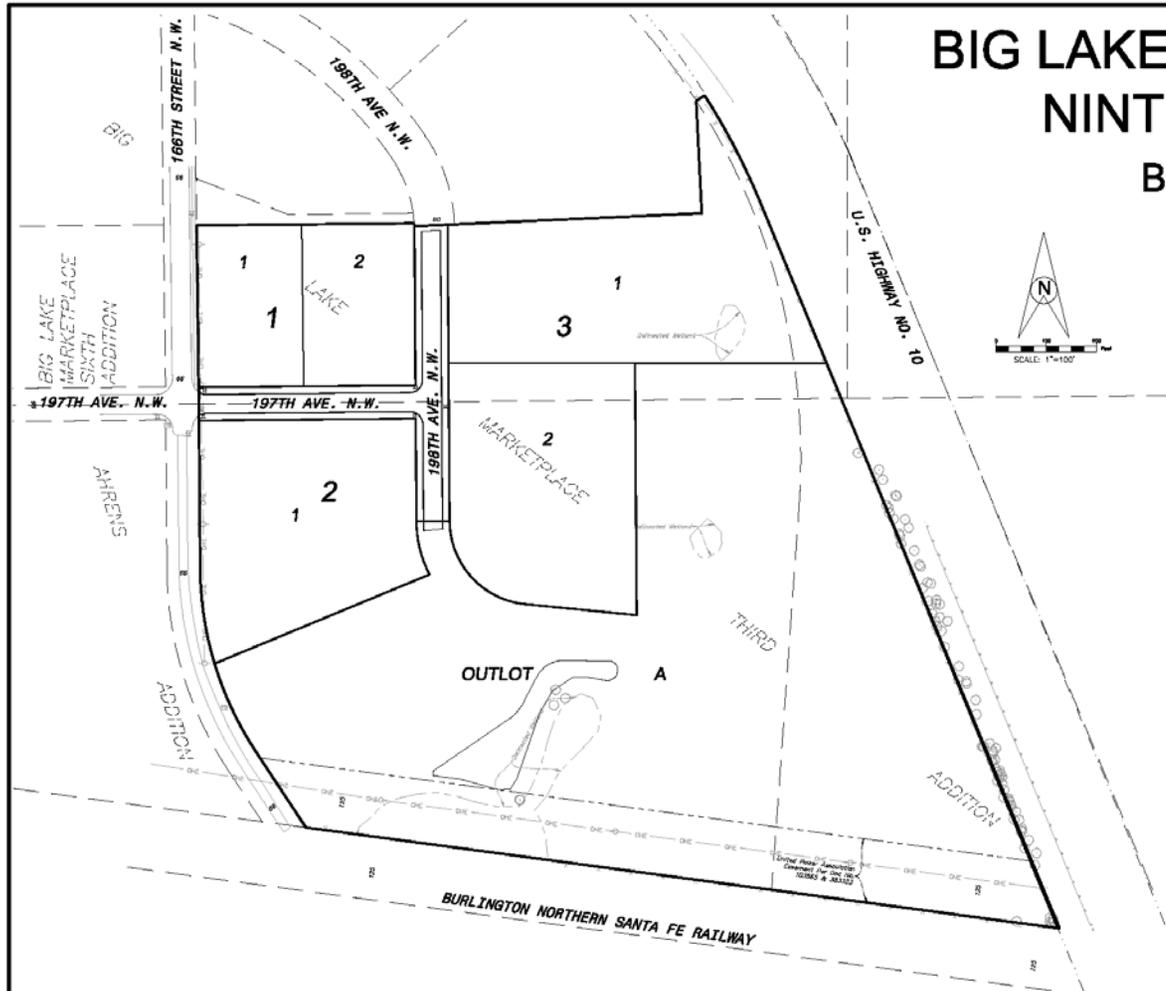


Jared Voge, P.E.
Principal Engineer

Attachment C Final Plat and Engineering Plans



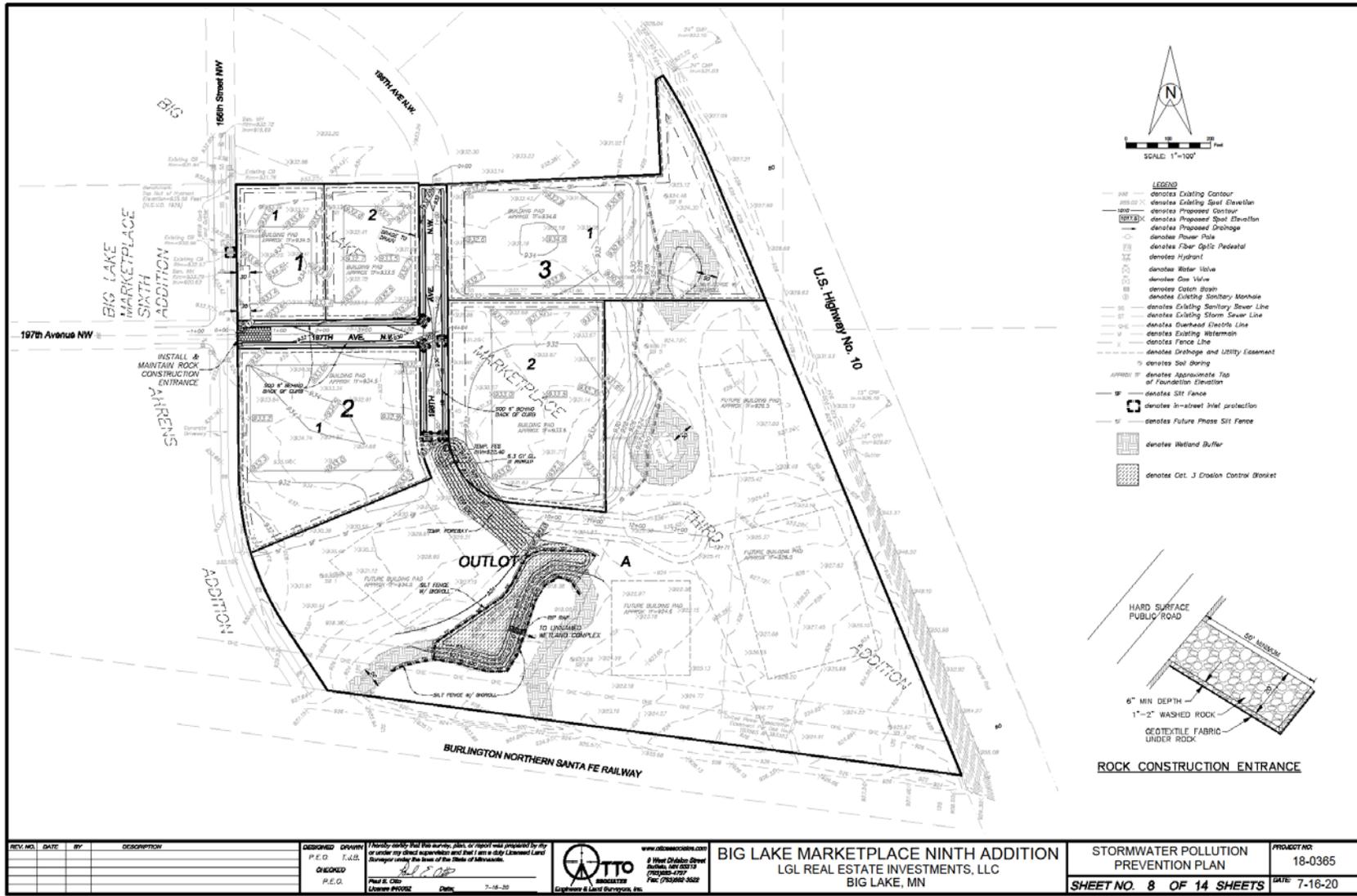
BIG LAKE MARKETPLACE NINTH ADDITION BIG LAKE, MN



SHEET INDEX	
SHEET NO.	DESCRIPTION
1	COVER SHEET
2	SANITARY SEWER & WATERMAIN - 197TH AVENUE NW
3	SANITARY SEWER & WATERMAIN - 198TH AVENUE NW
4	STREET & STORM SEWER PLAN - 197TH AVENUE NW
5	STREET & STORM SEWER PLAN - 198TH AVENUE NW
6	PRIMARY GRADING PLAN
7	SECONDARY GRADING PLAN
8	STORMWATER POLLUTION PREVENTION PLAN
9	STORMWATER POLLUTION PREVENTION PLAN NARRATIVE
10	EXISTING TREE INVENTORY
11	TREE PRESERVATION PLAN
12	DETAILS
13	DETAILS
14	DETAILS



