

**AGENDA
BIG LAKE CITY COUNCIL
WORKSHOP**

WEDNESDAY, AUGUST 26, 2020

5:00 p.m.

1) CALL TO ORDER

2) ROLL CALL

3) ADOPT PROPOSED AGENDA

4) BUSINESS

4A. 2021 Budget Review

4B. Discuss Amendments to Council Committee Appointments

4C. City Hall Hours Discussion

4D. New Ideas Discussion

5) OTHER

6) ADJOURN

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

CITY COUNCIL WORKSHOP – COVID-19 NOTICE

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



WORKSHOP ITEM

Big Lake City Council

Prepared By <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 8/26/2020	Item No. 4A
Item Description: 2021 Draft Enterprise Funds Budgets	Reviewed By: <i>Clay Wilfahrt, City Administrator</i> Reviewed By: <i>Department Directors and Finance Committee</i>	

COUNCIL DIRECTION REQUESTED

Direction to Staff regarding the proposed 2021 draft budget numbers

BACKGROUND/DISCUSSION

With this budget workshop, staff would like to review the 2021 Draft Enterprise Fund Budgets

- Water Fund
 - Revenues proposed with a decrease of 2.04% or \$44,874; due to conservative approach of less new development compared to what was budgeted in 2020. Only budgeting for 40 new units for WAC
 - Usage Rates – increase of 3%
 - Residential & Multi-Family -\$4.30/1,000 gallons
 - Commercial at \$2.65/1,000 gallons
 - Base Rates to remain the same
 - Usage/Base Rates for Industrial increase by 8%
 - Usage/Base Rates for Municipal increase by 20%
 - Expenses proposed with an increase of 4.16% or \$95,551
 - Decrease in Personnel - \$2,905
 - Due to the removal of the Public Works Director position, however was able to add an additional operator in the 2020 budget
 - Increase in professional services - \$14,020
 - Water testing
 - Increase in operations - \$52,931
 - Additional chemical costs and routine maintenance of equipment
 - Increase in transfers to Water CIP - \$35,000
 - Yearly well maintenance transfers - \$30,000
 - Yearly water tower maintenance transfers - \$50,000
 - Increase in debt service - \$83,030 (Interest) and \$13,000 (Principal)
 - Took into consideration bonding if Council were to move forward with new wells and radio meter reads
 - Projected Income before depreciation expense is \$420,495, which covers 74.54% of depreciation expense of \$934,061
- Sewer Fund
 - Revenues proposed with an increase of 4.81% or \$130,006; SAC is not budgeted into operating fund, instead SAC is budgeted in the Sewer Capital Improvement Fund for future expansions
 - Usage Rates – increase of 5%

- Residential, Multi-Family and Commercial - \$9.35/1,000 gallons
 - Base Rates to remain the same
 - Usage/Base Rates for Industrial increase by 8%
 - Usage/Base Rates for Municipal increase by 20%
- Expenses proposed with a decrease of 1.69% or \$53,562
 - Decrease in Personnel - \$2,719
 - Due to the removal of the Public Works Director position, however was able to add an additional operator in the 2020 budget
 - Increase in professional services - \$9,300
 - Sewer testing
 - Increase in operations - \$137,644
 - Additional chemical costs, utilities and routine maintenance of equipment
 - Decrease in transfers to Sewer CIP fund of \$177,262 for equipment purchase
 - 2021 CIP includes purchase of a generator \$150,000 and lift stations SCADA upgrade of \$60,000
 - Decrease in debt service - \$30,525 (Interest) and \$237,000 (Principal)
 - Projected Income before depreciation expense is \$1,117,768, which covers 79.41% of depreciation expense of \$1,407,595

With the proposed rates as stated above the average utility bills would increase about \$3.00 per month.

- Storm Sewer
 - Revenues proposed with an increase of 1.11% or \$2,895 (new homes added)
 - Expenses proposed with a decrease of \$168,308
 - Decrease in Personnel of \$6,837
 - Due to the removal of the Public Works Director position
 - Decrease in Transfer to Storm CIP by \$150,000
 - Only CIP items is the annual \$7,500 for equipment replace funds
 - Transfer to Debt Service Funds for the street projects same as 2020 - \$25,000
 - Projected Income before depreciation expense is \$19,725 which covers 8.68% of depreciation expense of \$227,239
- Liquor Store
 - Revenues proposed with an increase of 3.41% or \$152,886
 - Gross Profit % projected at 28% of sales at \$1,310,136
 - Net Profit % less Transfer to General Fund - 10%
 - Loyalty Program increase by \$5,000 to \$20,000
 - Expenses proposed with an increase of 4.82% or \$216,027
 - Personnel line item increase of \$65,959
 - Grade change for lead and additional staff
 - Labor cost % to Sales at 12%
 - Cost of Goods Sold line item increase by \$35,292
 - Products purchased for resale increased by \$35,292
 - Transfer to General Fund again this year at \$450,000
 - Transfer to Liquor Store CIP Fund - \$75,000
 - Security system - \$4,000
 - New Coolers - \$72,000
 - Projected Net loss with depreciation and transfers is \$58,323
 - Projected income before transfer to General Fund is \$391,677
 - Projected income before all transfers is \$466,677
 - Projected Income before depreciation expense is \$16,477, which covers 22% of depreciation expense of \$74,800
 - Projected Ending Cash - \$687,384, which is 15% of budgeted expenses

- CIP projects
 - As in the past the Local Government Aid (LGA) is budgeted in the City's CIP funds for purchase of equipment and/or completion of projects.
 - LGA 2021 certified amount is \$756,115 an increase of \$35,141 over 2020. All has been allocated to special projects/equipment based on the CIP Plan.

With the General Fund Levy and Budget, staff would like to have another budget workshop at the September 9 meeting as there will be new information available pertaining to the Fire position and the 2021 police union contract. The City would then set the preliminary budget levies for both the City and Big Lake EDA at the **September 26, 2020** Council Meeting.

FINANCIAL IMPACT

Funds needed to provide all services to the community for fiscal year 2021.

ALTERNATIVES

Change any line item as council directs staff to do so.

ATTACHMENTS

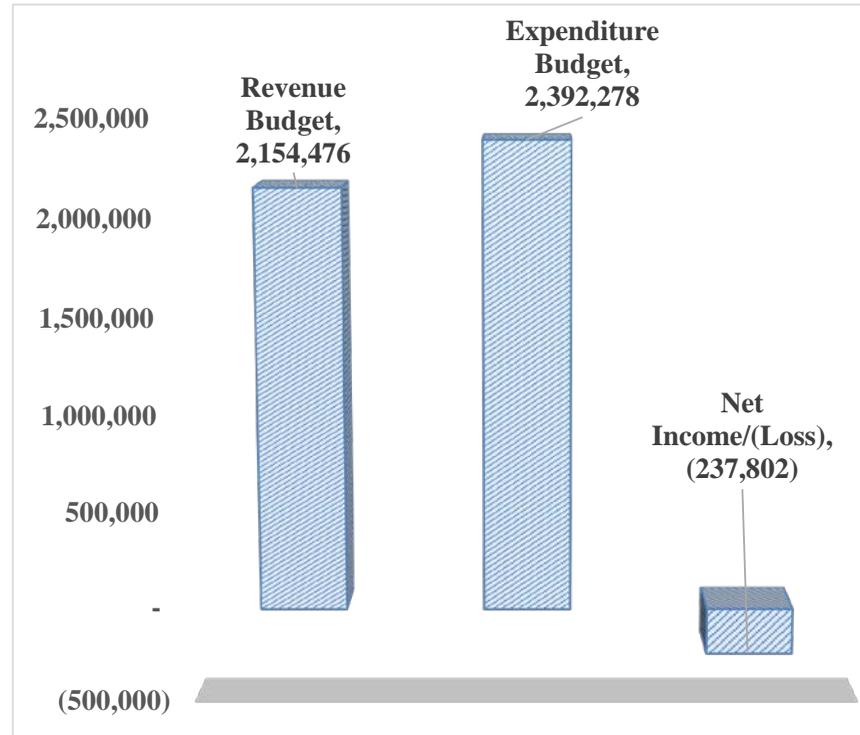
2021 Proposed Budgets for each Enterprise Fund
2021 Five – Year Plan for each Enterprise Fund
2021-2026 Water – Sewer proposed rates as well as rate comparison
Average Water – Sewer Bill project
2021 Proposed Water – Sewer Rates
2021 Proposed Rates Comparisons
FTE per fund
Change in FTE per Fund

Enterprise Funds - 2021 Proposed Budget

Water Fund

	2020-2021			
	2020 Budget	2021 Propose Budget	\$ Change	% Change
Revenue Budget				
Utilities Revenues	\$ 2,196,341	\$ 2,151,819	\$ (44,522)	-2.03%
Other Revenues	3,009	2,657	(352)	-11.70%
Total Revenues	\$ 2,199,350	\$ 2,154,476	\$ (44,874)	-2.04%
Expense Budget				
Personnel	\$ 652,436	\$ 649,531	\$ (2,905)	-0.45%
Professional Services	37,030	51,050	14,020	37.86%
Operations	356,520	409,451	52,931	14.85%
Capital/Transfers	159,525	108,000	(51,525)	-32.30%
Debt	157,156	240,186	83,030	52.83%
Depreciation	934,061	934,061	-	0.00%
Total Expenses	\$ 2,296,728	\$ 2,392,278	\$ 95,551	4.16%
Net Income/(Loss) with Depreciation	\$ (97,378)	\$ (237,802)		
Projected Ending Cash	\$ 835,591	\$ 420,495		

