

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

**AUGUST 26, 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. Recognition – Police Officer Tyler Sinclair DWI All-Star Award
- 7B. PUBLIC HEARING – Cambo Flare LLC Wine and 3.2% Malt Liquor License Application
- 7C. PUBLIC HEARING - Mitch K Farms 4th Addition Development Application – Preliminary Plat, Final Plat and Easement Vacation
- 7D. Big Lake COVID-19 Emergency Grant Program – Award Recommendation
- 7E. 2020 Safe Routes to School Improvement Project – Accept Bids and Award Contract
- 7F. 2020 Street and Utility Improvement Project – Receive and Reject Bids
- 7G. Amendment to 2020 City Council Committee Appointments
- 7H. Monthly Department Reports

8) ADMINISTRATOR’S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)
Council Member Hansen
Council Member Knier - BLBYR
Mayor Wallen
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 26, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of August 12, 2020
- 6C. Approve Council Meeting Minutes of August 12, 2020
- 6D. Approve Meeting Date Change for Second Meeting in November and the Public Input Hearing to Wednesday, November 25, 2020
- 6E. Approve the Purchase of a Laser Guide System for use on the New Plow Truck Wing
- 6F. Approve Employment Status Change for Brett Johnson to Lead Streets/Parks Operator II
- 6G. Nystrom Treatment Facility Final Plat Development Application
- 6H. Approve ADA Transition Plan



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6A
Item Description: <i>List of Claims</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>(N/A)</i>	

ACTION REQUESTED

Motion to Approve List of Claims paid dated 08/06/2020 through 08/19/2020, and Approve Payroll No 17.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 08/19/2020. 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 8/6/2020 - 8/19/2020

			Check Amt	Invoice	Comment
1010 US BANK					
Paid Chk# 004814E 8/7/2020 CONSTANT CONTACT					
E 280-000-00-25-4260	Subscriptions/Dues		\$45.00		CONSTANT CONTACT FARMERS MARKET DUES
Total CONSTANT CONTACT			\$45.00		
Paid Chk# 004815E 8/7/2020 HEALTH PARTNERS					
G 101-2182	Health-Dental-Life Ins Payable		\$3,669.12	EE PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF SEPTEMBER 2020
G 101-2182	Health-Dental-Life Ins Payable		\$26,195.79	ER PORTION	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF SEPTEMBER 2020
E 101-300-75-05-4008	Insurance Benefits (er)		\$1,510.14	HANDELAND	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF SEPTEMBER 2020
G 101-1158	Cobra Insurance Receivable		\$955.79	RETIREE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF SEPTEMBER 2020
E 101-300-75-05-4008	Insurance Benefits (er)		\$480.39	SHERBURNE	HEALTH INSURANCE PREMIUMS FOR THE MONTH OF SEPTEMBER 2020
Total HEALTH PARTNERS			\$32,811.23		
Paid Chk# 004816E 8/11/2020 PERA					
G 101-2174	PERA Withholding Payable		\$32.95	ACH	PERA Payment for Pay Period #7.01 04/01/2020
Total PERA			\$32.95		
Paid Chk# 004817E 8/12/2020 ELAVON					
G 280-2020	Accounts Payable		\$53.80		Farmer's Market EBT Device - ACH for Month of JULY 2020
Total ELAVON			\$53.80		
Paid Chk# 004818E 8/12/2020 WORLDPAY-NCR					
G 501-2020	Accounts Payable		\$9,358.12		LIQUOR STORE CC PROCESSING FEE FOR JULY 2020
Total WORLDPAY-NCR			\$9,358.12		
Paid Chk# 004819E 8/12/2020 US BANK					
G 101-2020	Accounts Payable		\$1,003.04		PARKING BOX CC FEES FOR JULY 2020
Total US BANK			\$1,003.04		
Paid Chk# 004820E 8/12/2020 AMERITAS LIFE INSURANCE CO.					
G 101-2183	Other Pre-Tax Insurance Payabl		\$140.24		VISION INSURANCE PREMIUMS FOR MONTH OF AUGUST 2020
Total AMERITAS LIFE INSURANCE CO.			\$140.24		
Paid Chk# 004821E 8/12/2020 DEARBORN NATIONAL					
G 101-2182	Health-Dental-Life Ins Payable		\$329.85	EE PORTION	LIFE INS PREM ER FOR SEPTEMBER 2020
G 101-2182	Health-Dental-Life Ins Payable		\$1,293.36	ER PORTION	LIFE INS PREM ER FOR SEPTEMBER 2020
Total DEARBORN NATIONAL			\$1,623.21		
Paid Chk# 004822E 8/12/2020 PSN					
G 101-2020	Accounts Payable		\$384.21		PSN FEES PAID FOR JULY 2020
G 301-2020	Accounts Payable		\$1,261.60		PSN FEES PAID FOR JULY 2020
G 401-2020	Accounts Payable		\$1,261.59		PSN FEES PAID FOR JULY 2020
Total PSN			\$2,907.40		
Paid Chk# 004823E 8/13/2020 MN DEPT OF REVENUE-SALES TAX					
G 501-2176	Sales Tax Payable		\$53,998.00		SALES TAX PAYMENT FOR JULY 2020
G 301-2176	Sales Tax Payable		\$1,612.00		SALES TAX PAYMENT FOR JULY 2020
G 101-2176	Sales Tax Payable		\$1,864.00		SALES TAX PAYMENT FOR JULY 2020
Total MN DEPT OF REVENUE-SALES TAX			\$57,474.00		
Paid Chk# 004824E 8/17/2020 PERA					
G 101-2174	PERA Withholding Payable		\$13,335.83	ACH	PERA Payment for Pay Period #17 08/19/2020