<table border="1"> <thead> <tr> <th>REV. NO.</th> <th>DATE</th> <th>BY</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	REV. NO.	DATE	BY	DESCRIPTION					<table border="1"> <tr> <td>DESIGNED P.E.G.</td> <td>DRAWN T.A.B.</td> </tr> <tr> <td>CHECKED P.E.G.</td> <td>DATE 7-16-20</td> </tr> </table>	DESIGNED P.E.G.	DRAWN T.A.B.	CHECKED P.E.G.	DATE 7-16-20	<p>OTTO ENGINEERS & LAND SURVEYORS, INC.</p> <p>www.ottosurveyors.com 414 West Oakdale Street Suite 100, Big Lake, MN 55309 Phone: (763) 481-4727 Fax: (763) 481-4822</p>	<p>BIG LAKE MARKETPLACE NINTH ADDITION LGL REAL ESTATE INVESTMENTS, LLC BIG LAKE, MN</p>	<p>COVER SHEET</p> <p>SHEET NO. 1 OF 14 SHEETS</p>	<p>PROJECT NO. 18-0365</p> <p>DATE 7-16-20</p>
REV. NO.	DATE	BY	DESCRIPTION														
DESIGNED P.E.G.	DRAWN T.A.B.																
CHECKED P.E.G.	DATE 7-16-20																



REV. NO.	DATE	BY	DESCRIPTION

DESIGNED: *[Signature]*
 P.E. ID: T.C.B.
 CHECKED: *[Signature]*
 P.E.G. Paul E. Ciolek
 License #0002 Date: 7-18-20

www.ottowisconsin.com
 8 West Division Street
 Racine, WI 53402
 Phone: 262-935-5522
 Fax: 262-935-5522

BIG LAKE MARKETPLACE NINTH ADDITION
 LGL REAL ESTATE INVESTMENTS, LLC
 BIG LAKE, MN

STORMWATER POLLUTION PREVENTION PLAN
SHEET NO. 8 OF 14 SHEETS

PROJECT NO: 18-0365
 DATE: 7-16-20

**Attachment D
Development Contract**

(reserved for recording information)

DEVELOPMENT CONTRACT

(Developer Installed Improvements)

BIG LAKE MARKETPLACE 9TH ADDITION

THIS DEVELOPMENT CONTRACT (“Development Contract” or “Contract”) dated _____, 2020, is by and between the **CITY OF BIG LAKE**, a Minnesota municipal corporation (“City”), and **LGL REAL ESTATE INVESTMENTS, LLC**, a Minnesota limited liability company (the “Developer”).

1. REQUEST FOR PLAT APPROVAL. The Developer has asked the City to approve a plat for **BIG LAKE MARKETPLACE 9TH ADDITION** (referred to in this Contract as the “Plat” or “Project”), consisting of five (5) buildable lots and two outlots, one containing a wetland which will be used for stormwater management and be dedicated to the City. The land is situated in the County of Sherburne, State of Minnesota, and is legally described on the attached **Exhibit A**.

2. CONDITIONS OF PLAT AND PLANNED UNIT DEVELOPMENT APPROVAL. The City hereby approves the Plat on condition that the Developer enter into this Contract, furnish the security required by it, and record the Plat with the County Recorder or Registrar of Titles within **90 days** after the City Council approves the Plat. The requirements of the City’s Zoning Ordinance and Subdivision Ordinance as may be amended from time to time shall apply to the Plat.

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

4. PHASED DEVELOPMENT. If the Plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases if the Developer has breached this Contract and the breach has not been remedied. Development of subsequent phases may not proceed until Development Contracts for such phases are approved by the City.

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

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

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

The plans are:

- Plan A - Final Plat
- Plan B - Engineering Plans (Street and Utilities)
- Plan C - Final Grading Plan
- Plan D - Final Erosion Control and SWPPP Plan
- Plan E - Tree Preservation Plan
- Plan F - Stormwater Management Plan with hydraulic calculations and drainage area maps
- Plan G - Utility Plan with profile drawings

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

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

The improvements shall be installed in accordance with the City subdivision ordinance; City standard specifications for utilities and street construction; and any other ordinances including

Section 1026.10 of the City Code concerning erosion and drainage and Section 1026.05 prohibiting grading, construction activity, and the use of power equipment between the hours of 7:00 p.m. and 7:00 a.m. The Developer shall submit plans and specifications which have been prepared by a competent registered professional engineer to the City for approval by the City Engineer which approval shall be provided on the condition that such submittals comply with the Plans and this Development Contract. The Developer shall instruct its engineer to provide adequate field inspection personnel to assure an acceptable level of quality control. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors and a soil engineer inspect the work as the City may reasonably determine. The Developer shall be responsible for retaining the services of a geotechnical engineer for construction testing. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. The Developer or Developer's engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City Council chambers with all parties concerned, including the City staff, to review the program for the construction work. Within thirty (30) days after the completion of the improvements and before the security is released, the Developer shall supply the City with a complete set of reproducible "as constructed" plans, an electronic file of the "as constructed" plans in an Auto CAD file based upon the Sherburne County coordinate system, all prepared in accordance with City standards.

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

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

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

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

12. TIME OF PERFORMANCE. The Developer shall install all required public improvements by June 30, 2021. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases, if any, and the extended completion date.

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

14. EROSION CONTROL. Prior to initiating site grading, the Final Grading Plan E and Final Erosion Control and SWPPP Plan G shall be implemented by the Developer and inspected and approved by the City. All proposed erosion control BMP's, including those identified on the

Preliminary Secondary Grading Plan (Sheet 5 of 7), shall be identified on the SWPPP. Redundant erosion control BMP's shall be provided around the entire perimeter of all wetlands and infiltration basins. The City may impose additional erosion control requirements if reasonably required.

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

15. GRADING PLAN. The Plat shall be graded in accordance with the approved Final Grading Plan E. The plan shall conform to City of Big Lake specifications. Within thirty (30) days after completion of the grading and before the City approves individual building permits the Developer shall provide the City with an "as constructed" grading plan certified by a registered land surveyor or engineer that all ponds, swales, and ditches for public drainage have been constructed on public easements or land owned by the City. The "as constructed" plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales,

wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles, and installed "conservation area" posts; and c) lot corner elevations, and house pads. The City will withhold issuance of building permits until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer. The Developer certifies to the City that all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications.

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

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

The Developer shall, at its expense, prepare any streets located in the subdivision for snowplowing and other maintenance that the Developer wishes the City to undertake prior to formal acceptance by the City of such streets. This preparation shall include, without limitations, ramping any manholes as necessary to avoid damage to snowplows or other vehicles used in street maintenance. Should damage occur to City snowplows or other vehicles during the course of snowplowing or other maintenance procedures prior to formal acceptance of the street by the City,

the Developer shall pay all such damages and shall indemnify and hold the City harmless for all such damage, cost, or expense incurred by the City with regard thereto.

18. CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION. Developer shall, contemporaneously with the execution of this Contract, deposit with the City: (1) an escrow of \$32,500 to cover the expenses for engineering administration and construction observation; (2) an escrow for \$7,500 to cover the engineering application review process; and (3) an escrow of \$5,000 for legal and planning application review process. Developer shall pay all fees relating to the Project including, but not limited to, legal, engineering, engineering administration, construction observation, planning, recording fees, administrative expenses and other costs related to this Development. City engineering administration will include monitoring of construction observation, consultation with Developer and its engineer on status or problems regarding the Project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in security. Fees for this service shall be at standard hourly rates. The Developer shall pay for construction observation performed by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and will be billed at standard hourly rates. All fees and costs incurred by the City in connection with the Project shall be charged against said escrow account which shall remain in effect until the completion of the Project.

Any funds remaining in the escrow accounts after the completion of the Project shall be refunded to the Developer. In the event that the escrow accounts herein are depleted, Developer agrees that upon request of the City, Developer shall post additional sums of money to replenish the accounts to their original balance to cover projected City costs as reasonably determined by the City. Developer agrees that the engineering administration and construction observation escrow account

shall always have a balance of no less than \$5,000.00. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against these escrow accounts.