**projected cash balance is after principal debt payments are made

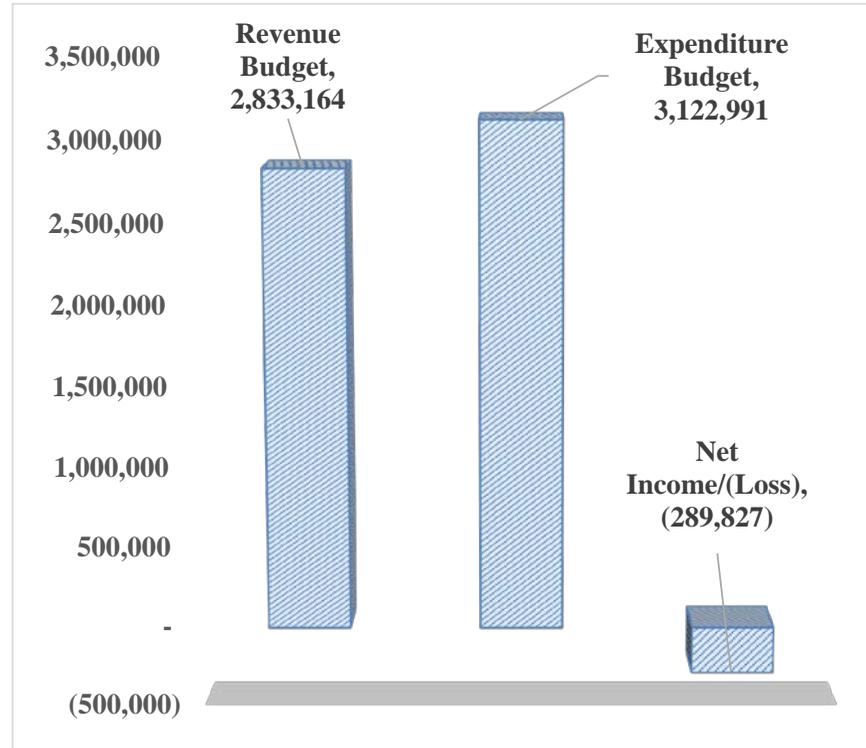


Enterprise Funds - 2021 Proposed Budget

Sewer Fund

	2021		2020-2021	
	2020 Budget	2021 Propose Budget	\$ Change	% Change
Revenue Budget				
Utilities Revenues	\$ 2,697,158	\$ 2,827,164	\$ 130,006	4.82%
Other Revenues	6,000	6,000	-	0.00%
Total Revenues	\$ 2,703,158	\$ 2,833,164	\$ 130,006	4.81%
	-	-		
Expense Budget				
Personnel	\$ 652,016	\$ 649,297	\$ (2,719)	-0.42%
Professional Services	27,250	36,550	9,300	34.13%
Operations	435,926	573,570	137,644	31.58%
Capital/Transfers	333,262	156,000	(177,262)	-53.19%
Debt	330,504	299,979	(30,525)	-9.24%
Depreciation	1,397,595	1,407,595	10,000	0.72%
Total Expenses	\$ 3,176,553	\$ 3,122,991	\$ (53,562)	-1.69%
	-	-		
Net Income/(Loss) with Depreciation	\$ (473,395)	\$ (289,827)		
Projected Ending Cash	\$ 833,653	\$ 976,775		

**projected cash balance is after principal debt payments are made

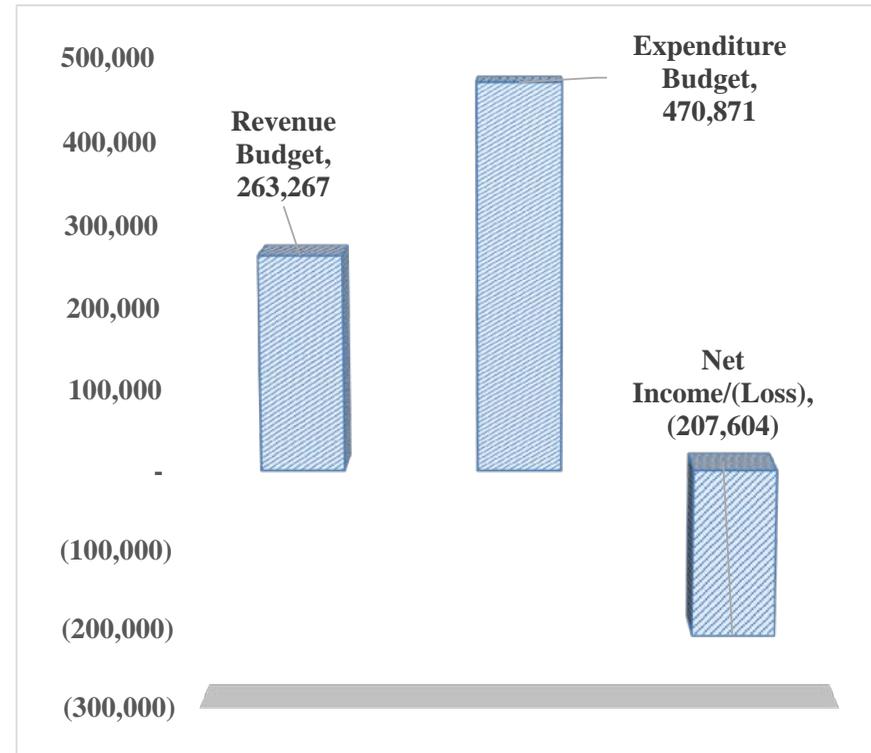


Enterprise Funds - 2021 Proposed Budget

Storm Sewer Fund

	2020-2021			
	2020 Budget	2021 Propose Budget	\$ Change	% Change
Revenue Budget				
Utilities Revenues	\$ 257,872	\$ 260,742	\$ 2,870	1.11%
Other Revenues	2,500	2,525	25	1.00%
Total Revenues	\$ 260,372	\$ 263,267	\$ 2,895	1.11%
Expense Budget				
Personnel	\$ 145,343	\$ 138,506	\$ (6,837)	-4.70%
Professional Services	3,648	2,170	(1,478)	-40.52%
Operations	30,411	30,725	314	1.03%
Capital/Transfers	182,500	32,500	(150,000)	-82.19%
Debt	39,641	39,641	-	0.00%
Depreciation	237,636	227,329	(10,307)	-4.34%
Total Expenses	\$ 639,179	\$ 470,871	\$ (168,308)	-26.33%
Net Income/(Loss) with Depreciation	\$ (378,807)	\$ (207,604)		
Projected Ending Cash	\$ 147,769	\$ 167,494		

**projected cash balance is after principal debt payments are made



Enterprise Funds - 2021 Proposed Budget

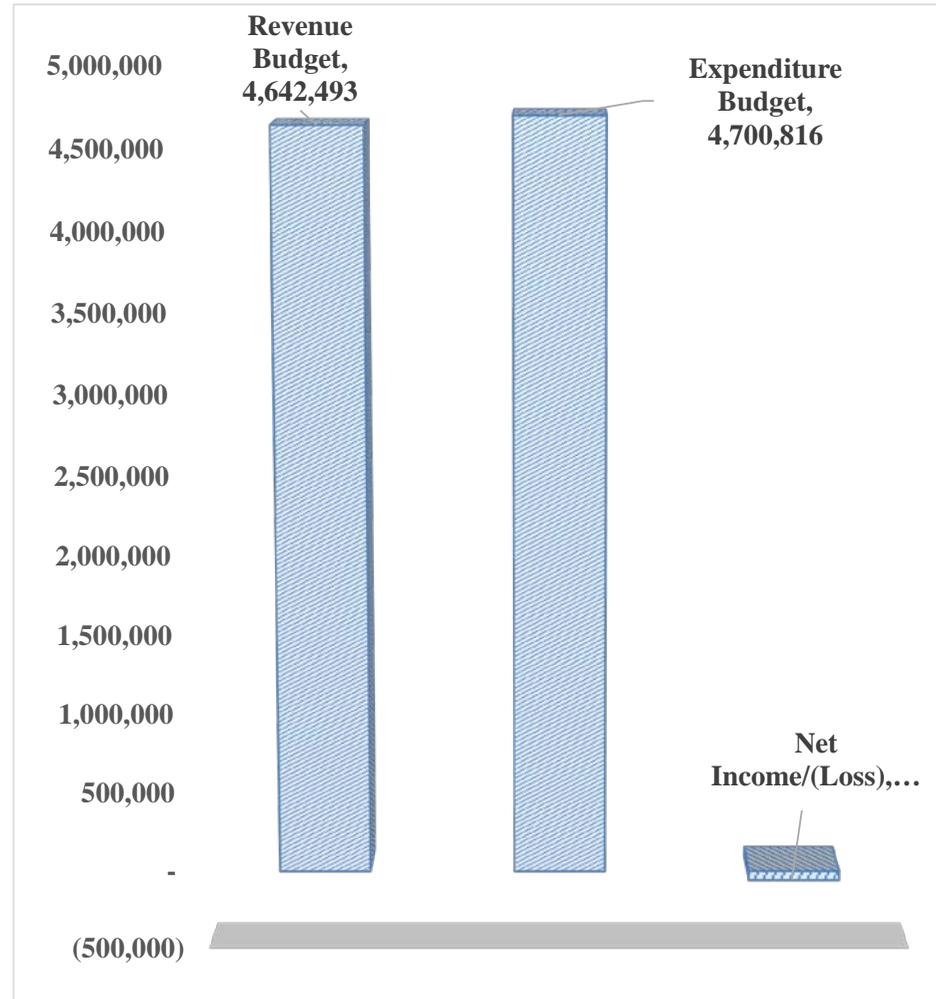
Liquor Store Fund

	2020 Budget	2021 Propose Budget	2020-2021	
			\$ Change	% Change
Sales				
Gross Sales	\$ 4,493,857	\$ 4,651,678	\$ 157,821	3.51%
Less Loyalty Program	(15,000)	(20,000)	(5,000)	33.33%
Cost of Sales	3,286,250	3,321,542	35,292	1.07%
Gross Profit	\$ 1,192,607	\$ 1,310,136	\$ 117,529	9.85%
Gross Profit %	27%	28%		
Revenue Budget				
Gross Sales	\$ 4,478,857	\$ 4,631,678	\$ 152,821	3.41%
Other Revenues	10,750	10,815	65	0.60%
Total Revenues	\$ 4,489,607	\$ 4,642,493	\$ 152,886	3.41%
Expense Budget				
Personnel	\$ 505,532	\$ 571,491	\$ 65,959	13.05%
Professional Services	5,700	6,700	1,000	17.54%
Operations	158,406	191,980	33,574	21.19%
Cost of Sales	3,286,250	3,321,542	35,292	1.07%
Capital/Transfers	450,000	525,000	75,000	16.67%
Debt	10,901	9,303	(1,598)	-14.66%
Depreciation	68,000	74,800	6,800	10.00%
Total Expenses	\$ 4,484,789	\$ 4,700,816	\$ 216,027	4.82%
Net Income/(Loss) with Depreciation	\$ 4,818	\$ (58,323)		
Projected Ending Cash	\$ 750,844	\$ 687,384		