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,784.75	ACH	PERA Payment for Pay Period #17 08/19/2020
E 101-200-50-25-4210	Operating Supplies	\$10.00	ACH	PERA Payment for Pay Period #17 08/19/2020
Total PERA		\$26,130.58		
Paid Chk# 004825E 8/17/2020 OPTUM - H.S.A.				
G 101-2184	HSA Contribution payable	\$2,712.09	ACH	EE PORT H.S.A Payment for Period #17 08/19/2020
G 101-2184	HSA Contribution payable	\$1,062.37	ACH	ER PORT H.S.A Payment for Period #17 08/19/2020
Total OPTUM - H.S.A.		\$3,774.46		
Paid Chk# 004826E 8/17/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #17 08/19/2020
Total TASC		\$165.38		
Paid Chk# 004827E 8/17/2020 ICMA				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #17 08/19/2020
Total ICMA		\$1,849.00		
Paid Chk# 004828E 8/17/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$13,224.33		Federal/FICA Payroll Taxes for Pay Period #17 08/19/2020
G 101-2173	FICA Tax Withholding Payable	\$16,939.70		Federal/FICA Payroll Taxes for Pay Period #17 08/19/2020
Total PAYROLL TAXES - FED/FICA		\$30,164.03		
Paid Chk# 004829E 8/17/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$6,069.77	ACH	State Payroll Taxes for Pay Period #17 08/19/2020
Total PAYROLL TAX - STATE		\$6,069.77		
Paid Chk# 083537 8/6/2020 ALLSTATE PARTS OF SAUK RAPIDS				
E 101-200-50-25-4385	Shop Materials	\$14.50	2704156763	SHOP MATERIAL
Total ALLSTATE PARTS OF SAUK RAPIDS		\$14.50		
Paid Chk# 083538 8/6/2020 AMERICAN SOLUTINS FOR BUSINESS				
E 101-200-55-25-4210	Operating Supplies	\$617.52	INV04744945	PARK SUPPLIES
otal AMERICAN SOLUTINS FOR BUSINESS		\$617.52		
Paid Chk# 083539 8/6/2020 CITY OF BIG LAKE				
E 101-200-55-25-4590	Water/Sewer Utilities	\$649.08	04 000000010	19255 ENGLEWOOD DR SANFORD
E 101-200-55-25-4590	Water/Sewer Utilities	\$609.93	04 000000110	NEDD ST
E 101-200-50-25-4590	Water/Sewer Utilities	\$30.97	04 000001610	PUBLIC WORKS BLDG
E 101-100-20-25-4590	Water/Sewer Utilities	\$529.62	04 000416600	LIBRARY/POLICE
E 101-100-15-25-4590	Water/Sewer Utilities	\$691.96	04 000560200	CITY HALL
E 101-200-55-25-4590	Water/Sewer Utilities	\$257.58	04 000560500	LAKESIDE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000560700	LAKESIDE PARK FOUNTAIN
E 101-200-50-25-4590	Water/Sewer Utilities	\$108.81	04 000560900	PUBLIC WORKS BLDG
E 501-000-00-25-4590	Water/Sewer Utilities	\$75.58	04 000561400	LAKE LIQUOR
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000572400	HUDSON WOODS PK
E 101-200-55-25-4590	Water/Sewer Utilities	\$6,067.44	04 000573600	SHORES OF LAKE MITCHELL PK
E 101-200-55-25-4590	Water/Sewer Utilities	\$3,655.80	04 000573700	WRIGHTS CROSSING
E 101-200-55-25-4590	Water/Sewer Utilities	\$9,528.30	04 000573800	HIGHLINE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$797.85	04 000576400	MITCHELL FARMS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$155.79	04 000577600	POWELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$8,807.94	04 000577700	LAKESIDE PARK IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$3,248.64	04 000577800	LAKE RIDGE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000712600	PARKWAY IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$696.06	04 000712700	BLUFF PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$375.03	04 000728500	JEFFERSON SQUARE