19. SANITARY SEWER TRUNK CHARGE AND SEWER ACCESS CHARGE.

The development is subject to a charge for Sanitary Sewer Trunk expenses payable at the time of final plat approval. The Sanitary Sewer Trunk expenses will be \$5,330 x 17.78 acres developed for a total of \$94,767.40. The development is also subject to a Sewer Access Charge (SAC) fee in the amount of \$5,325 per unit for this Plat. The Developer shall pay the SAC fee before the building permit is issued.

20. WATER TRUNK CHARGE AND WATER ACCESS CHARGE.

The development is subject to a charge for Water Trunk expenses payable at the time of final plat approval. The Water Trunk expenses will be \$1,650 x 17.78 acres developed for a total of \$29,337.00. The development is also subject to a Water Access Charge (WAC) fee in the amount of \$3,585 per unit for this Plat. The Developer shall pay the WAC fee before the building permit is issued.

21. STORM SEWER CHARGE.

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

22. PARK DEDICATION.

The Developer will pay a park dedication fee of \$29,153.50 at the time of final plat approval. Industrial developments are required to provide a cash-in-lieu payment equal to 4 percent of the value of the land being subdivided. The total value of 17.78 acres being subdivided is \$728,838, and 4 percent of that amount is \$29,153.50.

23. ENGINEERING COSTS.

The Developer shall pay special engineering fees including:

A. The Developer shall post a \$500.00 security for the final placement of interior subdivision iron monuments at property corners and the placement of all wetland monuments pursuant

to Big Lake City Code Section 1066. The security was calculated as follows: 5 lots at \$100 per lot. The security will be held by the City until the Developer's land surveyor certifies that all irons have been set following site grading and utility and street construction. In addition, the certificate of survey must also include a certification that all irons for a specific lot have either been found or set prior to the issuance of a building permit for that lot.

B. The Developer shall pay the cost for the preparation of record construction drawings and City base map upgrading by the City Engineer as part of the Administrative/Engineering Fee at an estimated cost of **\$36.50** per lot, for a total of **\$182.50**.

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

24. LANDSCAPING. Intentionally omitted.

25. TREE PRESERVATION. The Developer must preserve 40 percent of the significant trees on the property. The Developer has identified twenty (20) significant trees on the property and shall preserve fourteen (14) of these significant trees in order to comply with the Big Lake City Code.

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

A. Implementation of the recommendations listed in Planning Report prepared for the August 14, 2019, City Council meeting, and Resolution No. 2019-53, of August 14, 2019.

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

- C. The lighting plan must comply with the City of Big Lake Zoning and Subdivision Ordinances.
- D. The Developer shall execute a Stormwater Maintenance Agreement for the infiltration basins on the property. The Developer shall provide the City with infiltration test results for each of the proposed infiltration basins. The Developer shall obtain soil borings to verify groundwater depth and soil type within the proposed infiltration basin location and submit the data to the City for review. The infiltration basins shall be seeded with MnDOT seed mix 35-221.
- E. All construction shall be in accordance with City of Big Lake Standards.
- F. The Developer is required to submit the final plat in electronic format. The electronic format shall be Auto CAD file. The Developer shall also submit one complete set of reproducible construction plans on paper, in .pdf format, and AutoCAD.
- G. The Developer is required to establish and maintain a fifty (50) foot buffer around all wetlands. The Developer shall be responsible for placing wetland buffer monuments with location subject to review and approval by the City Engineer. Any planned disturbance of the wetland buffer area during construction is subject to review and approval by the City Engineer.
- H. The Developer shall set all building pads back at least forty (40) feet from arterial roads.
- I. The Project shall be exempted from the City's Complete Streets Policy due to the excessive and disproportionate cost of establishing a bikeway, walkway, or transit enhancement per City Council. No new sidewalks are required as part of the development. The Developer must maintain the existing sidewalk along 166th Street NW and must repair it if it is damaged during construction.

- J. The Developer must satisfy all of the conditions presented in MnDOT’s letter dated July 31, 2019.
- K. The Developer shall comply with the conditions of the City Engineer’s Memo prepared by Layne Otteson dated April 17, 2019, and City Engineer’s Letter prepared by Jared Voge dated June 21, 2019.
- L. The Developer shall construct all proposed roadways to the same width and section as the existing 197th Avenue NW west of 166th Street NW.
- M. Access shall be provided to all stormwater ponds and shall be contained within Outlot A.
- N. All proposed buildings shall be constructed a minimum of three (3) feet above adjacent pond or wetland High Water Elevations.
- O. All storm sewer structures immediately prior to ponds shall be constructed with a sump a minimum of three (3) feet in depth.
- P. All storm sewer piping shall be concrete, PVC, A-2000, of HP Storm.

27. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this Development Contract, payment of real estate taxes, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City with a letter of credit, in the form attached hereto, from a bank (“security”) for **\$640,501.25**. The amount of the security includes all of the security requirements set forth in the preceding sections of this Contract, and was calculated as follows:

CONSTRUCTION COSTS:

Erosion Control	\$10,000.00
Improvements	\$500,000.00
CONSTRUCTION SUB-TOTAL	<u>\$510,000.00</u>

OTHER COSTS:

Street Lights	\$1,901.00
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Lot Corners/Iron Monuments	\$500.00
OTHER COSTS SUB-TOTAL	<u>\$2401.00</u>
TOTAL SECURITIES:	\$512,401.00
GRAND TOTAL SECURITIES (125%)	<u>\$640,501.25</u>

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

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

Engineering, City Administration Escrow (Section 18)	\$40,000.00
Legal and Planning Expenses (Section 18) escrow	\$5,000.00
Sanitary Sewer Trunk Charge	\$94,767.40
Water Trunk Charge	\$29,337.00
Park Dedication	\$29,153.50
Map Upgrade Fee	<u>\$182.50</u>

TOTAL CASH REQUIREMENTS \$198,440.40

The City is implementing a pass through billing process. The \$198,440.40 escrow will be held and all bills will be forwarded for immediate payment. If payments are not made in a timely fashion, the project will stop until payments are made. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of receipt of final invoices.

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

30. RESPONSIBILITY FOR COSTS.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the Plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection

expenses incurred in connection with approval and acceptance of the Plat, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Plat.

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

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

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

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

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

31. DEVELOPER'S DEFAULT. In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the

Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part.

32. MISCELLANEOUS.

- A. Developer shall be responsible for ensuring that all vacant lots comply with the City's Code regarding nuisances.
- B. Third parties shall have no recourse against the City or Developer under this Contract.
- C. Breach of the terms of this Contract by the Developer shall be grounds for denial of building permits, including lots sold to third parties.
- D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.
- E. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents, or third parties. No sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the streets needed for access have been paved with at least one lift of bituminous surface and the utilities are accepted by the City Engineer in writing.
- F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the

parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.

G. This Contract shall run with the land and may be recorded against the title to the property.

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

H. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the public improvements, commercial general liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than \$500,000 for one person and \$1,500,000 for each occurrence; limits for property damage shall be not less than \$200,000 for each occurrence; or a combination single limit policy of \$1,500,000 or more. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the Plat. The certificate shall provide that the City must be given ten (10) days' advance written notice of the cancellation of the insurance.

I. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often

and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

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

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

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

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

35. NOTICES. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: LGL Real Estate Investments, LLC, 5465 Highway 169 North Plymouth, MN 55359. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Big Lake City Hall, 160 Lake Street North, Big Lake, Minnesota 55309.

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

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

Lots 1 and 2, Block 1; Lot 1, Block 2; Lots 1 and 2, Block 3; Outlot A; Outlot B; all in Big Lake Marketplace Ninth Addition.

Sherburne County, Minnesota.