**projected cash balance is after principal debt payments are made

Net profit before all transfers \$ 466,677
 Net profit % before transfer 10%

Labor Cost % to Sales 12%



STATEMENT OF REVENUES AND EXPENSES

SUMMARY BUDGET - WATER FUND

FIVE-YEAR FINANCIAL PLAN - WATER

	Actual			Budget				Projected			
	2017	2018	2019	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change	2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget
Revenue Budget											
Utilities Revenues - Water	\$ 2,186,238	\$ 1,997,514	\$ 2,032,149	\$ 2,196,341	\$ 2,151,819	\$ (44,522)	-2.03%	\$ 2,338,106	\$ 2,297,649	\$ 2,344,601	\$ 2,350,164
Other Revenues - Water	11,085	19,286	19,201	3,009	2,657	(352)	-11.70%	1,898	1,795	1,023	3,051
Total Revenues	\$ 2,197,323	\$ 2,016,800	\$ 2,051,350	\$ 2,199,350	\$ 2,154,476	\$ (44,874)	-2.04%	\$ 2,340,004	\$ 2,299,444	\$ 2,345,624	\$ 2,353,215
	-	-	-	-	-	-		-	-	-	-
Expense Budget											
Personnel	\$ 548,846	\$ 520,845	\$ 540,520	\$ 652,436	\$ 649,531	\$ (2,905)	-0.45%	\$ 690,423	\$ 731,065	\$ 774,257	\$ 820,165
Professional Services	32,514	34,396	38,639	37,030	51,050	14,020	37.86%	52,250	53,644	54,917	56,228
Operations	297,843	325,395	304,399	356,520	409,451	52,931	14.85%	385,665	392,050	398,613	405,365
Capital/Transfers	115,727	20,000	41,000	159,525	108,000	(51,525)	-32.30%	200,369	108,000	192,689	108,000
Debt - Interest	227,956	189,738	170,056	157,156	240,186	83,030	52.83%	209,694	179,855	109,120	79,870
Debt - Principal*	750,004	770,204	777,788	803,355	816,355	13,000	1.62%	791,475	758,755	758,755	758,755
Total Expenses	\$ 1,972,890	\$ 1,860,578	\$ 1,872,402	\$ 2,166,022	\$ 2,274,572	\$ 108,551	5.01%	\$ 2,329,876	\$ 2,223,368	\$ 2,288,350	\$ 2,228,383
	-	-	-	-	-	-		-	-	-	-
Net Income/(Loss)	\$ 224,433	\$ 156,222	\$ 178,948	\$ 33,328	\$ (120,096)	\$ (153,425)		\$ 10,128	\$ 76,076	\$ 57,274	\$ 124,832
Depreciation Expense	\$ 865,229	\$ 865,728	\$ 868,189	\$ 934,061	\$ 934,061	\$ -		\$ 934,061	\$ 934,061	\$ 934,061	\$ 934,061
Projected Ending Cash **	\$ 443,507	\$ 605,012	\$ 792,263	\$ 835,591	\$ 420,495	\$ (415,096)	-49.68%	\$ 130,623	\$ (103,302)	\$ (366,028)	\$ (571,196)

*projected principal debt payment includes any new debt

**projected cash balance is after principal debt payments are made

**STATEMENT OF REVENUES AND EXPENSES
SUMMARY BUDGET - SEWER FUND**

FIVE-YEAR FINANCIAL PLAN

	Actual			Budget				Projected			
	2017	2018	2019□	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change	2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget
Revenue Budget											
Utilities Revenues - Sewer	\$ 2,388,223	\$ 2,304,996	\$ 2,792,718	\$ 2,697,158	\$ 2,827,164	\$ 130,006	4.82%	\$ 2,969,063	\$ 3,125,300	\$ 3,287,447	\$ 3,434,147
Other Revenues - Sewer	18,045	60,071	73,868	6,000	6,000	-	0.00%	2,000	2,000	2,000	1,500
Total Revenues	\$ 2,406,268	\$ 2,365,067	\$ 2,866,586	\$ 2,703,158	\$ 2,833,164	\$ 130,006	4.81%	\$ 2,971,063	\$ 3,127,300	\$ 3,289,447	\$ 3,435,647
	-	-	-	-	-	-		-	-	-	-
Expense Budget											
Personnel	\$ 550,075	\$ 542,278	\$ 542,071	\$ 652,016	\$ 649,297	\$ (2,719)	-0.42%	\$ 690,092	\$ 730,629	\$ 773,706	\$ 819,491
Professional Services	25,785	23,327	29,878	27,250	36,250	9,000	33.03%	37,000	37,930	38,726	39,545
Operations	348,896	386,423	411,477	435,926	573,870	137,944	31.64%	577,738	2,780,397	791,866	803,606
Capital/Transfers	60,000	468,564	20,000	333,262	156,000	(177,262)	-53.19%	196,184	100,000	92,344	50,000
Debt - Interest	430,774	381,107	349,272	330,504	299,979	(30,525)	-9.24%	271,375	808,011	769,310	699,062
Debt - Principal*	1,358,480	1,283,796	1,315,212	1,356,646	1,119,646	(237,000)	-17.47%	1,145,446	1,177,246	1,230,462	1,237,295
Total Expenses	\$ 2,774,010	\$ 3,085,495	\$ 2,667,910	\$ 3,135,604	\$ 2,835,042	\$ (300,562)	-9.59%	\$ 2,917,835	\$ 5,634,213	\$ 3,696,413	\$ 3,648,999
	-	-	-	-	-	-		-	-	-	-
Net Income/(Loss)	\$ (367,742)	\$ (720,428)	\$ 198,676	\$ (432,446)	\$ (1,878)	\$ 430,568		\$ 53,228	\$ (2,506,913)	\$ (406,966)	\$ (213,352)
Depreciation Expense	\$ 1,283,931	\$ 1,284,262	\$ 1,284,580	\$ 1,397,595	\$ 1,407,595	\$ 10,000		\$ 1,417,595	\$ 1,422,595	\$ 1,922,595	\$ 1,876,191
Projected Ending Cash **	\$ 1,214,878	\$ 743,241	\$ 1,100,214	\$ 833,653	\$ 976,775	\$ 143,122	13.01%	\$ 1,128,923	\$ (1,582,490)	\$ (2,204,456)	\$ (2,602,808)

*projected principal debt payment includes any new debt

**projected cash balance is after principal debt payments are made

**STATEMENT OF REVENUES AND EXPENSES
SUMMARY BUDGET - STORM WATER FUND**

FIVE-YEAR FINANCIAL PLAN

	Actual			Budget				Projected			
	2017	2018	2019	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change	2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget
Revenue Budget											
Utilities Revenues-Storm Water	\$ 256,315	\$ 252,639	\$ 257,323	\$ 257,872	\$ 260,742	\$ 2,870	1.11%	\$ 263,617	\$ 266,497	\$ 269,382	\$ 269,906
Other Revenues -Storm Water	1,819	4,610	6,586	2,500	2,525	25	1.00%	2,550	2,576	2,602	2,628
Total Revenues	\$ 258,134	\$ 257,249	\$ 263,909	\$ 260,372	\$ 263,267	\$ 2,895	1.11%	\$ 266,167	\$ 269,073	\$ 271,984	\$ 272,534
	-	-	-	-	-	-	-	-	-	-	-
Expense Budget											
Personnel	\$ 137,636	\$ 136,632	\$ 139,924	\$ 145,343	\$ 138,506	\$ (6,837)	-4.70%	\$ 139,665	\$ 147,856	\$ 156,567	\$ 165,832
Professional Services	9,628	4,068	1,784	3,648	2,170	(1,478)	-40.52%	2,170	2,220	2,220	2,220
Operations	15,697	24,392	37,968	30,411	30,725	314	1.03%	31,154	31,605	32,080	32,581
Capital/Transfers	-	-	7,500	157,500	7,500	(150,000)	-95.24%	7,500	7,500	7,500	7,500
Debt - Transfers	39,641	39,641	39,641	64,641	64,641	-	0.00%	64,641	64,641	35,241	25,000
Debt - Principal*	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	\$ 202,602	\$ 204,733	\$ 226,817	\$ 401,543	\$ 243,542	\$ (158,001)	-39.35%	\$ 245,130	\$ 253,823	\$ 233,608	\$ 233,133
	-	-	-	-	-	-	-	-	-	-	-
Net Income/(Loss)	\$ 55,532	\$ 52,516	\$ 37,092	\$ (141,171)	\$ 19,725	\$ 160,896		\$ 21,037	\$ 15,250	\$ 38,375	\$ 39,401
Depreciation Expense	\$ 269,240	\$ 222,632	\$ 222,581	\$ 237,636	\$ 227,329	\$ (10,307)		\$ 227,329	\$ 227,329	\$ 227,329	\$ 227,329
Projected Ending Cash **	\$ 199,332	\$ 251,848	\$ 288,940	\$ 147,769	\$ 167,494	\$ 19,725	13.35%	\$ 188,531	\$ 203,781	\$ 242,156	\$ 281,557

*projected principal debt payment includes any new debt

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**STATEMENT OF REVENUES AND EXPENSES
SUMMARY BUDGET - LIQUOR STORE FUND**

FIVE-YEAR FINANCIAL PLAN

	Actual			Budget				Projected			
	2017	2018	2019	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change	2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2025 Concept Budget
Revenue Budget											
Sales											
Gross Sales	\$ 4,161,756	\$ 4,239,612	\$ 4,446,962	\$ 4,479,157	\$ 4,651,978	\$ 172,821	3.86%	\$ 4,812,405	\$ 4,978,532	\$ 5,150,565	\$ 5,328,717
Cost of Sales	2,995,521	3,061,009	3,251,323	3,286,250	3,321,542	35,292	1.07%	3,357,319	3,393,593	3,492,449	3,594,270
Gross Profit	\$ 1,166,235	\$ 1,178,603	\$ 1,195,639	\$ 1,192,907	\$ 1,330,436	\$ 137,529	11.53%	\$ 1,455,086	\$ 1,584,939	\$ 1,658,116	\$ 1,734,447
Revenue Budget											
Gross Sales	\$ 4,161,756	\$ 4,239,612	\$ 4,446,962	\$ 4,479,157	\$ 4,651,978	\$ 172,821	3.86%	\$ 4,812,405	\$ 4,978,532	\$ 5,150,565	\$ 5,328,717
Other Revenues	7,444	21,306	21,939	10,450	(9,485)	(19,935)	-190.77%	(9,385)	(9,284)	(9,182)	(9,079)
Total Revenues	\$ 4,169,200	\$ 4,260,918	\$ 4,468,901	\$ 4,489,607	\$ 4,642,493	\$ 152,886	3.41%	\$ 4,803,020	\$ 4,969,248	\$ 5,141,383	\$ 5,319,638
Expense Budget											
Personnel	\$ 363,926	\$ 448,236	\$ 472,115	\$ 505,532	\$ 571,491	\$ 65,959	13.05%	\$ 576,226	\$ 612,152	\$ 650,354	\$ 691,196
Professional Services	5,743	5,206	5,623	5,700	6,700	1,000	17.54%	6,700	6,856	6,856	6,856
Operations	182,614	168,633	171,589	158,406	191,980	33,574	21.19%	195,070	198,426	202,077	206,160
Cost of Sales	2,995,521	3,061,009	3,251,323	3,286,250	3,321,542	35,292	1.07%	3,357,319	3,393,593	3,492,449	3,594,270
Capital/Transfers	361,500	414,736	630,000	450,000	525,000	75,000	16.67%	485,000	485,000	485,000	485,000
Debt -Interest	14,549	13,281	11,822	10,901	9,303	(1,598)	-14.66%	7,603	5,659	3,283	3,283
Debt - Principal*	72,670	76,304	72,670	79,937	79,937	-	0.00%	79,937	83,571	83,571	87,204
Total Expenses	\$ 3,996,523	\$ 4,187,405	\$ 4,615,142	\$ 4,496,726	\$ 4,705,953	\$ 209,227	4.65%	\$ 4,707,856	\$ 4,785,257	\$ 4,923,589	\$ 5,073,969
Net Income/(Loss)	\$ 172,677	\$ 73,514	\$ (146,241)	\$ (7,119)	\$ (63,460)	\$ (56,341)		\$ 95,164	\$ 183,991	\$ 217,794	\$ 245,668
Depreciation Expense	\$ 65,687	\$ 66,905	\$ 67,187	\$ 68,000	\$ 74,800	\$ 282	0.42%	\$ 74,800	\$ 74,800	\$ 74,800	\$ 74,800
Projected Ending Cash **	\$ 830,691	\$ 904,204	\$ 757,963	\$ 750,844	\$ 687,384	\$ (63,460)	-8.45%	\$ 782,549	\$ 966,539	\$ 1,184,333	\$ 1,430,002