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
Total CITY OF BIG LAKE		\$36,379.29		
Paid Chk#	083540	8/6/2020	RUSSELLS ON THE LAKE	
E	101-100-11-10-4243	Meals	\$547.62	12363 ELECTION LUNCH & DINNER
Total RUSSELLS ON THE LAKE		\$547.62		
Paid Chk#	083541	8/6/2020	SHRED RIGHT	
E	101-300-75-25-4212	Other Operations Expenses	\$16.00	POLICE
E	101-300-75-25-4212	Other Operations Expenses	\$35.60	POLICE
E	101-300-75-25-4212	Other Operations Expenses	\$16.00	POLICE
E	101-100-15-25-4212	Other Operations Expenses	\$35.60	525157 CITY HALL
E	101-100-15-25-4212	Other Operations Expenses	\$16.00	530695 CITY HALL
E	101-100-15-25-4212	Other Operations Expenses	\$16.00	532625 CITY HALL
Total SHRED RIGHT		\$135.20		
Paid Chk#	083542	8/7/2020	ARTISAN BEER COMPANY	
E	501-000-00-27-4263	Purchases - Beer	\$53.50	3431404 BEER
Total ARTISAN BEER COMPANY		\$53.50		
Paid Chk#	083543	8/7/2020	BEBEAU, BRENNAN	
E	101-100-92-25-4251	Emergency Management	\$250.00	CITYHALL4 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$250.00	INV701 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$280.00	INV709 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$250.00	INV726 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$250.00	INV727 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$250.00	INV731 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$230.00	INV732 DETAIL CLEANING CAR COVID
E	101-100-92-25-4251	Emergency Management	\$300.00	SUBURBAN1 DETAIL CLEANING CAR COVID
Total BEBEAU, BRENNAN		\$2,060.00		
Paid Chk#	083544	8/7/2020	BELL BOY CORPORATION-1	
E	501-000-00-27-4264	Purchases - Wine	\$184.00	WINE
E	501-000-00-27-4269	Freight - In	\$36.00	FRT
E	501-000-00-27-4269	Freight - In	\$2.43	FRT
E	501-000-00-27-4262	Purchases - Liquor	\$1,476.48	0085193700 LIQUOR
E	501-000-00-27-4265	Purchases - Mix/Pop	\$93.10	0101779900 MIX
E	501-000-00-27-4265	Purchases - Mix/Pop	\$18.00	1-100165 MIX
Total BELL BOY CORPORATION-1		\$1,810.01		
Paid Chk#	083545	8/7/2020	BIG LAKE REFRIGERATION	
E	401-000-00-25-4540	Repair/Maintenance Building	\$567.89	2518 WWTP EQUIP REPAIR
Total BIG LAKE REFRIGERATION		\$567.89		
Paid Chk#	083546	8/7/2020	BIG LAKE TOWNSHIP	
E	101-400-70-25-4400	Recycling	\$8,428.51	2020-11 2020 RECYCLING DAY
Total BIG LAKE TOWNSHIP		\$8,428.51		
Paid Chk#	083547	8/7/2020	BREAKTHRU BEVERAGE	
E	501-000-00-27-4263	Purchases - Beer	\$487.20	1081163588 BEER
E	501-000-00-27-4262	Purchases - Liquor	\$2,154.83	1081164637 LIQUOR
E	501-000-00-27-4265	Purchases - Mix/Pop	\$74.00	1081164637 MIX
Total BREAKTHRU BEVERAGE		\$2,716.03		
Paid Chk#	083548	8/7/2020	C&L DISTRIBUTING COMPANY	
E	501-000-00-27-4267	Purchases - Non Alcoholic B	\$147.35	NA BEER
E	501-000-00-27-4265	Purchases - Mix/Pop	\$60.00	MIX
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	KEG DEPOSIT
E	501-000-00-27-4263	Purchases - Beer	\$2,164.80	1067002088 BEER
E	501-000-00-27-4263	Purchases - Beer	\$225.00	1083015 BEER



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 501-000-00-27-4263	Purchases - Beer	\$10,878.20	961005018	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$34.25)	968001150	CREDIT
Total C&L DISTRIBUTING COMPANY		\$13,471.10		
<hr/>				
Paid Chk# 083549	8/7/2020	CITY OF BIG LAKE		
G 101-2175	Other Withholding	\$322.65		EMPLOYEE CLOTHING PURCHASED
Total CITY OF BIG LAKE		\$322.65		
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Paid Chk# 083550	8/7/2020	CRYSTAL SPRINGS ICE		
E 501-000-00-27-4266	Purchases - Misc	\$238.93	3001014	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$238.93		
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Paid Chk# 083551	8/7/2020	DAHLHEIMER DISTRIBUTING CO		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$68.75		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$138.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$60.00)		KEG RETURNS
E 501-000-00-27-4262	Purchases - Liquor	\$351.00		LIQUOR
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$21,723.92	112-03766	BEER
E 501-000-00-27-4263	Purchases - Beer	\$170.00	112-03781	BEER
Total DAHLHEIMER DISTRIBUTING CO		\$22,421.67		
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Paid Chk# 083552	8/7/2020	ECM PUBLISHERS, INC.		
E 101-100-15-25-4220	Advertising	\$108.00	786631	TIF 2019 DISCLOSURER
G 101-2055	Escrow Payable	\$27.00	786632	JP BROOKS LENA TRAIL
Total ECM PUBLISHERS, INC.		\$135.00		
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Paid Chk# 083553	8/7/2020	FREIDAY, SARA		
E 101-100-15-25-4217	Cleaning Services	\$1,025.00	004212	CITY HALL CLEANING JULY
E 101-100-20-25-4217	Cleaning Services	\$940.00	004212	POLICE/LIBRARY CLEANING
Total FREIDAY, SARA		\$1,965.00		
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Paid Chk# 083554	8/7/2020	GRANITE CITY JOBBING		
E 501-000-00-27-4271	Purchases - Cigars	\$117.02		CIGARS
E 501-000-00-25-4210	Operating Supplies	\$11.79		SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	\$94.64		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$979.44	194920	TOBACCO
Total GRANITE CITY JOBBING		\$1,207.14		
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Paid Chk# 083555	8/7/2020	INTERNATIONAL CODE COUNCIL		
E 101-100-30-25-4212	Other Operations Expenses	\$99.70	1001217771	FIRE CODE BOOK
Total INTERNATIONAL CODE COUNCIL		\$99.70		
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Paid Chk# 083556	8/7/2020	JOHNSON BROTHERS WHOLESALE		
E 501-000-00-27-4262	Purchases - Liquor	\$601.56	1611391	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$29.52	1611392	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$104.40	1611445	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$5,847.36	1614762	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,342.54	1614763	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$112.00	1614764	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$5,911.75	1614765	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$4,453.90	1614766	LIUQOR
E 501-000-00-27-4264	Purchases - Wine	\$670.92	1614767	WINE
Total JOHNSON BROTHERS WHOLESALE		\$20,073.95		
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Paid Chk# 083557	8/7/2020	KNIFE RIVER		
E 101-200-55-25-4535	Playground Maintenance	\$75.60	779071	PLAYGROUND PADS