Abstract Property

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of Big Lake

Dear Sir or Madam:

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

The draft must:

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

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

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

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

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

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

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

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

BY: _____

Its _____

CERTIFICATE OF INSURANCE

LIABILITY & WORKERS' COMPENSATION

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

PROJECT: _____

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

ARCH/ENGR: _____

INSURED: _____ ADDRESS: _____

AGENT: _____ ADDRESS: _____

WORKERS' COMPENSATION COVERAGE

POLICY # _____ EFFECTIVE DATE ____/____/____ EXPIRATION DATE ____/____/____

INSURANCE COMPANY: _____

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

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

GENERAL LIABILITY

POLICY # _____ EFFECTIVE DATE ____/____/____ EXPIRATION DATE ____/____/____

INSURANCE COMPANY: _____

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

LIMITS:

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

Products-Completed Operations Aggregate Limit \$ _____

Personal & Advertising Injury Limit \$ _____

Each Occurrence \$ _____

COVERAGE PROVIDED

Operations of Contractor: Yes___ No___ Government Immunity is Waived Yes___ No___
Operations of Sub-Contractor (Contingent): Yes___ No___ Property Damage Liability Includes
Does Personal Injury Include Damage Due to Blasting Yes___ No___
Claims Related to Employment: Yes___ No___ Damage Due to Collapse Yes___ No___
Completed Operations/Products: Yes___ No___ Damage To Underground Facilities Yes___ No___
Contractual Liability (Broad Form): Yes___ No___ Broad Form Property Damage Yes___ No___

EXCEPTIONS:

AUTOMOBILE LIABILITY

POLICY # _____ EFFECTIVE DATE: ___/___/___ EXPIRATION DATE: ___/___/___

INSURANCE COMPANY: _____

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

LIMITS:

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

UMBRELLA EXCESS LIABILITY

POLICY # _____ EFFECTIVE DATE: ___/___/___ EXPIRATION DATE: ___/___/___

INSURANCE COMPANY _____

LIMITS: Single Limit Bodily Injury and Property Damage

\$ _____ Each Occurrence \$ _____ Aggregate

COVERAGE PROVIDED:

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

Yes___ No___

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

Yes___ No___ If So, List Amount \$ _____

AGENT CARRIES ERRORS AND OMISSIONS INSURANCE: Yes___ No___

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

Dated at: _____ On: _____ By: _____

MN License # _____
Authorized Insurance Representative

Attachment E
Stormwater Maintenance Agreement

(Reserved for Recording Data)

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

THIS AGREEMENT is made and entered into as of the _____ day of _____, 2020 (“Effective Date”), by and between **LGL Real Estate Investment, LLC** (the “Owner”) and the **City of Big Lake**, a Minnesota municipal corporation (the “City”).

RECITALS

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

B. The Owner is proceeding to build on and develop the Property, and has received approval of the grading plan for the proposed improvements (“Big Lake Marketplace 9th Addition”); and

C. The final plans for Big Lake Marketplace 9th Addition (“Plans”) are expressly made a part hereof, as approved or to be approved by the City, which are on file with the City, provide for detention/retention/infiltration of stormwater within the confines of the Property; and

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

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

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

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

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

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

2. Maintenance of Stormwater Improvements.

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

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

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

4. City Access and Maintenance Rights.

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

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

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

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

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

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

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

To the Owner : LGL Real Estate Investment, LLC
8300 10th Avenue North
Golden Valley, MN 55427
Attn: Larry Palm

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

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

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

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

OWNER:

LGL Real Estate Investment, LLC

By: _____
Larry Palm

Title: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Larry Palm, its _____, on behalf of **LGL Real Estate Investments, LLC**.

Notary Public

**EXHIBIT A
TO
STORMWATER MAINTENANCE AGREEMENT**

Legal Description of the Property

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

Big Lake Marketplace 9th Addition, Sherburne County, Minnesota.

**EXHIBIT B
TO
STORMWATER MAINTENANCE AGREEMENT**

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

Infiltration Basin Maintenance

INFILTRATION BASIN INFORMATION

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

SITE LOCATION: Big Lake Marketplace 9th Addition, Sherburne County, Minnesota.

INFILTRATION BASIN INSPECTION/MAINTENANCE

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

WHEN WILL THE INFILTRATION BASIN BE INSPECTED AND MAINTAINED?

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

MAINTENANCE PLAN INFORMATION

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

INSPECTION & MAINTENANCE CHECKLIST

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

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

Attachment F
Resolution approving the Final Plat

**CITY OF BIG LAKE
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, August 12, 2020. The following Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

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

**RESOLUTION APPROVING A FINAL PLAT FOR
BIG LAKE MARKETPLACE 9TH ADDITION**

WHEREAS, the preliminary plat was approved by the City Council on August 14, 2019; and

WHEREAS, the City Council finds that the final plat for Big Lake Marketplace 9th Addition is in substantial compliance with the approved preliminary plat; and

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

- A. The legal description of the subject property is attached as Exhibit A.
- B. The site location map showing the project location within the City is attached as Exhibit B.
- C. The City Engineer's Comment Memo dated August 4, 2020 is attached as Exhibit C.
- D. The Final Plat is attached as Exhibit D.
- E. The Engineering Plans are attached as Exhibit E.
- F. The Planning Report dated August 12, 2020, shall be the governing document.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the Big Lake Marketplace 9th Addition Final Plat subject to the following conditions:

PLANNING AND ZONING CONDITIONS

1. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.
2. The Applicant will need to enter into a development agreement with the City prior to development. A Development Contract shall be drafted by the City Attorney prior to approval of the Final Plat.
3. The final plat shall be recorded within 90 days of approval unless an extension is requested.
4. Any conditions of the Planning Commission, City Council, Staff, consultants, or other agencies responsible for the review of this development application.

Adopted by the Big Lake City Council on the 12th day of August, 2020.

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Exhibits:

- A- Legal Description
- B- Site Location Map
- C- City Engineer's Memo

D- Final Plat
E- Engineering Plans

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

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

Notary Public

Exhibit A
Legal Description

Outlots F and G, Big Lake Marketplace Third Addition, Sherburne County, Minnesota.