*projected principal debt payment includes any new debt

**projected cash balance is after principal debt payments are made

LIQUOR STORE TRANSFERS

FIVE-YEAR FINANCIAL PLAN

	Actual			Budget				Projected			
	2017	2018	2019	2020 Adopted Budget	2021 Proposed Budget	\$ Change	% Change	2022 Concept Budget	2023 Concept Budget	2024 Concept Budget	2024 Concept Budget
Transfer Budget											
Transfer to General Fund	\$ 300,000	\$ 375,000	\$ 600,000	\$ 450,000	\$ 450,000	\$ -	0.00%	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Transfer to Liquor CIP Fund	11,500	15,000	30,000	-	75,000	75,000	100.00%	35,000	35,000	35,000	35,000
Transfer to CIP Fund***	50,000	25,000	-	-	-	-	0.00%	-	-	-	-
***used for trails											
	\$ 361,500	\$ 415,000	\$ 630,000	\$ 450,000	\$ 525,000	\$ 75,000	16.67%	\$ 485,000	\$ 485,000	\$ 485,000	\$ 485,000

WATER USAGE RATES - RESIDENTIAL, MULTI-FAMILY, IRRIGATION

YEAR	Adopted						Budget	Projected				
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Rate Tier 1 (per 1,000)	3.36	3.89	4.01	4.09	3.93	4.17	4.30	4.43	4.56	4.7	4.84	4.84
Annual % Increase	0%	16%	3%	2%	-4%	6%	3%	3%	3%	3%	3%	0%

WATER USAGE RATES - COMMERCIAL

YEAR	Adopted						Budget	Projected				
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Rate Tier 1 (per 1,000)	3.35	2.4	2.47	2.52	2.42	2.57	2.65	2.72	2.8	2.89	2.97	2.97
Annual % Increase	0%	-28%	3%	2%	-4%	6%	3%	3%	3%	3%	3%	0%

SEWER USAGE- RESIDENTIAL, MULTI-FAMILY, COMMERCIAL

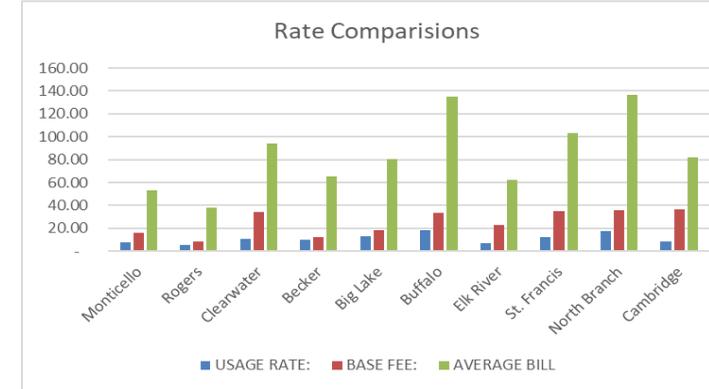
YEAR	Adopted						Budget	Projected				
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Rate Tier 1 (per 1,000)	7.27	7.68	7.99	8.15	8.48	8.90	9.35	9.81	10.3	10.82	11.25	11.7
Annual % Increase	25%	6%	4%	2%	4%	5%	5%	5%	5%	5%	4%	4%

WATER USAGE RATES - MUNICIPAL - GENERAL FUND

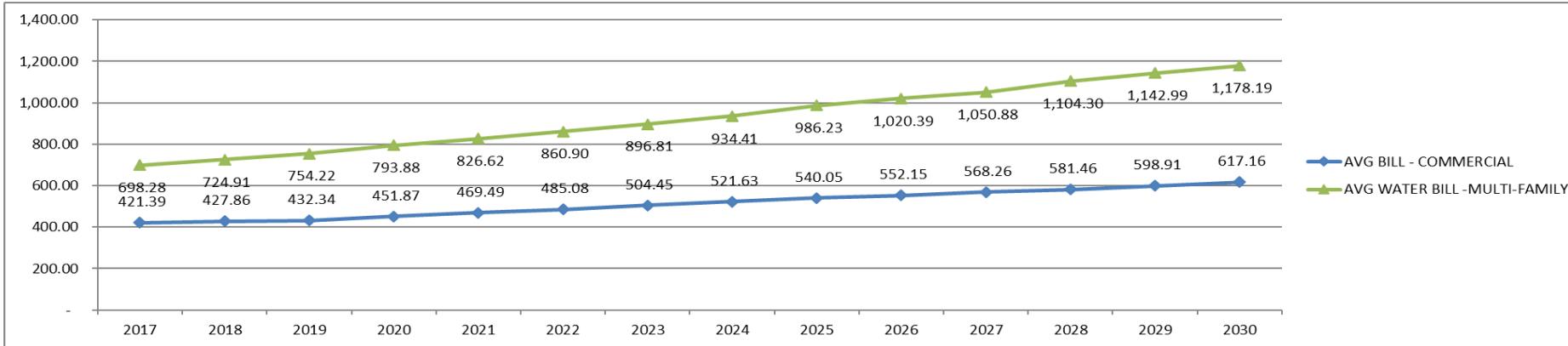
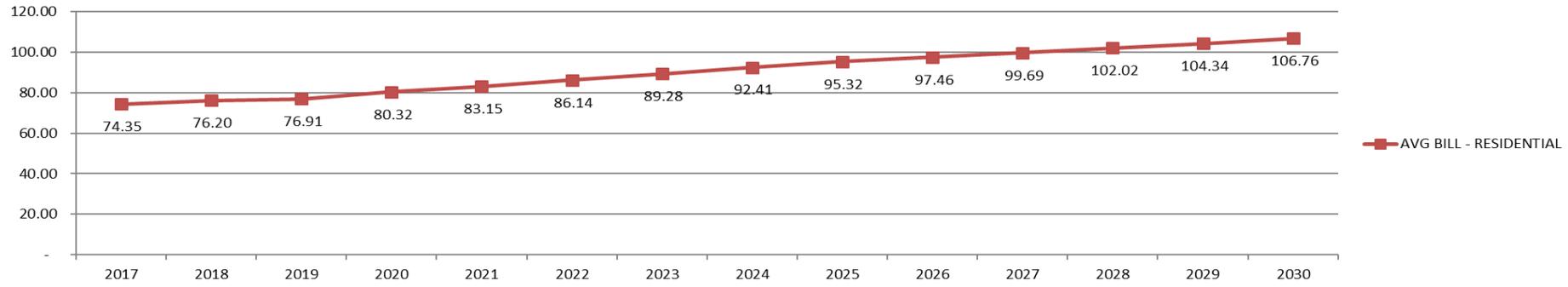
YEAR	Adopted						Budget	Projected				
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Rate (per 1,000)	0	0	0	4.14	5.8	7.83	9.40	11.28	11.28	11.28	11.28	11.28
Annual % Increase	0%	0%	0%	100%	40%	35%	20%	20%	0%	0%	0%	0%

SEWER USAGE RATES - MUNICIPAL - GENERAL FUND

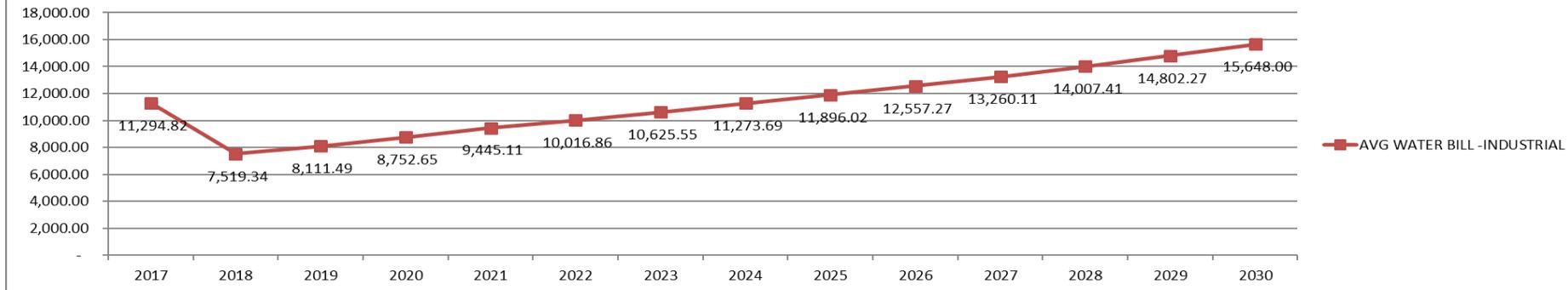
YEAR	Adopted						Budget	Projected				
	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Rate (per 1,000)	0	0	0	8.31	11.63	11.63	11.63	11.63	11.63	11.63	11.63	11.63
Annual % Increase	0%	0%	0%	100%	40%	0%	0%	0%	0%	0%	0%	0%



AVERAGE BILLS



AVG WATER BILL - INDUSTRIAL





2021 Proposed Water/Sewer Rates

		2020	2021	% of change		2020	2021	% of change
Residential					Multi-Family/Irrigation			
Water Rates per month					Water Rates per month			
Tier 1 6,500 gallons or less					Tier 1 88,600 gallons or less			
rate per 1000/gallons	\$	4.17	\$ 4.30	3.00%	rate per 1000/gallons	\$	4.17	\$ 4.30 3.00%
Tier 2 over 6,500 gallons					Tier 2 over 88,600 gallons			
rate per 1000/gallons	\$	5.20	\$ 5.36	3.00%	rate per 1000/gallons	\$	5.20	\$ 5.36 3.00%
Fixed Monthly Base Fee	\$	6.81	\$ 6.81	0.00%	Fixed Monthly Base Fee	\$	15.63	\$ 15.63 0.00%
Sewer Rates per month					Sewer Rates per month			
Gallons based on Water Usage					Gallons based on Water Usage			
rate per 1000/gallons	\$	8.90	\$ 9.35	5.00%	rate per 1000/gallons	\$	8.90	\$ 9.35 5.00%
Fixed Monthly Base Fee	\$	11.55	\$ 11.55	0.00%	Fixed Monthly Base Fee	\$	11.55	\$ 11.55 0.00%

		2020	2021	% of change
Commercial				
Water Rates per month				
Tier 1 51,000 gallons or less				
rate per 1000/gallons	\$	2.57	\$ 2.65	3.00%
Tier 2 over 51,000 gallons				
rate per 1000/gallons	\$	2.83	\$ 2.91	3.00%
Fixed Monthly Base Fee - based on Meter Size**		see below		
Sewer Rates per month				
Gallons based on Water Usage				
rate per 1000/gallons	\$	8.90	\$ 9.35	5.00%
Fixed Monthly Base Fee	\$	18.28	\$ 18.28	0.00%