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
Total KNIFE RIVER		\$75.60		
Paid Chk#	8/7/2020	KWIK TRIP - CREDIT DEPT		
E 101-300-75-25-4405	Motor Fuel	\$2,964.04		POLICE MOTOR FUEL JULY
E 101-200-50-25-4405	Motor Fuel	\$457.30		STREET MOTOR FUEL JULY
E 101-200-55-25-4405	Motor Fuel	\$457.30		PARKS MOTOR FUEL JULY
E 301-000-00-25-4405	Motor Fuel	\$158.98		WATER MOTOR FUEL JULY
E 401-000-00-25-4405	Motor Fuel	\$158.98		WASTEWATER MOTOR FUEL JULY
E 101-200-40-25-4405	Motor Fuel	\$63.34		ENGINEERING MOTOR FULE JULY
Total KWIK TRIP - CREDIT DEPT		\$4,259.94		
Paid Chk#	8/7/2020	LUPULIN BREWING LLC		
E 501-000-00-27-4263	Purchases - Beer	\$908.95	28172	BEER
Total LUPULIN BREWING LLC		\$908.95		
Paid Chk#	8/7/2020	M&M EXPRESS SALES & SERVICE		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$133.81	272903	HYDROLIC OIL
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$9.05	273360	STREETS CHOP SAW CARB KIT
Total M&M EXPRESS SALES & SERVICE		\$142.86		
Paid Chk#	8/7/2020	MONTICELLO, CITY OF		
E 101-300-80-25-4207	Animal Control	\$304.00	0023564	ANIMAL CONTROL
Total MONTICELLO, CITY OF		\$304.00		
Paid Chk#	8/7/2020	NEIS, CYNTHIA		
E 280-000-00-25-4212	Other Operations Expenses	\$5.00		MARKET BUCKS JULY
G 280-2026	Farmer Markets Token Payable	\$25.00		CC TOKENS JULY
Total NEIS, CYNTHIA		\$30.00		
Paid Chk#	8/7/2020	NOVAK BUILDERS		
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 18317 FAIRMEADOWS CIRCLE
Total NOVAK BUILDERS		\$1,860.00		
Paid Chk#	8/7/2020	OFFICE DEPOT		
E 101-100-10-25-4210	Operating Supplies	\$2.04		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.04		ENGINEERING
E 101-100-30-25-4210	Operating Supplies	\$4.09		BUILDING
E 101-100-25-25-4210	Operating Supplies	\$4.09		EDA
E 101-100-15-25-4210	Operating Supplies	\$26.65		CITY HALL
E 101-100-10-25-4210	Operating Supplies	\$0.91		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$0.91		ENGINEERING
E 101-100-30-25-4210	Operating Supplies	\$1.82		BUILDING
E 101-100-25-25-4210	Operating Supplies	\$1.82		EDA
E 101-100-15-25-4210	Operating Supplies	\$11.91		CITY HALL
E 101-100-05-25-4210	Operating Supplies	\$2.04	108992461001	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	\$0.91	108992551001	MAYOR/COUNCIL
Total OFFICE DEPOT		\$59.23		
Paid Chk#	8/7/2020	OLSON & SONS ELECTRIC		
E 301-000-00-25-4540	Repair/Maintenance Building	\$239.39	60185	WATER PLANT REPAIR
Total OLSON & SONS ELECTRIC		\$239.39		
Paid Chk#	8/7/2020	PHILLIPS WINE & SPIRITS		
E 501-000-00-27-4262	Purchases - Liquor	\$457.90	6072443	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$554.75	6072444	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$135.50	6072445	MIX
Total PHILLIPS WINE & SPIRITS		\$1,148.15		
Paid Chk#	8/7/2020	ROYAL TIRE INC		