**Exhibit B
Site Location Map**

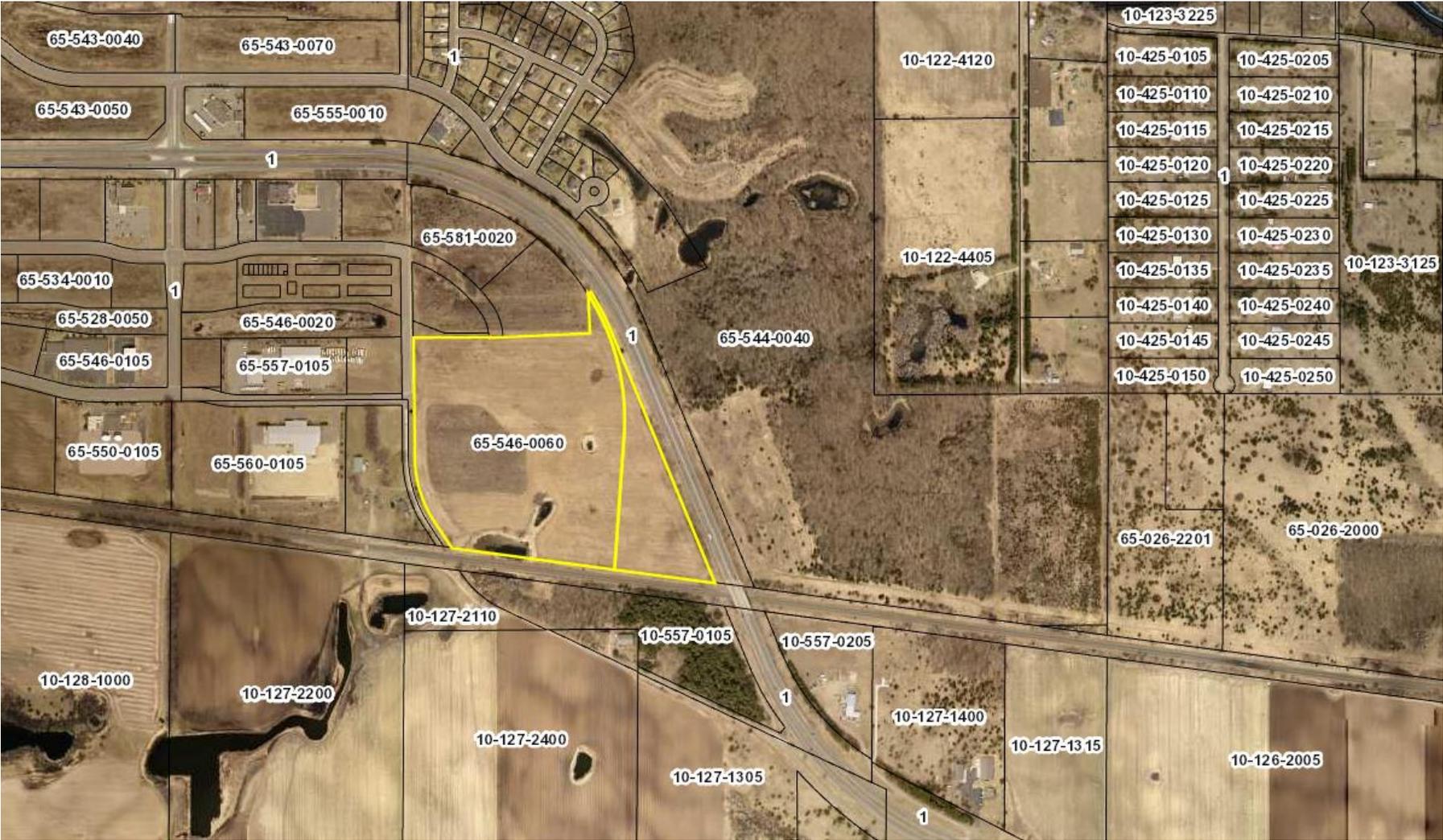


Exhibit C City Engineer's Memo



Real People. Real Solutions.

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

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

August 4, 2020

Kevin Shay, City Planner
City of Big Lake
160 Lake Street N
Big Lake, MN 55309

via email: kshay@biglakemn.org

RE: Big Lake Marketplace Ninth Addition
City of Big Lake, Minnesota
Project No.: W18.118061

Dear Kevin,

We have reviewed the final plat and construction plans submitted for the above reference project dated July 16, 2020 and have the following comments:

1. The final plat shall include a Block 2 designation. Block 1 and Block 3 are identified on the plat however Block 2 is not.
2. 198th Avenue N.W. roadway and utility improvements shall be extended to the northern plat boundary and the southern lot line of Lot 1 Block 2.
3. Temporary cul-de-sacs shall be constructed at the northern and southern extents of 198th Ave. N.W.
4. The applicant shall provide verification that wetlands existing on the site will not be impacted by construction.
5. Improvements constructed during future phases shall be as identified and shown on the approved Preliminary Plat.
6. Sanitary sewer shall be extended south out of MH 2 and terminated in a manhole at the 197th Ave. N.W. southern right-of-way. The manhole shall have a pre-formed invert with sanitary sewer stubs to the southwest and southeast.
7. The Stormwater Report is dated March 12, 2019 and was originally prepared as if the development would be constructed in one phase. Since the development is proposed to be constructed in phases, the stormwater narrative should be updated to include:
 - a. Any update to drainage patterns with the phased approach.
 - b. Reference to the infiltration basin size as it compares to the phased impervious surface construction.
 - c. Documentation showing that the infiltration feature will accommodate a specific development phase, or all phases.
8. A soil boring or other justification shall be provided to document that the proposed infiltration basin will not be constructed within 3 feet of the seasonal groundwater level.

H:\BGLK\W18119343\1_Corres\C_To Others\2020-08-04 118061 Shay Big Lake Marketplace Ninth Addition Final Plat Review.docx

Bolton & Menk is an equal opportunity employer.

Kevin Shay, City Planner
August 4, 2020
Page 2

9. The proposed temporary forebay shall be constructed within a drainage and utility easement or right-of-way.
10. The applicant shall obtain a watermain extension permit from the Minnesota Department of Health. A copy of the permit shall be submitted to the city prior to construction.
11. The applicant shall obtain a MPCA sanitary sewer extension permit. A copy of the permit shall be submitted to the city prior to construction.
12. The applicant shall be responsible for obtaining a NPDES Phase II Construction Stormwater Permit. A copy of the permit shall be submitted to the city prior to construction.
13. The proposed pavement section shall match the existing street pavement sections adjacent to the development which consist of 2-inches bituminous wearing course, 4-inches non-wearing course, and 10-inches aggregate base class 5.
14. The existing hydrant and gate valve at the intersection of 166th Street N.W. and 197th Avenue N.W. shall be salvaged.
15. A 12-inch gate valve shall be added to the south leg of the intersection of 197th Avenue N.W. and 166th Street N.W.
16. A minimum of two large zinc anode caps shall be installed on each side of all watermain fittings.
17. A speed limit sign shall be installed along 197th Avenue N.W.
18. A minimum of three type III barricades shall be installed on the north and south sides of 197th Avenue N.W.
19. Wetland buffer signage shall be installed around the perimeter of the delineated wetlands.
20. City of Big Lake details 8-115, 8-116, and 8-118 shall be added to the construction plans
21. Access shall be provided to all stormwater BMPs.
22. All storm sewer structures shall be constructed with integral base sections.
23. The proposed drainage and utility easement within Outlot A shall be shown on the construction plans.
24. Revised plans incorporating the above referenced comments shall be labeled "Final Plans for Construction" and shall be submitted to the city for review.
25. All construction shall be in accordance with the City of Big Lake Standards.

We recommend approval of the final plat contingent on the above referenced comments.

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

Sincerely,

Bolton & Menk, Inc.