		2020	2021	% of change
Municipal				
Water Rates per month				
Tier 1 all gallons used				
rate per 1000/gallons	\$	7.83	\$ 9.40	20.00%
Fixed Monthly Base Fee	\$	13.50	\$ 16.20	20.00%
Sewer Rates per month				
Gallons based on Water Usage				
rate per 1000/gallons	\$	11.63	\$ 11.63	0.00%
Fixed Monthly Base Fee	\$	16.66	\$ 16.66	0.00%

		2020	2021	% of change
Industrial				
Water Rates per month				
Tier 1 51,000 gallons or less				
rate per 1000/gallons	\$	3.02	\$ 3.26	8.00%
Tier 2 over 51,000 gallons				
rate per 1000/gallons	\$	3.35	\$ 3.62	8.00%
Fixed Monthly Base Fee -	\$	306.18	\$ 330.67	8.00%
Sewer Rates per month -				
Gallons based on Water Usage				
rate per 1000/gallons	\$	10.07	\$ 10.88	8.00%
Fixed Monthly Base Fee	\$	22.80	\$ 24.62	8.00%

Industrial (by contract)			
PER CARGILL CONTRACT - SEWER			
	2020	2021	increase
FLOW	9.22	9.96	8.00%
BOD	0.21	0.23	8.00%
TSS	0.05	0.05	8.00%
TP	5.36	5.79	8.00%
SEWER BASE RATE	22.80	24.62	8.00%
Water rates - same as Industrial			

Water Monthly Base Fee

Meter Size	2020	2021	% of change
5/8" - 1"	\$ 6.81	\$ 6.81	0.00%
1 1/2 "	\$ 9.72	\$ 9.72	0.00%
2"	\$ 15.63	\$ 15.63	0.00%
3"	\$ 59.32	\$ 59.32	0.00%
4"	\$ 75.50	\$ 75.50	0.00%
6"	\$ 113.24	\$ 113.24	0.00%
8"	\$ 156.38	\$ 156.38	0.00%

MN Test Fee went to .81 per month

Water Availability Charge - parcels that could be connected

	2017	2018	2019	2020	2021
Annual Fee \$75					

NEW WATER/SEWER RATE COMPARISONS

RESIDENTIAL

Assumptions - sewer gallons same as water

SEWER INC	105%
WATER INC	103%
BASE	100%

Usage for Month	5000	
2020 RATES		
Water Tier <6500	0.0041658	20.83
Water Tier 2 >6500	0.0052004	-
Water Base	6.81	6.81
Sewer	0.0088998	44.50
Sewer Base	11.55	11.55
Storm Sewer Base	4.93	4.93
MN Water Tax	0.81	0.81
Street Light	3.00	3.00
		<u>92.43</u>

Usage for Month	5000	6500	
2021 NEW RATES			
Water Tier <6500	0.0043	21.45	3.00%
Water Tier 2 >6500	0.0053564	-	3.00%
Water Base	6.81	6.81	0.00%
Sewer	0.00935	46.77	5.11%
Sewer Base	11.55	11.55	0.00%
Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	Per State 0.00%
Street Light	3.00	3.00	INC/DECR
		<u>95.33</u>	<u>2.90</u> 3.14%

Usage for Month	7000	
2020 RATES		
Water Tier <6500	0.0041658	27.08
Water Tier 2 >6500	0.00520	2.60
Water Base	6.81	6.81
Sewer	0.0088998	62.30
Sewer Base	11.55	11.55
Storm Sewer Base	4.93	4.93
MN Water Tax	0.81	0.81
Street Light	3.00	3.00
		<u>119.08</u>

Usage for Month	7000	6500	500
2021 NEW RATES			
Water Tier <6500	0.0043	27.89	3.00%
Water Tier 2 >6500	0.0053564	2.68	30.57 3.00%
Water Base	6.81	6.81	0.00%
Sewer	0.00935	65.48	5.11%
Sewer Base	11.55	11.55	0.00%
Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	Per State 0.00%
Street Light	3.00	3.00	INC/DECR
		<u>123.15</u>	<u>4.08</u> 3.42%

Usage for Month	16900	15000
2020 RATES		
Water Tier <6500	0.0041658	27.08
Water Tier 2 >6500	0.00520	54.08
Water Base	6.81	6.81
Sewer	0.0088998	150.41
Sewer Base	11.55	11.55
Storm Sewer Base	4.93	4.93
MN Water Tax	0.81	0.81
Street Light	3.00	3.00
		<u>258.67</u>

Usage for Month	16900	6500	10400
2021 NEW RATES			
Water Tier <6500	0.0043	27.89	3.00%
Water Tier 2 >6500	0.0053564	55.71	3.00%
Water Base	6.81	6.81	0.00%
Sewer	0.00935	158.10	5.11%
Sewer Base	11.55	11.55	0.00%
Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	Per State 0.00%
Street Light	3.00	3.00	INC/DECR
		<u>268.79</u>	<u>10.12</u> 3.91%

Usage for Month	60000	
2020 RATES		
Water Tier <6500	0.0041658	27.08
Water Tier 2 >6500	0.00520	278.22
Water Base	6.81	6.81
Sewer	0.0088998	533.99
Sewer Base	11.55	11.55
Storm Sewer Base	4.93	4.93
MN Water Tax	0.81	0.81
Street Light	3.00	3.00
		<u>866.39</u>

Usage for Month	60000	6500	53500
2021 NEW RATES			
Water Tier <6500	0.0043	27.89	3.00%
Water Tier 2 >6500	0.0053564	286.57	3.00%
Water Base	6.81	6.81	0.00%
Sewer	0.00935	561.29	5.11%
Sewer Base	11.55	11.55	0.00%
Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	Per State 0.00%
Street Light	3.00	3.00	INC/DECR
		<u>902.85</u>	<u>36.46</u> 4.21%

NEW WATER/SEWER RATE COMPARISONS

COMMERCIAL

SEWER INC	105%
WATER INC	103%
BASE	100%

Assumptions - sewer gallons same as water, street lights \$12, storm sewer as currently billed

**** sewer base depends on Meter Size - used 2"**

Usage for Month	25000		Usage for Month	25000	51000	
2020 RATES			2021 NEW RATES			
Water Tier < 51000	0.00257	64.25	Water Tier < 51000	0.00265	66.18	3.00%
Water Tier 2 > 51000	0.00283	-	Water Tier 2 > 51000	0.00291	-	3.00%
Water Base	15.63	15.63	Water Base	15.63	15.63	0.00%
Sewer	0.00890	222.50	Sewer	0.00934	233.62	5.00%
Sewer Base	18.28	18.28	Sewer Base	18.28	18.28	0.00%
Storm Sewer Base	4.93	14.79	Storm Sewer Base	4.93	14.79	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	Per State 0.00%
Street Light	12.00	12.00	Street Light	12.00	12.00	0.00%
Sales Tax	7.375%	5.49	Sales Tax	7.375%	6.03	INC/DECR
		<u>353.75</u>			<u>367.35</u>	13.59 3.84%

Usage for Month	64000		Usage for Month	64000	51000	13000
2020 RATES			2021 NEW RATES			
Water Tier < 51000	0.00257	131.07	Water Tier < 51000	0.00265	135.00	3.00%
Water Tier 2 > 51000	0.00283	36.79	Water Tier 2 > 51000	0.00291	37.89	172.90 3.00%
Water Base	15.63	15.63	Water Base	15.63	15.63	0.00%
Sewer	0.00890	569.59	Sewer	0.00934	598.07	5.00%
Sewer Base	18.28	18.28	Sewer Base	18.28	18.28	0.00%
Storm Sewer Base	4.93	113.39	Storm Sewer Base	4.93	113.39	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	Per State 0.00%
Street Light	12.00	12.00	Street Light	12.00	12.00	0.00%
Sales Tax	7.375%	10.09	Sales Tax	7.375%	13.90	INC/DECR
		<u>907.65</u>			<u>944.98</u>	37.33 4.11%

Usage for Month	228000		Usage for Month	228000	51000	177000
2020 RATES			2021 NEW RATES			
Water Tier < 51000	0.00257	131.07	Water Tier < 51000	0.00265	135.00	3.00%
Water Tier 2 > 51000	0.00283	500.91	Water Tier 2 > 51000	0.00291	515.94	650.94 3.00%
Water Base	15.63	15.63	Water Base	15.63	15.63	0.00%
Sewer	0.00890	2,029.15	Sewer	0.00934	2,130.61	5.00%
Sewer Base	18.28	18.28	Sewer Base	18.28	18.28	0.00%
Storm Sewer Base	4.93	59.16	Storm Sewer Base	4.93	59.16	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	0.00%
Street Light	12.00	12.00	Street Light	12.00	12.00	0.00%
Sales Tax	7.375%	10.09	Sales Tax	7.375%	49.16	INC/DECR
		<u>2,777.11</u>			<u>2,936.60</u>	159.49 5.74%

NEW WATER/SEWER RATE INDUSTRIAL

Industrial

SEWER INC	108%		
WATER INC	108%		
BASE - W 108% S 108%	108%	108%	

Assumptions - sewer gallons same as water, street lights \$12, storm sewer as currently billed

**** sewer base depends on Meter Size - used 2"**

Usage for Month	79000		Usage for Month	79000	51000	28000	
2020 Rates			2021 NEW RATES				
Water Tier < 51000	0.00303	154.28	Water Tier < 51000	0.00327	166.62		8.00%
Water Tier 2 > 51000	0.00334	93.62	Water Tier 2 > 51000	0.00361	101.11		8.00%
Water Base	306.18	306.18	Water Base	330.67	330.67		8.00%
Sewer	0.00923	728.89	Sewer	0.00996	787.20		8.00%
Sewer Base	22.80	22.80	Sewer Base	24.62	24.62		8.00%
Storm Sewer Base	4.93	14.79	Storm Sewer Base	4.93	14.79		0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81		0.00%
Street Light	12.00	12.00	Street Light	12.00	12.00		0.00%
Sales Tax	7.375%	31.66	Sales Tax	7.375%	44.13	INC/DECR	
		<u>1,365.03</u>			<u>1,481.96</u>	116.94	8.57%

Usage for Month	106000		Usage for Month	106000	51000	55000	
2020 Rates			2021 NEW RATES				
Water Tier < 51000	0.00303	154.28	Water Tier < 51000	0.00327	166.62		8.00%
Water Tier 2 > 51000	0.00334	183.90	Water Tier 2 > 51000	0.00361	198.61	365.24	8.00%
Water Base	306.18	306.18	Water Base	330.67	330.67		8.00%
Sewer	0.00923	978.00	Sewer	0.00996	1,056.24		8.00%
Sewer Base	22.80	22.80	Sewer Base	24.62	24.62		8.00%
Storm Sewer Base	4.93	113.39	Storm Sewer Base	4.93	113.39		0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81		0.00%
Street Light	12.00	12.00	Street Light	12.00	12.00		0.00%
Sales Tax	7.375%	31.66	Sales Tax	7.375%	51.32	INC/DECR	
		<u>1,803.02</u>			<u>1,954.30</u>	151.28	8.39%