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-200-55-25-4410	Tires	\$336.00	312-32835	UNIT 304 TIRES
Total ROYAL TIRE INC		\$336.00		
<hr/>				
Paid Chk# 083568	8/7/2020	SCOTT, CORRIE		
E 280-000-00-25-4210	Operating Supplies	\$8.64		FARMERS MARKET SUPPLIES
Total SCOTT, CORRIE		\$8.64		
<hr/>				
Paid Chk# 083569	8/7/2020	SHARPLINE LAWN CARE, LLC		
E 101-100-20-25-4370	Grounds Maintenance	\$214.71	2013	POLICE/LIBRARY GROUNDS MAINT
Total SHARPLINE LAWN CARE, LLC		\$214.71		
<hr/>				
Paid Chk# 083570	8/7/2020	SHERWIN WILLIAMS CO		
E 101-200-50-25-4335	Striping	\$406.50	8000-03204	STREET STRIPING
Total SHERWIN WILLIAMS CO		\$406.50		
<hr/>				
Paid Chk# 083571	8/7/2020	SOUTHERN WINE & SPIRITS OF MN		
E 501-000-00-27-4262	Purchases - Liquor	\$6,009.96	1980630	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$40.12	1980632	MIX
E 501-000-00-27-4264	Purchases - Wine	\$584.00	1980633	WINE
E 501-000-00-27-4264	Purchases - Wine	\$64.98	5060123	WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$6,699.06		
<hr/>				
Paid Chk# 083572	8/7/2020	THE POLICE AND SHERIFFS PRESS		
E 101-300-75-25-4212	Other Operations Expenses	\$32.55	135876	ID CARDS
Total THE POLICE AND SHERIFFS PRESS		\$32.55		
<hr/>				
Paid Chk# 083573	8/7/2020	UNLIMITED SUPPLIES, INC		
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$72.95		STREET EQUIP REPAIR
E 101-200-50-25-4210	Operating Supplies	\$40.36		GLOVES (RETURNED CREDIT WILL COME)
E 101-200-50-25-4385	Shop Materials	\$306.65	361331	SHOP MATERIALS
Total UNLIMITED SUPPLIES, INC		\$419.96		
<hr/>				
Paid Chk# 083574	8/7/2020	VARNER TRANSPORTATION LLC		
E 501-000-00-27-4269	Freight - In	\$1,987.50		LIQUOR STORE FRT
Total VARNER TRANSPORTATION LLC		\$1,987.50		
<hr/>				
Paid Chk# 083575	8/7/2020	VINOCOPIA		
E 501-000-00-27-4264	Purchases - Wine	\$216.00		WINE
E 501-000-00-27-4269	Freight - In	\$14.00		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$398.60	0261368-IN	LIQUOR
Total VINOCOPIA		\$628.60		
<hr/>				
Paid Chk# 083576	8/7/2020	WINDSTREAM		
E 401-000-00-25-4230	Telephone/Internet	\$50.93	091622521	SEWER
Total WINDSTREAM		\$50.93		
<hr/>				
Paid Chk# 083577	8/7/2020	WINE MERCHANTS		
E 501-000-00-27-4264	Purchases - Wine	\$112.00	7293651	WINE
Total WINE MERCHANTS		\$112.00		
<hr/>				
Paid Chk# 083578	8/10/2020	BERNICKS PEPSI		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$71.15	113261	MIX
E 501-000-00-27-4263	Purchases - Beer	\$3,136.35	113262	BEER
Total BERNICKS PEPSI		\$3,207.50		
<hr/>				
Paid Chk# 083579	8/10/2020	BIG LAKE CENTER OWNERS ASSOC.		
E 501-000-00-25-4570	Electricity	\$15.37		ELECTRIC JUNE
E 501-000-00-25-4570	Electricity	\$5.58		SIGN JUNE
E 501-000-00-25-4590	Water/Sewer Utilities	\$7.74		WATER



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 501-000-00-25-4322	Leasehold Improvements	\$103.75		STRIPING PARKING LOT
E 501-000-00-25-4370	Grounds Maintenance	\$142.40		GROUND MAINT
Total BIG LAKE CENTER OWNERS ASSOC.		\$274.84		

Paid Chk# 083580 8/10/2020 **CENTERPOINT ENERGY**

E 101-100-20-25-4580	Natural Gas	\$23.79	10178578-0	POLICE/LIBRARY BLDG
E 101-100-20-25-4580	Natural Gas	\$32.39	10178579-8	POLICE/LIBRARY BLDG
E 301-000-00-25-4580	Natural Gas	\$23.79	5769828-4	WELL 2
E 501-000-00-25-4580	Natural Gas	\$31.88	5780558-2	LIQUOR STORE
E 101-200-50-25-4580	Natural Gas	\$33.00	5793223-8	PUBLIC WORKS SHED
E 101-200-50-25-4580	Natural Gas	\$17.06	5808592-9	PUBLIC WORKS SHED
E 601-000-00-25-4580	Natural Gas	\$3.38	5819667-6	PUBLIC WORKS BLDG
E 101-200-50-25-4580	Natural Gas	\$15.97	5819667-6	PUBLIC WORKS BLDG
E 101-200-55-25-4580	Natural Gas	\$15.97	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	\$15.97	5819667-6	PUBLIC WORKS BLDG
E 401-000-00-25-4580	Natural Gas	\$15.97	5819667-6	PUBLIC WORKS BLDG
E 301-000-00-25-4580	Natural Gas	\$21.06	5820083-3	WELL 5
E 301-000-00-25-4580	Natural Gas	\$296.60	6122739-3	WATER TREATMENT FACILITY
E 101-100-20-25-4580	Natural Gas	\$33.89	8076448-3	POLICE/LIBRARY BLDG
E 101-100-15-25-4580	Natural Gas	\$68.25	9359272-3	CITY HALL
Total CENTERPOINT ENERGY		\$648.97		

Paid Chk# 083581 8/10/2020 **CHARTER COMMUNICATIONS**

E 501-000-00-25-4230	Telephone/Internet	\$326.75	835230501016	LIQUOR STORE INTERNET
Total CHARTER COMMUNICATIONS		\$326.75		