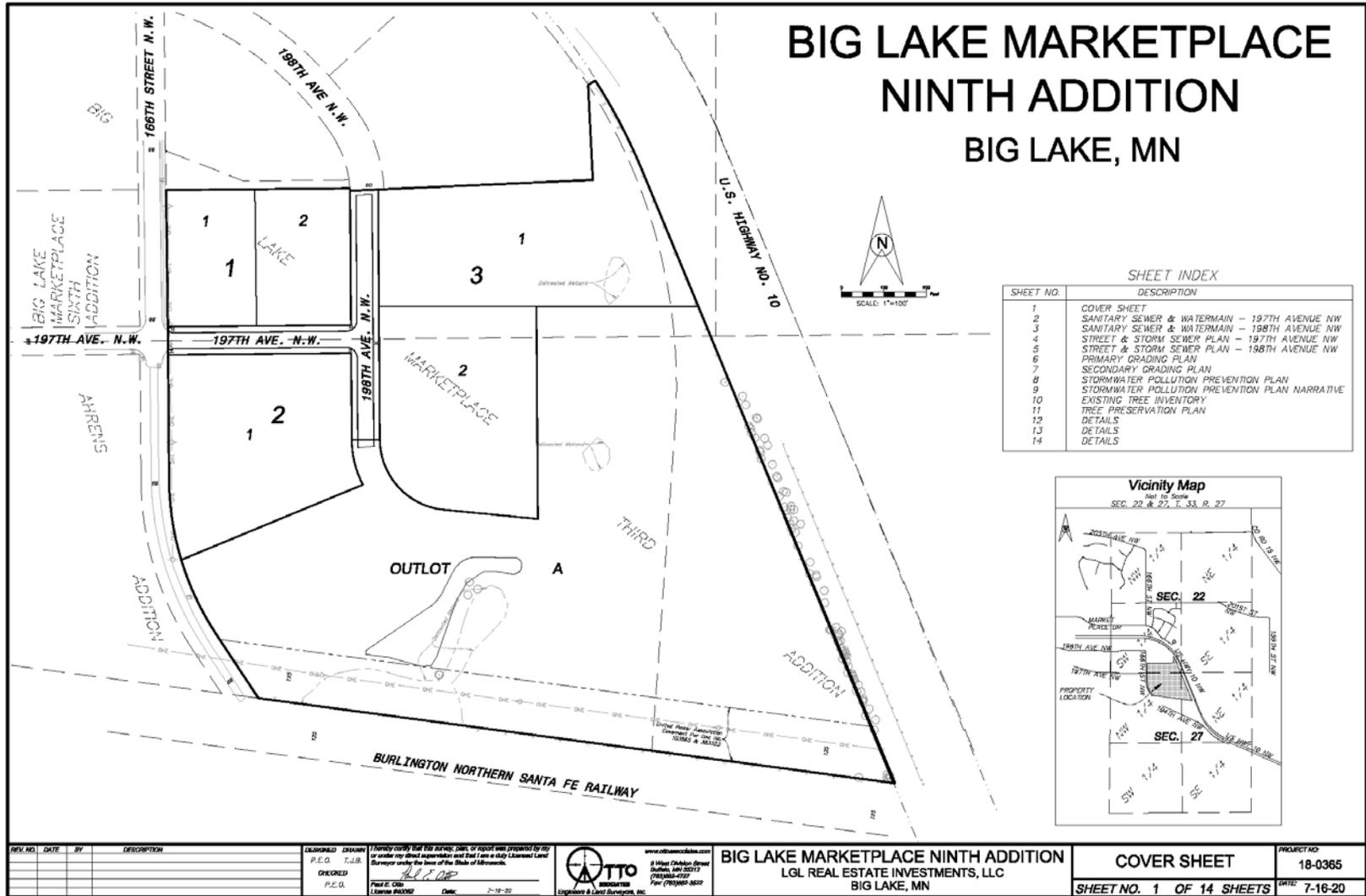


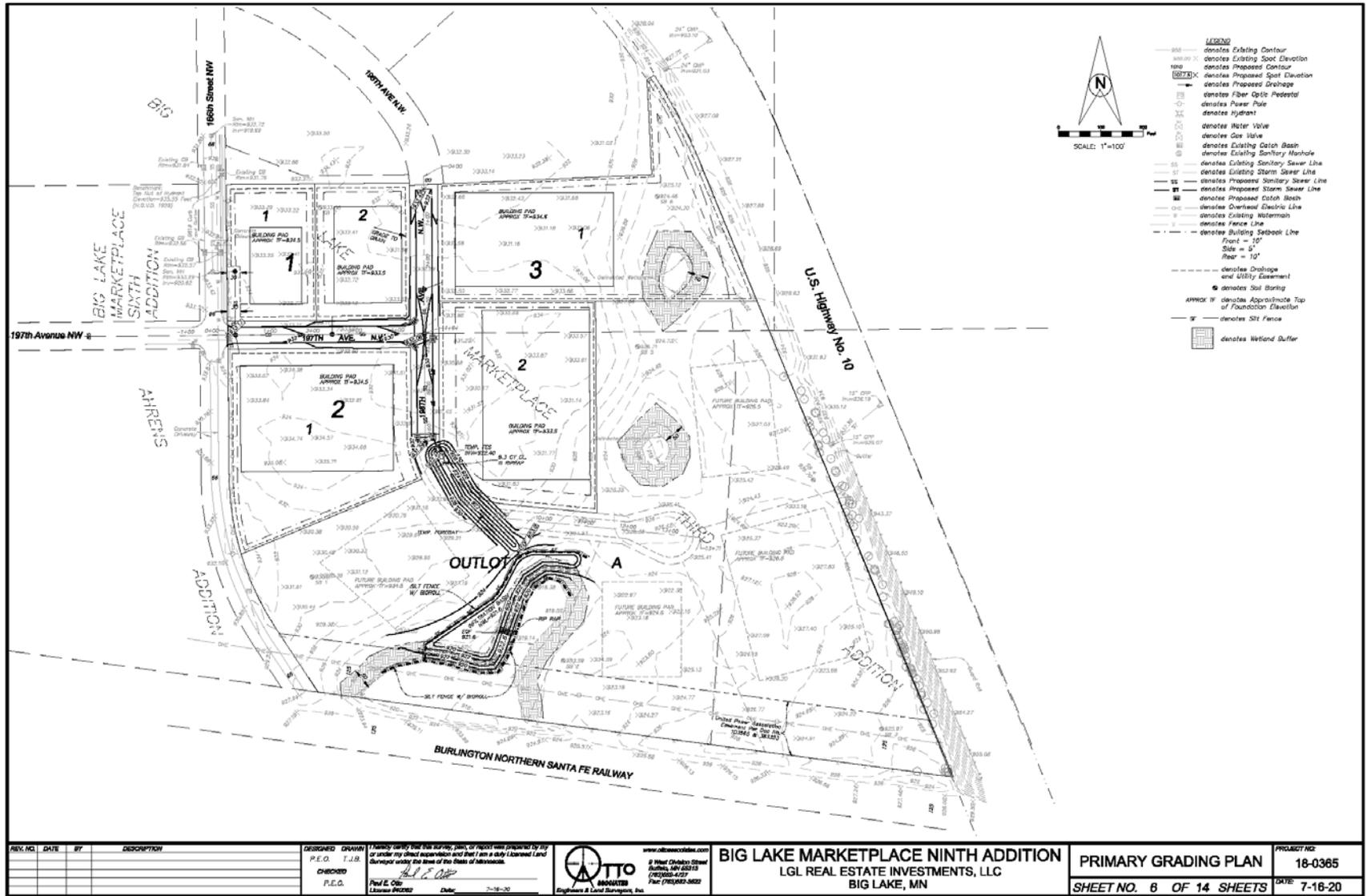
Jared Voge, P.E.
Principal Engineer

H:\BGLK\W10119343\1_Corner\C_To Others\2020-08-04 110061 Shay Big Lake Marketplace Ninth Addition Final Plat Review.docx

Bolton & Menk is an equal opportunity employer.

Exhibit E Engineering Plans





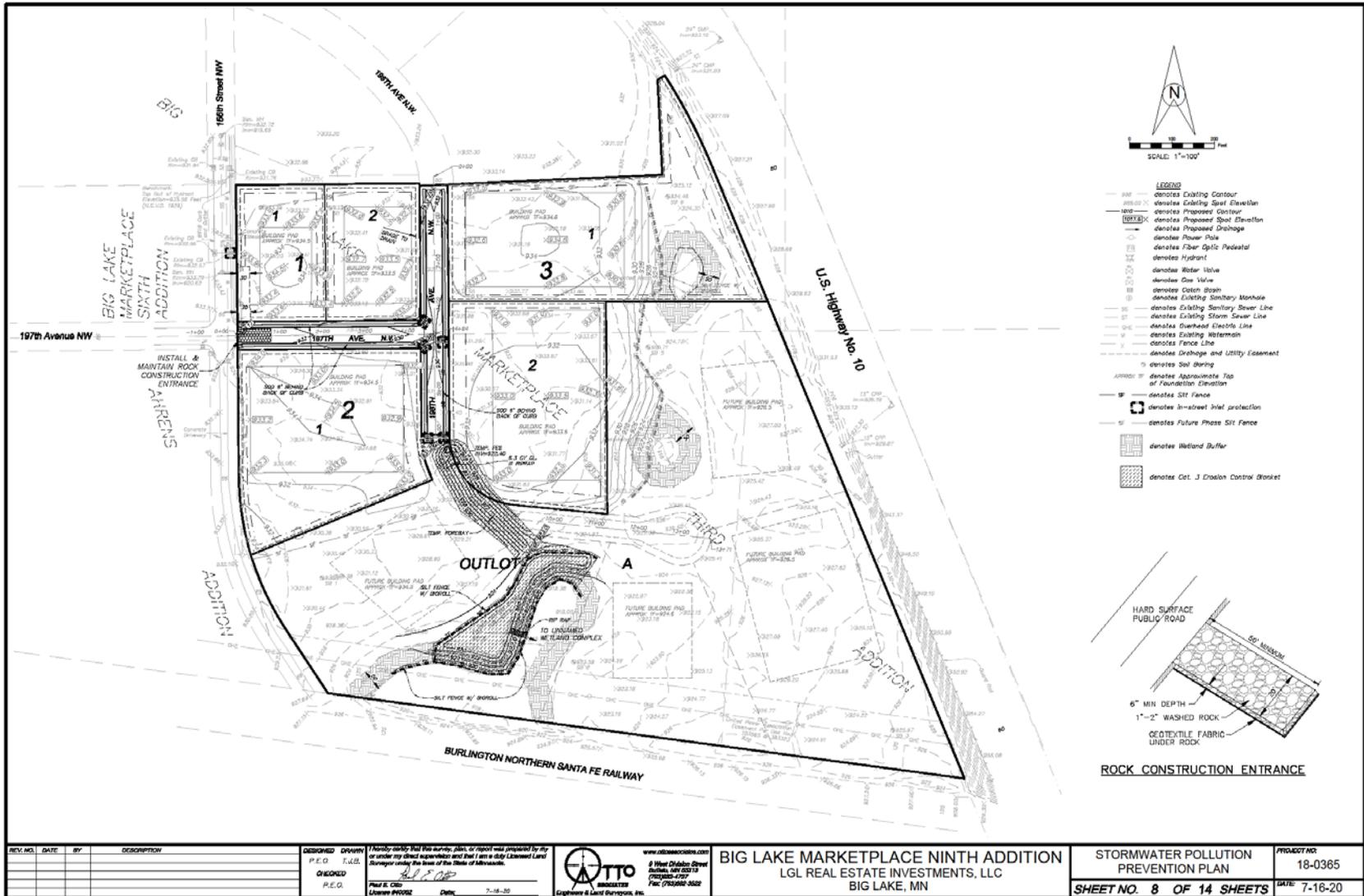
REV. NO.	DATE	BY	DESCRIPTION

DESIGNED BY: P.E.O. T.J.R.
 CHECKED BY: P.E.O. [Signature]
 DATE: 7-16-20

OTTO
 ENGINEERS
 ENGINEERS & LAND SURVEYORS, INC.
 1001 10th Street
 Duluth, MN 55813
 (763) 251-4277
 Fax: (763) 252-3022