Usage for Month	1310000		Usage for Month	1310000	51000	1259000	
2020 Rates			2021 NEW RATES				
Water Tier < 51000	0.00303	154.28	Water Tier < 51000	0.00327	166.62		8.00%
Water Tier 2 > 51000	0.00334	4,209.69	Water Tier 2 > 51000	0.00361	4,546.47	4,713.09	8.00%
Water Base	306.18	306.18	Water Base	330.67	330.67		8.00%
Sewer	0.00923	12,086.64	Sewer	0.00996	13,053.57		8.00%
Sewer Base	22.80	22.80	Sewer Base	24.62	24.62		8.00%
Storm Sewer Base	4.93	59.16	Storm Sewer Base	4.93	59.16		0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81		0.00%
Street Light	12.00	12.00	Street Light	12.00	12.00		0.00%
Sales Tax	7.375%	31.66	Sales Tax	7.375%	371.98	INC/DECR	
		<u>16,883.21</u>			<u>18,565.90</u>	1,682.69	9.97%

Industrial (by contract) - Rates for 2021			
PER CARGILL CONTRACT - SEWER		2021	increase
FLOW	9.22	9.96	8.00%
BOD	0.21	0.23	8.00%
TSS	0.05	0.05	8.00%
TP	5.36	5.79	8.00%
SEWER BASE RATE	22.80	24.62	8.00%
Water rates - same as Industrial			

NEW WATER/SEWER RATE COMPARISONS

MULTIFAMILY

SEWER INC	105%
WATER INC	103%
BASE	100%

Assumptions - sewer gallons same as water/ Water Base Fee used Meter Size 2"/Street lights based on units

Usage for Month	9000	15000	30000	Usage for Month	9000	88600		
2020 Rates			2021 NEW RATES					
**CHARGED AS WATER RESIDENTIAL AND SEWER BASE RESIDENTIAL								
Water Tier <88600	0.00417	37.52		Water Tier <88600	0.0043	38.65		3.00%
Water Tier 2 >88600	0.00520	-		Water Tier 2 >88600	0.00536	-		3.00%
Water Base	15.63	15.63		Water Base	15.63	15.63		0.00%
Sewer	0.00890	80.10		Sewer	0.00935	84.11		5.00%
Sewer Base	11.55	11.55		Sewer Base	11.55	11.55		0.00%
Storm Sewer Base	4.93	4.93		Storm Sewer Base	4.93	4.93		0.00%
MN Water Tax	0.81	0.81		MN Water Tax	0.81	0.81	Per State	0.00%
Street Light	3.00	12.00		Street Light	3.00	12.00	INC/DECR	
		<u>162.55</u>				<u>167.68</u>	5.13	3.16%

Usage for Month	28000			Usage for Month	28000	88600		
2020 Rates			2021 NEW RATES					
**CHARGES AS WATER COMMERCIAL AND SEWER BASE COMMERCIAL								
Water Tier <88600	0.00417	116.74		Water Tier <88600	0.0043	120.24		3.00%
Water Tier 2 >88600	0.00520	-		Water Tier 2 >88600	0.00536	-		3.00%
Water Base	15.63	15.63		Water Base	15.63	15.63		0.00%
Sewer	0.00890	249.20		Sewer	0.00935	261.66		5.00%
Sewer Base	11.55	11.55		Sewer Base	11.55	11.55		0.00%
Storm Sewer Base	4.93	4.93		Storm Sewer Base	4.93	4.93		0.00%
MN Water Tax	0.81	0.81		MN Water Tax	0.81	0.81	Per State	0.00%
Street Light	3.00	24.00		Street Light	3.00	24.00	INC/DECR	
		<u>422.87</u>				<u>438.83</u>	15.96	3.77%

Usage for Month	114000			Usage for Month	114000	88600	25400	
2020 Rates			2021 NEW RATES					
Water Tier <88600	0.00417	369.40		Water Tier <88600	0.0043	380.49		3.00%
Water Tier 2 >88600	0.00520	132.20		Water Tier 2 >88600	0.00536	136.17	516.65	3.00%
Water Base	15.63	15.63		Water Base	15.63	15.63		0.00%
Sewer	0.00890	1,014.60		Sewer	0.00935	1,065.33		5.00%
Sewer Base	11.55	11.55		Sewer Base	11.55	11.55		0.00%
Storm Sewer Base	4.93	24.65		Storm Sewer Base	4.93	24.65		0.00%
MN Water Tax	0.81	0.81		MN Water Tax	0.81	0.81		0.00%
Street Light	3.00	108.00		Street Light	3.00	108.00	INC/DECR	
		<u>1,676.85</u>				<u>1,742.63</u>	65.78	3.92%

Usage for Month	470000			Usage for Month	470000	88600	381400	
2020 Rates			2021 NEW RATES					
Water Tier <88600	0.00417	369.40		Water Tier <88600	0.0043	380.49		3.00%
Water Tier 2 >88600	0.00520	1,985.10		Water Tier 2 >88600	0.005361	2,044.65	2,425.14	3.00%
Water Base	15.63	15.63		Water Base	15.63	15.63		0.00%
Sewer	0.00890	4,183.00		Sewer	0.00935	4,392.15		5.00%
Sewer Base	11.55	11.55		Sewer Base	11.55	11.55		0.00%
Storm Sewer Base	4.93	4.93		Storm Sewer Base	4.93	4.93		0.00%
MN Water Tax	0.81	0.81		MN Water Tax	0.81	0.81		0.00%
Street Light	3.00	186.00		Street Light	3.00	186.00	INC/DECR	
		<u>6,756.43</u>				<u>7,036.22</u>	279.79	4.14%

NEW WATER/SEWER RATE COMPARISONS

MUNI

Assumptions - sewer gallons same as water

SEWER INC	100%	
WATER INC	120%	
BASE	100% sewer	100%

Usage for Month	5000		Usage for Month	5000	6500	
2020 RATES			2021 NEW RATES			
Water Tier per 1000	0.00783	39.15	Water Tier per 1000	0.00940	46.98	20.00%
Water Base	13.50	13.50	Water Base	13.50	13.50	0.00%
Sewer	0.001163	5.82	Sewer	0.001163	5.82	0.00%
Sewer Base	16.66	16.66	Sewer Base	16.66	16.66	0.00%
Storm Sewer Base	4.93	4.93	Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	0.00%
Street Light	3.00	3.00	Street Light	3.00	3.00	INC/DECR
		<u>83.87</u>		<u>91.70</u>	7.83	9.34%

Usage for Month	7000		Usage for Month	7000	6500	500
2020 RATES			2021 NEW RATES			
Water Tier per 1000	0.00783	50.90	Water Tier per 1000	0.00940	61.07	20.00%
Water Base	13.50	13.50	Water Base	13.50	13.50	0.00%
Sewer	0.001163	8.14	Sewer	0.001163	8.14	0.00%
Sewer Base	16.66	16.66	Sewer Base	16.66	16.66	0.00%
Storm Sewer Base	4.93	4.93	Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	0.00%
Street Light	3.00	3.00	Street Light	3.00	3.00	INC/DECR
		<u>97.94</u>		<u>108.12</u>	10.18	10.39%

Usage for Month	16900	15000	Usage for Month	16900	6500	10400
2020 RATES			2021 NEW RATES			
Water Tier per 1000	0.00783	50.90	Water Tier per 1000	0.00940	61.07	20.00%
Water Base	13.50	13.50	Water Base	13.50	13.50	0.00%
Sewer	0.001163	19.66	Sewer	0.001163	19.66	0.00%
Sewer Base	16.66	16.66	Sewer Base	16.66	16.66	0.00%
Storm Sewer Base	4.93	4.93	Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	0.00%
Street Light	3.00	3.00	Street Light	3.00	3.00	INC/DECR
		<u>109.45</u>		<u>119.63</u>	10.18	9.30%

Usage for Month	60000		Usage for Month	60000	6500	53500
2020 RATES			2021 NEW RATES			
Water Tier per 1000	0.00783	50.90	Water Tier per 1000	0.00940	61.07	20.00%
Water Base	13.50	13.50	Water Base	13.50	13.50	0.00%
Sewer	0.001163	69.80	Sewer	0.001163	69.80	0.00%
Sewer Base	16.66	16.66	Sewer Base	16.66	16.66	0.00%
Storm Sewer Base	4.93	4.93	Storm Sewer Base	4.93	4.93	0.00%
MN Water Tax	0.81	0.81	MN Water Tax	0.81	0.81	0.00%
Street Light	3.00	3.00	Street Light	3.00	3.00	INC/DECR
		<u>159.59</u>		<u>169.77</u>	10.18	6.38%

City of Big Lake
Employees By Division
Full- Time Equivalents (FTE)
(Full-time, regular part-time and seasonal positions)

	2015	2016	2017	2018	2019	2020	2021
	Budget						
General Fund							
Mayor and Council							
Mayor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Council Members	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Administrative/Finance							
City Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance	4.00	4.00	3.75	3.75	3.75	3.75	3.75
Deputy City Clerk	-	-	0.25	0.25	0.25	0.25	0.25
	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Community Development							
Building	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Code Enforcement	-	-	-	0.25	0.25	0.25	-
Economic Development	2.00	2.00	2.00	2.00	1.50	1.50	2.00
Planning	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	5.00	5.00	5.00	5.25	4.75	4.75	5.00
Public Safety							
Police	13.00	13.00	13.00	13.00	13.00	14.00	14.00
Police Canine	-	-	1.00	1.00	1.00	1.00	1.00
Police Administration Support	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Community Service Officers	-	-	-	0.50	0.50	0.50	-
Fire - new position	-	-	-	-	-	1.00	1.00
Volunteer On-Call Fire Department (36)	4.00	4.00	4.00	4.00	4.00	4.00	4.00
	19.00	19.00	20.00	20.50	20.50	22.50	22.00
Parks							
Parks Services - Seasonal May - Sept (7)	2.00	2.00	2.00	2.00	2.00	2.00	1.00
Parks Maintenance	3.50	3.50	3.50	3.50	3.50	3.50	3.50
Recreation Coordinator	-	-	-	0.50	0.50	1.00	1.00
	5.50	5.50	5.50	6.00	6.00	6.50	5.50
Public Works							
Engineering	-	-	1.00	1.00	1.00	1.00	1.00
Engineering Intern	-	-	-	0.25	0.25	0.25	0.25
Streets Maintenance	5.00	5.00	5.00	5.00	5.00	5.50	5.50
Fleet Maintenance	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	6.00	6.00	7.00	7.25	7.25	7.75	7.75
Total General Fund	46.50	46.50	48.50	50.00	49.50	52.50	51.25
Special Revenue Fund							
Economic Development Authority (EDA)	-	-	-	-	0.50	0.50	0.50
Farmers Market	-	0.25	0.25	0.25	0.25	0.25	0.25
Total Special Revenue Fund	-	0.25	0.25	0.25	0.75	0.75	0.75
Enterprise Funds							
Water & Sewer Funds	4.75	4.75	4.75	4.75	4.75	5.75	5.75
Storm Water Funds	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Liquor Store Funds	7.00	7.00	7.00	8.00	8.00	8.00	9.00
Total Enterprise Funds	12.00	12.00	12.00	13.00	13.00	14.00	15.00
Total All Fund Types	58.50	58.75	60.75	63.25	63.25	67.25	67.00