Paid Chk# 083582 8/10/2020 **CRYSTAL SPRINGS ICE**

E 501-000-00-27-4266	Purchases - Misc	\$192.76	3001087	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$192.76		

Paid Chk# 083583 8/10/2020 **IUOE LOCAL 49 FRINGE BENEFIT**

G 101-2185	Union Health Insurance - EE/ER	\$17,710.00		PUBLIC WORKS UNION INSURANCE SEPT
Total IUOE LOCAL 49 FRINGE BENEFIT		\$17,710.00		

Paid Chk# 083584 8/10/2020 **NORTHLAND SECURITIES, INC**

E 165-000-00-20-4180	Other Consultants	\$990.00	6286	2019 ANNUAL REPORTS TIF 1-3
E 170-000-00-20-4180	Other Consultants	\$990.00	6286	2019 ANNUAL REPORTS TIF 1-4
E 171-000-00-20-4180	Other Consultants	\$990.00	6286	2019 ANNUAL REPORTS TIF 1-5
E 172-000-00-20-4180	Other Consultants	\$990.00	6286	2019 ANNUAL REPORTS TIF 1-6
E 173-000-00-20-4180	Other Consultants	\$990.00	6286	2019 ANNUAL REPORTS TIF 1-7
E 275-000-00-20-4180	Other Consultants	\$990.00	6286	2019 ANNUAL REPORTS TIF 2-6
Total NORTHLAND SECURITIES, INC		\$5,940.00		

Paid Chk# 083585 8/10/2020 **OFFICE DEPOT**

E 101-100-10-25-4210	Operating Supplies	\$2.73		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.73		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$5.46		EDA
E 101-100-30-25-4210	Operating Supplies	\$5.46		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$35.56		CITY HALL
E 101-100-05-25-4210	Operating Supplies	\$2.73	111287197001	MAYOR/COUNCIL
E 101-100-30-25-4210	Operating Supplies	\$19.69	111288055001	BUILDING
Total OFFICE DEPOT		\$74.36		

Paid Chk# 083586 8/10/2020 **RAMUNNO, JANE M**

E 101-200-55-25-4210	Operating Supplies	\$325.61	2020	PARK FLOWERS
Total RAMUNNO, JANE M		\$325.61		

Paid Chk# 083587 8/10/2020 **SHERBURNE CO SHERIFFS DEPT**



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-105-15-20-4129	Computer Consultant	\$2,833.33	2020-07	JULY IT SERVICES
Total SHERBURNE CO SHERIFFS DEPT		\$2,833.33		
<hr/>				
Paid Chk# 083588	8/10/2020	SITEONE LANDSCAPE SUPPLY		
E 101-200-55-25-4210	Operating Supplies	\$54.55	101901583-00	PARKS IRRIGATION PARTS
Total SITEONE LANDSCAPE SUPPLY		\$54.55		
<hr/>				
Paid Chk# 083589	8/10/2020	SUNNY VANBROCKLIN		
E 280-000-00-25-4257	Contractors Hired	\$100.00		FARMERS MARKET MUSIC 8/12/20
Total SUNNY VANBROCKLIN		\$100.00		
<hr/>				
Paid Chk# 083590	8/10/2020	VIKING COCA-COLA		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$236.35	943467	MIX
E 501-000-00-27-4263	Purchases - Beer	\$260.00	943468	BEER
Total VIKING COCA-COLA		\$496.35		
<hr/>				
Paid Chk# 083591	8/10/2020	WS&D PERMIT SERVICE INC		
R 101-030-3242	Bldg - Other Permits	\$100.00		REFUND BLDG PERMIT FEE
R 101-030-3222	State Surcharge on Bldg Pmts	\$1.00		REFUND STATE SURCHARGE FEE
R 101-030-3375	Miscellaneous Revenue	\$5.00		REFUND LIC CHECK FEE
R 101-030-3418	Administrative Charges	(\$25.00)		ADM FEE
Total WS&D PERMIT SERVICE INC		\$81.00		
<hr/>				
Paid Chk# 083592	8/10/2020	XCEL ENERGY		
G 101-1150	Accounts Receivable	\$25.72		CREDIT ON ACCOUNT CURRENT BILL
E 301-000-00-25-4570	Electricity	\$207.30	302709525	PUMPHOUSE 1 JUNE
E 301-000-00-25-4582	Solar	(\$155.20)	302709525	PUMPHOUSE 1 SOLAR CREDIT JUNE
R 301-000-4151	Refunds & Reimbursements	(\$13.55)	302709525	PUMPHOUSE SERVICE CREDIT
E 401-000-00-25-4570	Electricity	\$143.78	302808445	LIFT 256 CRESCENT JUNE
E 401-000-00-25-4582	Solar	(\$320.00)	302808445	LIFT 256 CRESCENT SOLAR CREDIT JUNE
R 401-000-4151	Refunds & Reimbursements	(\$24.03)	302808445	LIFT 256 CRESCENT SERVICE CREDIT
E 101-200-55-25-4570	Electricity	(\$136.38)	302963558	SKATING RINK SERVICE JUNE
E 101-200-55-25-4582	Solar	(\$313.06)	302963558	SKATING RINK SOLAR CREDIT JUNE
E 501-000-00-25-4570	Electricity	\$41.96	302987575	621 ROSE DRIVE JUNE
E 501-000-00-25-4582	Solar	(\$93.61)	302987575	621 ROSE DRIVE SOLAR CREDIT JUNE
E 301-000-00-25-4570	Electricity	\$1,395.22	303069137	PUMP HSE 601 MINNESOTA MAY
E 301-000-00-25-4582	Solar	(\$715.02)	303069137	PUMP HSE 601 MINNESOTA SOLAR CR JUNE
R 301-000-4151	Refunds & Reimbursements	(\$51.76)	303069137	PUMPHOUSE SERVICE CREDIT
E 101-100-15-25-4570	Electricity	\$1,403.00	303085700	CITY HALL MAY
E 101-100-15-25-4582	Solar	(\$1,865.55)	303085700	CITY HALL SOLAR CREDIT JUNE
R 101-015-4151	Refunds & Reimbursements	(\$151.09)	303085700	CITY HALL SERVICE CREDIT
E 101-200-50-25-4575	Electricity (Street Lights)	\$19.32	303275744	CROSS WALK SIGN 601 MN JUNE
R 101-050-4151	Refunds & Reimbursements	(\$0.01)	303275744	CROSS WALK SIGN SERVICE CREDIT
E 401-000-00-25-4570	Electricity	\$101.71	303456004	SEWER PLANT JUNE
E 401-000-00-25-4580	Natural Gas	\$25.39	303456004	SEWER PLANT JUNE
E 401-000-00-25-4582	Solar	(\$72.26)	303456004	SEWER PLANT SOLAR CREDIT JUNE
R 401-000-4151	Refunds & Reimbursements	(\$5.99)	303456004	SEWER PLANT SERVICE CREDIT
E 401-000-00-25-4580	Natural Gas	\$104.31	303771827	SEWER PLANT JUNE
E 101-200-55-25-4570	Electricity	\$79.96	303922326	514 FOREST RD
E 101-200-55-25-4582	Solar	(\$23.37)	303922326	514 FOREST RD SOLAR CREDIT JUNE
R 101-055-4151	Refunds & Reimbursements	(\$1.76)	303922326	514 FOREST RD SERVICE CREDIT
E 501-000-00-25-4570	Electricity	\$2,587.33	303997372	615 ROSE DRIVE JUNE
E 501-000-00-25-4582	Solar	(\$2,593.28)	303997372	615 ROSE DRIVE SOLAR CREDIT JUNE
E 101-200-50-25-4575	Electricity (Street Lights)	\$25.54	304054546	CITY HALL ST LIGHT JUNE
E 101-200-50-25-4582	Solar	(\$25.86)	304054546	CITY HALL ST LIGHT SOLAR CREDIT JUNE
R 101-050-4151	Refunds & Reimbursements	(\$1.81)	304054546	CITY HALL ST LIGHT SERVICE CREDIT
E 101-200-50-25-4575	Electricity (Street Lights)	\$55.19	304166698	ST LIGHTS EAGLE LK RD JUNE
E 401-000-00-25-4580	Natural Gas	\$1,056.48	304229382	SEWER PLANT JUNE