BIG LAKE MARKETPLACE NINTH ADDITION
 LGL REAL ESTATE INVESTMENTS, LLC
 BIG LAKE, MN

PROJECT NO: 18-0365
 DATE: 7-16-20
 SHEET NO. 8 OF 14 SHEETS



REV. NO.	DATE	BY	DESCRIPTION

DESIGNED BY P.C.O.	CHECKED BY M.C.O.	DATE 7-18-20
-----------------------	----------------------	-----------------

OTTO
 ENGINEERS & LAND SURVEYORS, INC.
 8 West Oklahoma Street
 Oklahoma City, OK 73102
 (405) 233-4222
 Fax: (405) 233-5522

BIG LAKE MARKETPLACE NINTH ADDITION
 LGL REAL ESTATE INVESTMENTS, LLC
 BIG LAKE, MN

STORMWATER POLLUTION PREVENTION PLAN	PROJECT NO: 18-0365
SHEET NO. 8 OF 14 SHEETS	DATE: 7-16-20



AGENDA ITEM

Big Lake City Council

Prepared By: Layne R. Otteson P.E. City Engineer/Utilities Manager PW20-052	Meeting Date: 8/12/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6M
Item Description: Change Order No. 2 for 2019 Wastewater Treatment Facility Improvements	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving Change Order No. 2 to Municipal Builders, Inc. to approve work outside of the contract for the 2019 Wastewater Treatment Facility Improvement Project.

BACKGROUND/DISCUSSION

The project encountered changes that impact the contract amount. The completion date is not changed. All changes were reviewed by City Engineer Otteson and found acceptable. Each of the following items corresponds with the attached Change Order No. 2.

Item No. 1

Remove the Underground Storage Tank (UST). The underground storage tank for the diesel generator was not included as a removal item in the project. The generator was removed and there is no use for this tank to remain. It was filled with about 3,000 gallons of old unusable diesel. The contractor was asked to provide a price to pump out the diesel, sludge and remove the tank. Costs received included estimated cost of \$4,000 to remove and dispose of the 3,000 gallons of diesel fuel/sludge and \$10,744.54 to remove the tank. Staff looked for other cost reducing options and was able to have a 3rd party remove the diesel/sludge from the underground storage tank at no cost to the City.

The tank is now ready to be removed and staff received 2 comparable quotes from Wenck Response Services and MBI. Staff is recommending that MBI, Inc. perform the work as part of the existing construction contract. There may be a costs savings of \$680 if no environmental testing has to be conducted by them. This is a contract cost **increase of \$10,744.54.**

Item No. 2

Reconfigure and add piping in the chemical building. This work is being done to connect the existing ferric chloride and polymer chemical feed systems to the new oxidation ditch. Ferric chloride is fed to remove phosphorus, and polymer is fed to help solids settling in the clarifiers. The original plans did not include this work, they only showed the extensions of the underground piping to the new oxidation ditch. This is a contract cost **increase of \$1,634.04.**

Item No. 3

Install pressure tank in the headworks building. This work includes the installation of a 26-gallon pressure surge tank in the headworks building. This tank is being added to manage surge pressures that occur as part of

the operation of the new fine screen. It was anticipated that the controls associated with the new pressure booster pump would manage the pressure surges, but during screen startup it was determined that the pressure tank is also needed. The pressure tank will extend the life of the new booster pump and screen equipment. In addition to the tank, 2-inch stainless steel piping (insulated) and a shutoff valve will be installed. This is a contract cost **increase** of **\$3,981.25**

FINANCIAL IMPACT

The change of work is a net addition of **\$16,359.83** to the project. The Contract amount will be increased to **\$2,368,660.03**. The previous change order was a contract reduction and the original contract amount was \$2,357,400.

STAFF RECOMMENDATION

Staff recommends the City Council approve the change in work and revised contract amount. There is no impact to completion date.

ATTACHMENTS

Change Order No. 2

Change Order No. 2

CITY OF BIG LAKE
ENGINEERING DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE, MN 55309

Municipal Builders, Inc.
17125 Roanoke St NW
Andover, MN 55304

..... August 6, 2020

SUBJECT: Change Order No. 2 – 2019 Wastewater Treatment Facility Improvements

Gentlemen:

You are hereby ordered, authorized, and instructed to modify your contract for the 2019 Wastewater Treatment Facility Improvements by including the following items:

Item No.	Description	Units	Quantity	Unit Price	Cost
1	Remove underground storage tank (diesel)	L.S.	1.00	\$10,744.54	\$10,744.54
2	Reconfigure and add piping in chemical building	L.S.	1.00	\$1,634.04	\$1,634.04
3	Install pressure tank in headworks	L.S.	1.00	\$3,981.25	\$3,981.25
Grand Total					\$16,359.83

Submitted and approved by Layne Otteson, City Engineer, on the 12th day of August, 2020.

Layne Otteson P.E., City Engineer

Approved and accepted this ____ day of _____, 2020 by Municipal Builders, Inc.

Municipal Builders, Inc. Representative

Approved and accepted this ____ day of _____, 2020 by the **CITY OF BIG LAKE**

Mike Wallen, Mayor

Clay Wilfahrt, City Administrator



AGENDA ITEM

Big Lake City Council

Prepared By: Layne R. Otteson P.E., City Engineer and Utilities Manager PW20-054	Meeting Date: 8/12/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7A
Item Description: Support Sherburne County in the Acquisition and Placement of Historic Kern Bridge on CSAH 5		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Gina Wolbeck, City Clerk	

ACTION REQUESTED

A motion to approve a Letter of Support and RESOLUTION to Sherburne County Public Works and Parks supporting the acquisition and placement of the historic Kern Bridge over the Elk River adjacent to County State Aid Highway 5 in the Township of Big Lake.

BACKGROUND/DISCUSSION

Sherburne County Public Works and Parks are reaching out to the City for an expression of support to pursue funding to move, restore and resurrect a the historic Kern Bridge the Elk River at Lion’s Park on the west side of the County Road 5 Bridge. The bridge is being made available by MnDOT through a solicitation process.

The County sees this as a tremendous opportunity with multiple benefits for trail connectivity, pedestrian safety and historic preservation. The County plans to submit a Letter of Interest to MnDOT before August 31st, to start the solicitation process. To adhere to this timeline they have requested a formal letter of support from the Big Lake City Council.

The Kern Bridge was a single-span, wrought-iron, bowstring arch through truss resting on limestone abutments. The bridge was located in in the southeast corner of South Bend Township in Blue Earth County. The bridge was constructed by John Mahowald and the Wrought Iron Bridge Company in 1873. The bridge was significant as the only example of a bowstring through truss bridge in Minnesota and for its exceptional span length.

FINANCIAL IMPACT

No costs have been identified or expected as this would be a County project in the Township.