City of Big Lake
Changes in FTE Allocation from 2015 to 2021
Full- Time Equivalents (FTE)
(Full-time, regular part-time and seasonal positions)

		2015	2016	2017	2018	2019	2020	2021
		Budget						
General Fund								
<i>Administrative/Finance</i>								
Accounting Clerk	Split Duties between Finance/Clerk	-	-	(0.25)	-	-	-	-
Accounting Clerk/Deputy City Clerk	Split Duties between Finance/Clerk	-	-	0.25	-	-	-	-
<i>Community Development</i>								
Code Enforcement	Added seasonal position	-	-	-	0.25	-	-	-
Code Enforcement	Removed seasonal position	-	-	-	-	-	-	(0.25)
Economic Development	Allocated 50% of time to Special Revenue	-	-	-	-	(0.50)	-	-
Administrative Assistant	Reclassified one position to part time	-	-	-	-	-	(0.50)	-
Administrative Assistant	Added additional part time position	-	-	-	-	-	-	0.50
<i>Public Safety</i>								
Police Canine	Added canine Bruno	-	-	1.00	-	-	-	-
Police Officer	Added additional Police Officer	-	-	-	-	-	1.00	-
Deputy Police Chief	Reclassified Captain to Deputy Police Chief	-	-	-	-	-	1.00	-
Captain	Reclassified Captain to Deputy Police Chief	-	-	-	-	-	(1.00)	-
Community Service Officers	Added PT CSO officer	-	-	-	0.50	-	-	-
Community Service Officers	Removed PT CSO Officer	-	-	-	-	-	-	(0.50)
Fire - new position	Added new FTE position	-	-	-	-	-	1.00	-
<i>Parks</i>								
Recreation Coordinator	Added position at .50	-	-	-	0.50	-	(0.50)	-
Recreation -Communication Coordinator	Reclassified Position	-	-	-	-	-	1.00	-
Park Services	Removed Seasonal Staff at Lake Side Park	-	-	-	-	-	-	(1.00)
<i>Public Works</i>								
Engineer	Added Engineer	-	-	1.00	-	-	-	-
Engineering Intern	Summer Engineering intern program	-	-	-	0.25	-	-	-
Street & Parks Superintendent	Reclassified Foreman Position	-	-	-	-	-	1.00	-
Street & Parks Foreman	Reclassified to Superintendent	-	-	-	-	-	(1.00)	-
Street/Parks Operator	Added additional Position	-	-	-	-	0.50	1.00	-
Administrative Assistant	Reclassified position to part time	-	-	-	-	-	(0.50)	-
Total General Fund		-	-	2.00	1.50	-	2.50	(1.25)
Special Revenue								
Economic Development Authority (EDA)	Allocated 50% of Community Dev Dir	-	-	-	-	0.50	-	-
Farmers Market	Added seasonal	-	0.25	-	-	-	-	-
Total Special Revenue Fund		-	0.25	-	-	0.50	-	-
Enterprise Fund								
Liquor Store	Added addition FT position	-	-	-	1.00	-	-	-
Liquor Store	Added Addition PT position	-	-	-	-	-	-	1.00
Water & Sewer Superintendent	Reclassified Foremen Position	-	-	-	-	-	1.00	-
Water & Sewer Foreman	Reclassified to Superintendent	-	-	-	-	-	(1.00)	-
Water & Sewer Operator	Added two additional FT positions	-	-	-	-	-	2.00	-
Total Enterprise Funds		-	-	-	1.00	-	2.00	1.00
Total All Fund Types		-	0.25	2.00	2.50	0.50	4.50	(0.25)



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Clay Wilfahrt, City Administrator</i>	Meeting Date: 8/26/2020	Item No. 4B
Item Description: <i>Council Committee Appointment Discussion</i>	Reviewed By: <i>Mayor Wallen</i>	
	Reviewed By: <i>N/A</i>	

COUNCIL DIRECTION REQUESTED

Discuss amendments to Council Committee Appointments

BACKGROUND/DISCUSSION

Committee appointments were originally approved by Council at the first meeting in January and generally are effective for the entire year. Due to the recent vacancy on the City Council, Councilmembers are being asked to discuss filling vacant committee appointments. Below are the committees that need a council appointment along with Mayor Wallen's recommendation for appointment:

- Big Lake Community Lake Association – **Wallen**
- Big Lake Economic Development Authority Representative – leave vacant until January 2021
- Community Education Advisory Board – **Knier**
- Fire Board Representative – **Zettervall**
- Personnel Committee – **Hansen**
- Road Maintenance Committee (JPA) – **Hansen**

Council will need to decide how to fill the vacancies. This item is also on regular agenda for official Council action.

FINANCIAL IMPACT

None

ATTACHMENTS

Draft Resolution amending Resolution No. 2020-03

**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 26, 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 _____ .

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

**A RESOLUTION AMENDING RESOLUTION NO. 2020-03 TO AMEND 2020
OFFICIAL CITY APPOINTMENTS DUE TO A VACANCY
ON THE BIG LAKE CITY COUNCIL**

WHEREAS, the Big Lake City Council adopted Resolution No. 2020-03 approving official City appointments for year 2020; and

WHEREAS, due to a vacancy on the Big Lake City Council, the following Council Member appointments are being amended with additions shown with an underline:

1. Mike Wallen, Mayor
Big Lake Community Lake Association
Big Lake Economic Development Authority Representative
CMRRPP Representative Alternate
Finance Committee
Fire Board Representative
Personnel Committee
Recycling Day Committee

2. Scott Zettervall
Fire Board Representative
Labor Management Committee
Parks Advisory Board Representative
Planning Commission Representative
Public Building Planning Committee
Road Maintenance Committee (JPA)

3. Seth Hansen, Council Member
Acting Mayor
Architectural Review Committee
CMRRPP Representative
Personnel Committee
Public Building Planning Committee
Road Maintenance Committee (JPA)

4. Paul Knier, Council Member
Big Lake Beyond the Yellow Ribbon
Community Education Advisory Board
Finance Committee
Labor Management Committee
Recycling Day Committee
Senior Citizen Representative

5. VACANT until November 2020, Council Member
2021 Committee assignments will be considered by the City Council at their January 13, 2021 meeting

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the above appointment amendments are made for the remainder of year 2020.

Adopted by the Big Lake City Council this 26th day of August, 2020.

Mike Wallen, Mayor

Attest:

Gina Wolbeck, City Clerk

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

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

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this ____ day of 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



WORKSHOP ITEM

Big Lake City Council

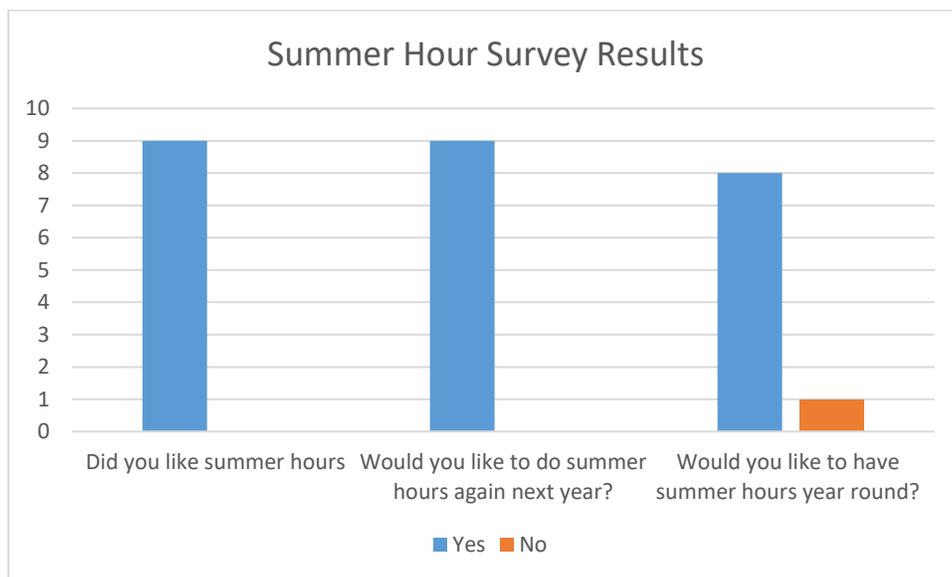
Prepared By Clay Wilfahrt, City Administrator	Meeting Date: 8/26/2020	Item No. <h1 style="margin: 0;">4C</h1>
Item Description: City Hall Hours Discussion	Reviewed By: City Hall Department Leads	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED
 Discuss City Hall Hours.

BACKGROUND/DISCUSSION

At the March 11, 2020 Council Workshop, Staff recommended a move to summer hours from Memorial Day to Labor Day of 2020. During that period, City Hall hours were changed from 8:00am to 4:30pm Monday through Friday, to 7:30am to 5:00pm Monday through Thursday and 7:30am to 11:30am on Friday. A breakdown of the rationale for the change is in the attached memo from March of 2020.

City Hall staff recently completed a survey to evaluate how summer hours went. They were asked three yes or no questions, and two questions requesting comments. Here is a summary of those responses.



For the essay questions, we asked two questions. Here is a summary of the responses.

Did you hear any positive or negative comments from residents, customers, businesses, etc. about our summer hours?

- I did not hear anything negative from anybody.
- Everyone I spoke with was understanding of the summer hours. I didn't hear any complaints.
- I did not.

- No. I received a lot of phone messages on Friday afternoons with the usual questions about City services. I assume there were many people who were not aware we were closed.
- No. Was here most afternoons on Fridays so no impact.
- I did not hear anything from non-staff. From Staff I did hear that they liked it, but do not know if they will like switching back and forth each year.
- I did not hear any negative from anyone at all.
- I heard some complain about Fridays not being open because they weren't aware of the change until coming in, but I also heard that people were happy we opened early/closed late because they could make it in before/after work.

Do you have any other comments about summer hours?

- I like the hours and my biggest stickler is to decide one way or the other. I don't like changing back and forth.
- I personally did not take advantage of the summer hours but I know that Staff appreciated it. I enjoyed working during Friday afternoons because it was quiet.
- We did not have very many customers at the front counter before 8am or after 4:30 pm, but this may have been because the public was not aware that we were open.
- Construction activity drives schedule.
- I still worked my normal hours, but did enjoy not having anyone in the office on Friday afternoons. I was able to get a lot of work done, which meant I did not have to come in on the weekends!
- I am salaried and often work later evenings for meetings and events, so this doesn't affect me much. The only change for me is that I often work from home on Fridays because City Hall isn't open and there aren't many employees there on Friday at 12 p.m. but it has been nice to cut out a day of commuting. I would be fine with it going either way depending on what other staff prefer!

From the survey responses, it seems like there was very little criticism of the new hours, and staff overwhelmingly prefers these hours. Because of this, staff is asking Council to discuss making these changes permanent throughout the year. The pros and cons are the same as was laid out in the previous memo, with the added caveat that we now know that there will not be much consternation among the public, and that staff enjoys the new hours.