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-200-50-25-4575	Electricity (Street Lights)	\$80.13	304242713	10 LAKE ST UNIT SIGNAL JUNE
E 101-200-50-25-4582	Solar	(\$121.31)	304242713	10 LAKE ST UNIT SIGNAL SOLAR CREDIT JUNE
E 101-200-50-25-4575	Electricity (Street Lights)	\$110.72	304242721	10 LAKE ST UNIT SIGNAL JUNE
E 101-200-50-25-4582	Solar	(\$346.31)	304242721	10 LAKE ST UNIT SIGNAL SOLAR CREDIT JUNE
E 401-000-00-25-4570	Electricity	\$1,403.97	304244893	SEWER LIFT JUNE
E 401-000-00-25-4582	Solar	(\$1,835.82)	304244893	SEWER LIFT SOLAR CREDIT JUNE
Total XCEL ENERGY		\$0.00		
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Paid Chk# 083595	8/13/2020	AUTOSTOP INC		
E 101-300-75-25-4430	Vehicle Maintenance	\$275.61	0082380	POLICE VEHICLE MAINT
E 101-300-75-25-4430	Vehicle Maintenance	\$128.59	0082433	POLICE VEHICLE MAINT
Total AUTOSTOP INC		\$404.20		
<hr/>				
Paid Chk# 083596	8/13/2020	BELL BOY CORPORATION-1		
E 501-000-00-27-4264	Purchases - Wine	\$176.00		WINE
E 501-000-00-27-4269	Freight - In	\$32.40		FRT
E 501-000-00-25-4210	Operating Supplies	\$131.87		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$2.81		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$1,661.66	0085298700	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$42.36	0101821100	MIX
Total BELL BOY CORPORATION-1		\$2,047.10		
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Paid Chk# 083597	8/13/2020	BIG LAKE HARDWARE		
E 101-100-20-25-4540	Repair/Maintenance Building	\$2.58		POLICE/LIBRARY BLDG
E 401-000-00-25-4210	Operating Supplies	\$720.00		SEWER SUPPLIES
E 301-000-00-25-4210	Operating Supplies	\$720.00		WATER SUPPLIES
E 101-200-50-25-4210	Operating Supplies	\$442.00		STREET SUPPLIES
Total BIG LAKE HARDWARE		\$1,884.58		
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Paid Chk# 083598	8/13/2020	C&L DISTRIBUTING COMPANY		
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$90.00		KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$14.00		MIX
E 501-000-00-27-4263	Purchases - Beer	\$1,327.80	1067002119	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$65.00)	1067002127	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$18,496.30	961005094	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$99.60)	968001164	BEER
Total C&L DISTRIBUTING COMPANY		\$19,763.50		
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Paid Chk# 083599	8/13/2020	CARLOS CREEK WINERY		
E 501-000-00-27-4264	Purchases - Wine	\$156.00	19594	WINE
Total CARLOS CREEK WINERY		\$156.00		
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Paid Chk# 083600	8/13/2020	CENTRAL MCGOWAN INC		
E 101-200-50-25-4385	Shop Materials	\$4.03	00358524	SHOP MATERIALS
E 101-200-50-25-4210	Operating Supplies	\$1.00	00381921	SUPPLIES
Total CENTRAL MCGOWAN INC		\$5.03		
<hr/>				
Paid Chk# 083601	8/13/2020	CINTAS		
E 101-200-50-25-4215	Uniforms/Clothing	\$73.37		PUBLIC WORKS UNIFORMS
E 101-200-55-25-4215	Uniforms/Clothing	\$73.37		PUBLIC WORKS UNIFORMS
E 301-000-00-25-4215	Uniforms/Clothing	\$73.37		PUBLIC WORKS UNIFORMS
E 401-000-00-25-4215	Uniforms/Clothing	\$73.37		PUBLIC WORKS UNIFORMS
E 601-000-00-25-4215	Uniforms/Clothing	\$15.34	12857225	PUBLIC WORKS UNIFORMS
E 501-000-00-25-4217	Cleaning Services	\$219.56	12857519	LIQUOR CLEANING
Total CINTAS		\$528.38		
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Paid Chk# 083602	8/13/2020	CLEARWAY COMMUNITY SOLAR LLC		
E 101-200-50-25-4582	Solar	\$298.89	CI0BGLK-120	10 LAKE ST SST LIGHTING