STAFF RECOMMENDATION

Staff recommends that Council approve a Resolution and Letter of Support

ATTACHMENTS

- Resolution
- Letter of Support
- Photograph of Kern Bridge

**CITY OF BIG LAKE
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, August 12, 2020. The following Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

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

**RESOLUTION OF SUPPORT FOR SHERBURNE COUNTY TO FUND AND PLACE
THE HISTORIC KERN BRIDGE OVER THE ELK RIVER**

WHEREAS, the multi-use trail crossing over the Elk River on County State Aid Highway 5, located in Sherburne County, is connected to the City of Big Lake trail and parks system; and

WHEREAS, the multi-use trail crossing over the Elk River on County State Aid Highway 5, located in Sherburne County, narrows in width and is substandard; and

WHEREAS, the multi-use trail is used year round by residents from the City of Big Lake to access Lions Park, Eagle Lake, Sand Dunes State Forest and the Sherburne National Wildlife Refuge; and

WHEREAS, the historic Kern Bridge will provide physical separation from vehicles improving pedestrian and bicycle safety and thereby encouraging greater trail use; and

WHEREAS, the historic Kern Bridge will provide aesthetic charm, historic character and community pride to the surrounding area; and

WHEREAS, the City of Big Lake is in support of Sherburne County and MnDOT to work cooperatively to fund, move, restore and resurrect the historic Kern Bridge as a multi-use pedestrian bridge over the Elk River.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake it supports cooperation between the County of Sherburne and MnDOT on the continued

efforts to fund, move, restore and resurrect the Kern Bridge thereby improving safety and mobility on the CSAH 5 multi-use trail crossing at the Elk River located in the Township of Big Lake.

Adopted by the Big Lake City Council this 12th day of August, 2020.

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor: _____.
The following Council Members voted against or abstained: None.

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

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

Notary Public



August 12, 2020

PW20-021

Kern Bridge Partners
c/o Minnesota Department of Transportation
395 John Ireland Boulevard
St. Paul, MN 55155

Re: Letter of Support for Sherburne County in the Acquisition and Placement of the Kern Bridge

To the Kern Bridge Partners Steering Committee;

It is our pleasure to provide a Letter of Support and a City Resolution supporting Sherburne County in their pursuit to acquire, restore and construct the historic Kern Bridge across Elk River adjacent to County State Aid Highway 5. Upon hearing of the County's pursuit of this historic bridge, the City was excited to hear of the unique characteristics and historical significance.

In 2017, the City constructed a trail from downtown to the existing bridge (crossing the Elk River) and terminating at Lions Park. The width of the County bridge is problematic for the multi-use trail and the Kern Bridge would solve the river crossing safety problem.

The City views the placement of the historic Kern Bridge as a tremendous asset to our area providing multiple benefits such as trail connectivity, pedestrian safety and historic preservation. Specific benefits include:

- Connection to the City of Big Lake trail and parks system.
- Increases the multi-use trail crossing over the Elk River to standard trail width.
- Safe year round use by residents from the City of Big Lake to access Lions Park, Eagle Lake, Sand Dunes State Forest and the Sherburne National Wildlife Refuge.
- Provides physical separation from vehicles and pedestrians / bicyclists thereby encouraging greater trail use.

Please consider City of Big Lake to be a strong supporter for Sherburne County to receive funding in order to move, restore and resurrect the historic Kern Bridge as a multi-use pedestrian bridge over the Elk River.

Regards,

Mike Wallen
Mayor
City of Big Lake

Layne Otteson P. E.
City Engineer / Utilities Manager
City of Big Lake

Attachment:
City Council Resolution

Kern Bridge (Bridge L5669)



History & significance

- The bridge was located in in the southeast corner of South Bend Township in Blue Earth County.
- The bridge was constructed by John Mahowald and the Wrought Iron Bridge Company in 1873.
- The Kern Bridge is a single-span, wrought-iron, bowstring arch through truss.
- The bridge was significant as the only example of a bowstring through truss bridge in Minnesota and for its exceptional span length.
- The bridge was removed from this site, dismantled, and stored for relocation in winter of 2020.



AGENDA ITEM

Big Lake City Council

Prepared By: Joel Scharf, Chief of Police	Meeting Date: 8/12/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7B
Item Description: Donation towards the Big Lake Police Department		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

Motion to approve a Resolution accepting a \$500 cash donation to the Big Lake Police Department from Fanberg Auctions towards non-budgeted expenses within the Department.

BACKGROUND/DISCUSSION

\$500 Donation – The Big Lake Police Department received a check in the amount of \$500 from Fanberg Auctions. The attached not stated, “Keep up the great work, Fanberg Family.” This donation will be utilized towards non-budgeted expenses within the Department. A card of gratitude was sent from the department to the Fanberg Family.

FINANCIAL IMPACT

Positive Financial Impact upon Police Department

STAFF RECOMMENDATION

Approve Resolution accepting a \$500 cash donation from Fanberg Auctions as presented.

ATTACHMENTS

Donation Resolution

**CITY OF BIG LAKE
MINNESOTA**

A general meeting of the Big Lake City Council, Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. at Big Lake City Hall, Big Lake, Minnesota, on Wednesday, August 12, 2020. The following City Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____

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

**A RESOLUTION ACCEPTING DONATIONS THAT HAVE BEEN MADE
TO THE CITY OF BIG LAKE**

WHEREAS, donations that are to be made to the City of Big Lake must be accepted by the City Council; and

WHEREAS, the following donation was submitted towards the City of Big Lake Police Department as follows:

1. **Fanberg Auctions:** Cash donation in the amount of \$500 towards non-budgeted expenses within the Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, to hereby accept the donation listed above towards the City of Big Lake Police Department.

Adopted by the Big Lake City Council this 12th day of August, 2020.

Mayor Mike Wallen

Attest:

Gina Wolbeck, City Clerk

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

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

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

Notary Public



AGENDA ITEM

Big Lake City Council

Prepared By: Clay Wilfahrt, City Administrator	Meeting Date: 8/12/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7C
Item Description: Council Vacancy	Reviewed By: N/A		
	Reviewed By: N/A		

ACTION REQUESTED

Discuss and decide how to proceed with the vacant Council seat

BACKGROUND/DISCUSSION

At the last Council workshop, Council discussed this position. Council asked staff to bring back information from the City Attorney about how long a seat can legally be kept open without filling it. Staff will provide an update at the meeting on Wednesday.

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

None

ATTACHMENTS

Memo to City Council regarding appointment from 8-4-20



**ITEM FROM 08/04/20 SPECIAL
COUNCIL WORKSHOP**

**WORKSHOP ITEM
Big Lake City Council
SPECIAL COUNCIL WORKSHOP**

Prepared By <i>Clay Wilfahrt, City Administrator</i>	Meeting Date: 8/4/2020	Item No. 4A
Item Description: <i>Council Vacancy Discussion</i>	Reviewed By: <i>Soren Mattick, City Attorney</i>	
	Reviewed By: <i>Gina Wolbeck, City Clerk</i>	

COUNCIL DIRECTION REQUESTED

Discuss options for Vacant Council seat.

BACKGROUND/DISCUSSION

With the unexpected death of Councilmember Johnson, the City Council has a vacancy. The seat is up for election in November. Council could choose to leave the position vacant until the elections, but there are some reasons to consider filling the position.

The Council is obligated to fill the seat. Theoretically, under state law the Council should act to fill the position. The state law reads “a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment.” Also, with an even number of Council members, votes can get tied up 2-2. Having a fifth member can be important to break tie votes.

Below are options that the Council can consider to fill the position should they choose to do so.

Special Election

Previously the City Council had discussed the option of a special election. Given that we are so close to an election, it is not feasible from a timing standpoint to hold an election for this position.

Appointment

The Council has the option to appoint a candidate to the position. This can take various forms. An interview process can be held as has been done in the past where the City advertises the position for a few weeks, and then interviews and selects a candidate. This process can be time consuming, and there is a bit of a lag time between the decision to hold interviews and the actual appointment.

Another way to handle this is to recruit specific candidates. In this circumstance, with there only being five months until the term expires, it would be difficult for someone who does not have experience on Council, or at least another municipal board or commission. The learning curve to be confident and effective tends to be at least a few months, so a recruitment process may make sense. Council can reach out to specific candidates to ask them to serve. While this process happens very quickly and can bring on an experienced candidate, it also can give the impression that Council is not being open minded about its appointment.

Staff is looking for direction from Council on how to appoint the position.

FINANCIAL IMPACT

None

OPTIONS

1. Direct staff on a process for appointment of a new Councilmember
2. Other

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/12/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7D
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
4. Student Liaison

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A