FINANCIAL IMPACT

None

ALTERNATIVES

1. Direct staff to make summer hours permanent and year round.
2. Direct staff to modify and bring back a new option.
3. Remain with the existing schedule and return to previous hours starting on Labor Day.

ATTACHMENTS

Council Workshop Memo from March 11, 2020
 March 11, 2020 Workshop Minutes



WORKSHOP ITEM

Big Lake City Council

Prepared By <i>Clay Wilfahrt, City Administrator</i>	Meeting Date: 3/11/2020	Item No. 4A
Item Description: <i>Summer Hours Discussion</i>	Reviewed By: <i>Hanna Klimmek, Community Development Director, Deb Wegeleben, Finance Director</i>	
	Reviewed By: <i>Layne Otteson, City Engineer, and Gina Wolbeck, City Clerk</i>	

COUNCIL DIRECTION REQUESTED

Discuss City Hall Hours

BACKGROUND/DISCUSSION

Currently, the City of Big Lake maintains open hours at City Hall of 8am to 4:30pm Monday through Friday. This is the schedule on a year-round basis. Staff has discussed the possibility of moving to a “summer hours” model. In general, staff favors the idea of summer hours. This memo attempts to outline the various options as well as an analysis of the benefits and drawbacks.

Here are the options as staff sees them:

- **Status Quo** – staff can remain operating as it always has. We can continue to operate from 8am to 4:30pm Monday through Friday at City Hall. Below is a summary of the benefits and drawbacks of this arrangement.
 - **Benefits**
 - **Predictable schedule** – Residents and businesses can easily predict when we are open.
 - **Long history of providing these hours** – Residents and businesses are used to these hours.
 - **Conventional hours** – These are typical hours, and are generally used by not only many cities, but also many businesses.
 - **Drawbacks**
 - **Not open outside conventional work hours** – residents who work typical hours aren’t able to come to City Hall unless they take time off of work. Being open slightly earlier or later than conventional hours would allow those residents an opportunity to come in before or after work.
 - **Friday afternoons aren’t busy** – especially during the summer, Friday afternoons are very slow. With a very limited number of weekends with nice weather, Minnesotans tend to stretch them as long as they can, and it is rare for residents to choose Friday afternoon as a time to conduct business with the City.
- **Summer Hours** – Council could pursue some iteration of summer hours that would change the schedule for City Hall to coincide with seasonal demands. This would also allow City staff the

opportunity to slightly extend weekends, something that they are in favor of. Below is a summary of the benefits and drawbacks

- **Benefits**
 - **Aligns with demand** - As previously mentioned, summer traffic at City Hall is very slow on Friday afternoons. Adjusting hours will likely lead to better service for residents. Contractors for instance often desire to pick up permits or conduct other business prior to 8am, and opening at 7:30am would allow them to do that. Since Friday afternoons are not busy, staff believes that the negative impact of closure on Friday afternoon will be minimal.
 - **Morale** – In a recent meeting of all City-Hall staff, staff indicated a desire to move to summer hours. This would be something that would build morale of staff at no financial cost to the City.
- **Drawbacks**
 - **Adjustment** – Residents may be confused about this change of schedules. Staff believes that some residents will need to adjust to the change. There will likely be some confusion. Over time this concern would be less pronounced as residents and businesses adapted to the schedule.
 - **Friday Coverage** – Obviously the coverage on Fridays will be less if City Hall is closed. Some contractors or residents looking to conduct business may be frustrated with the inability to do so during what is conventionally considered to be normal hours of operations.

Summer Hours Options: Staff reviewed hours of a number of other Minnesota communities, and here is an idea of some of the versions of summer hours:

- **Monday-Thursday 7:30-5, F 7:30-11:30** – in this example City Hall is open 7:30-5 Monday through Thursday, and 7:30-11:30 on Friday from Memorial Day to Labor Day. Cities using the schedule include:
 - Cloquet
 - International Falls
 - Elk River
 - Warren
 - Nisswa
 - Victoria
 - St Michael (8-5 M-T, 8-2 F)
 - Otsego (year round)
 - Princeton (8-5 M-T, 8-3 F)
- **Monday-Thursday 7-5, Off on Friday** - in this example City hall is open 7:00-5:00 Monday through Thursday, and closed on Friday from Memorial Day to Labor Day except as otherwise specified. Cities using the schedule include:
 - Cromwell (year Round)
 - Zimmerman (year round)
 - Mounds View
 - Scanlon (year round)
 - Albertville (year-round)
 - Clear Lake (year round)

- **Rotating 9 hour days** – in this example, staff works out hours so that City Hall remains open during normal hours, but some staff takes hours off on Monday morning, and some take Friday afternoons off. Given the limited administrative staff at City Hall, this would be very difficult in Big Lake. Staff only found one City that uses this approach.
 - Thief River Falls
- **Status Quo** – these are some nearby cities that do not have summer hours:
 - Becker
 - Monticello
 - Buffalo
 - Rogers

Intuitively, staff believes that this switch would not only make sense from a service perspective, but also for staff morale. Many cities have already done this, with Becker, Big Lake and St. Cloud as the only Sherburne County cities to not limit Friday hours in favor of extending hours Monday through Thursday. Staff believes that the benefits of such a change will outweigh the costs. Staff recommends moving to a schedule of 7:30am-5:00pm Monday through Thursday, and 7:30am-11:30am on Fridays.

Staff would like Council's feedback on possibly making this change.

FINANCIAL IMPACT

None

ALTERNATIVES

1. Direct staff to proceed with one of the options
2. Direct staff to modify and bring back a new option
3. Remain with the existing schedule

ATTACHMENTS

N/A

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
MARCH 11, 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, Paul Knier, and Mike Wallen. Council Members absent: Rose Johnson and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Recreation/Communication Coordinator Corrie Scott, Lead Liquor Clerk Tara Hintz, and Liquor Store Manager Greg Zurbey.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Summer Hours Discussion

Clay Wilfahrt reviewed the current regular hours and options for restructuring the hours that City Hall would be open during the summer months. Wilfahrt reviewed benefits and drawbacks of establishing summer hours and asked for Council feedback.

Council Member Knier stated that if Staff is in favor of summer hours, he feels it would make sense. Knier also noted that he feels citizens would be pretty open to a change in hours as well.

Council Member Hansen discussed that extending our hours 4 days a week would be a benefit to citizens who can't get in to City Hall during our 8:00 a.m. to 4:30 p.m. regular hours.

Mayor Wallen stated that he likes the idea of opening a half hour earlier, and staying open a half hour later Monday through Thursday.

Discussion was held on the possibility of including all administrative staff, including locations other than the City Hall building, and the need to communicate with citizens on the change to our hours.

Council directed staff to proceed with establishing summer hours from 7:30 a.m. to 5:00 p.m. Monday through Thursday, and Friday's 7:30 a.m. to 11:30 a.m. on a trial basis, and to report back to Council on how the change in hours worked over the summer.

4B. Liquor Delivery Discussion

Tara Hintz reviewed past Council discussion regarding the concept of Lake Liquors offering the delivery of liquor. Hintz reviewed factors involved with providing a delivery service and provided information on the three municipal stores that currently offer this service. Hintz asked for Council feedback on establishing a delivery service at Lake Liquor. Greg Zurbey indicated that the store would need to hire additional staff to provide this service, noting that the number of additional staff would depend on demand. Deb Wegeleben informed Council that she has been in contact with the City's Insurance through the League of MN Cities, and they have expressed substantial liability concerns with offering this type of delivery service.

Council Member Knier asked if liability concerns could be addressed with delivery only to 21 year olds. Zurbey reviewed the City's liability with sales and potentially who the liquor products could end up with. Knier asked if we could subcontract the delivery service to remove the liability issues. Knier also stated that he would have a hard time adding a staff person without more of a guarantee that it will be a positive move.

Mayor Wallen questioned if delivery would actually increase sales and asked how many inquiries we have had to add the service. Zurbey noted that only one citizen has requested the City look into this option. Zurbey stated he feels delivery service is going to happen, but most likely won't become mainstream for some time. Discussion was held on issues with delivering outside of our boundaries, and the need to consider competition amongst other area municipal liquor stores. Zurbey suggested the City let other municipalities figure out the negatives and make the mistakes, before we take this service on.

Council directed Staff to continue monitoring other cities and report back with updated figures in the future.

4C. New Ideas Discussion – No new ideas presented.

5. OTHER

Joel Scharf discussed the 2019 F150 police vehicle that was purchased last year. Scharf informed Council that the vehicle is in excellent condition but is too large for routine patrol and isn't working for police use, but could potentially be used for a command vehicle for the Fire Department. Scharf indicated that the Fire Board will be considering the purchase at their next meeting. The Police Department would like to purchase a used 2016 Dodge Charger to replace this vehicle. Scharf discussed equipment needs for the vehicle indicating that the department is proposing to make this an unmarked police squad. Scharf indicated that this change would end up being a cash positive deal after the sale of the truck to the Fire Department.

Mayor Wallen indicated that he is fine with moving forward with selling the truck to the Fire Department and purchasing the 2016 Dodge Charger.

Council Member Knier stated that he isn't in favor of unmarked cars, but doesn't oppose the change in vehicles as presented.

Council Member Hansen stated that the change makes sense.

The Consensus of the Council was to allow the department to put \$1,000 down on the vehicle until after the Fire Board Meeting. Scharf indicated that the dollars down will be refundable if the transfer isn't approved by the Fire Board.

Corrie Scott discussed a request received from Westre Marine to host a boat demonstration event at Lakeside Park. Scott noted that the City has not received this type of request in the past for a private business to use the park and get parking fees waived by paying a flat rate to allow for free parking for the public during their event, and wanted to get feedback from Council on the possibility of allowing this type of event. Scott noted that they would like to use Lakeside Park on a Saturday during the summer from 8:00 a.m. to 8:00 p.m. if allowed by the City. Staff met with the Finance Director and it was recommended that if Council wishes to allow a flat rate fee, that they be charged \$5 per parking stall and \$10 for each trailer stall. Scott also noted that this topic has been vetted by the Parks Advisory committee, and they didn't see a problem with allowing this as long as the City's costs are covered.

Mayor Wallen stated that he feels the 12-hour time period seems excessive, but will default to Staff's recommendation. Scott informed Council that the event organizer's boat trailers could be parked offsite from Lakeside Park. Wallen indicated that this event could be a great way to showcase our lakes.

Council Member Knier asked for clarification if parking fees would be waived for all persons using the park that day. Staff indicated that the flat rate fee would allow for waived parking for everyone using the park that day. Staff also discussed that the flat rate fee calculation as proposed by the Finance Director could potentially generate a \$2,000 fee.

Council discussed that if they don't want to pay the flat rate fee, they should be treated like any other private business event permit.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:44 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

03/25/2020
Date Approved By Council



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date 8/26/2020	Item No. 4D
Item Description New Ideas Discussion	Reviewed By: N/A	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

None

BACKGROUND/DISCUSSION

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

FINANCIAL IMPACT

None

ALTERNATIVES

None

ATTACHMENTS

None