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-200-55-25-4582	Solar	\$270.19	CIOBGLK-120	160 LAKE ST N
E 401-000-00-25-4582	Solar	\$276.18	CIOBGLK-120	256 CRESCENT ST LIFT
E 101-200-55-25-4582	Solar	\$20.17	CIOBGLK-120	514 FOREST RD PARK
E 101-200-50-25-4582	Solar	\$22.32	CIOBGLK-120	160 LAKE ST N STREET LIGHTS
E 501-000-00-25-4582	Solar	\$80.80	CIOBGLK-120	621 ROSE DR LIQUOR STORE
E 101-200-50-25-4582	Solar	\$104.70	CIOBGLK-120	10 LAKE ST STREET LIGHTS
E 401-000-00-25-4582	Solar	\$1,847.53	CIOBGLK-120	18889 COUNTY ROAD 68
E 301-000-00-25-4582	Solar	\$156.20	CIOBGLK-120	300 SHOREACRES PUMP
E 301-000-00-25-4582	Solar	\$719.57	CIOBGLK-120	601 MINNESOTA AVE PUMP
E 101-100-15-25-4582	Solar	\$1,877.45	CIOBGLK-120	160 LAKE ST S CITY HALL
E 401-000-00-25-4582	Solar	\$72.72	CIOBGLK-120	19173 COUNTY ROAD 68 SEWER
E 501-000-00-25-4582	Solar	\$2,609.81	CIOBGLK-120	615 ROSE DR LIQUOR STORE
Total CLEARWAY COMMUNITY SOLAR LLC		\$8,356.53		
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Paid Chk# 083603	8/13/2020	CRYSTAL SPRINGS ICE		
E 501-000-00-27-4266	Purchases - Misc	\$295.36	3001125	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$295.36		
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Paid Chk# 083604	8/13/2020	DAHLHEIMER DISTRIBUTING CO		
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00		KEG DEPOSIT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$166.20		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$77.60		NA BEER
E 501-000-00-27-4263	Purchases - Beer	\$15,991.79	112-03780	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$16.00)	1271848	CREDIT
Total DAHLHEIMER DISTRIBUTING CO		\$16,279.59		
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Paid Chk# 083605	8/13/2020	DAILEY DATA & ASSOCIATES, INC		
E 501-000-00-25-4130	Computers/Software	\$309.94	103918	LIQUOR STORE COMPUTERS
Total DAILEY DATA & ASSOCIATES, INC		\$309.94		
<hr/>				
Paid Chk# 083606	8/13/2020	ECM PUBLISHERS, INC.		
G 101-2055	Escrow Payable	\$27.00	781439	NYSTROM PRELIMINARY PLAT PUBLIC NOTICE
Total ECM PUBLISHERS, INC.		\$27.00		
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Paid Chk# 083607	8/13/2020	FSSOLUTIONS		
E 101-200-50-20-4185	Medical Exams	\$56.38	FL00388133	DOT TESTING MICHAELS
E 401-000-00-20-4185	Medical Exams	\$56.38	FL00388133	DOT TESTING SPERLING
Total FSSOLUTIONS		\$112.76		
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Paid Chk# 083608	8/13/2020	GENERAL RENTAL CENTER		
E 101-200-55-25-4255	Rent/Lease	\$31.00	274497	PARK RENT TRAILER
E 101-200-55-25-4210	Operating Supplies	\$106.00	274774	PARK SUPPLIES
Total GENERAL RENTAL CENTER		\$137.00		
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Paid Chk# 083609	8/13/2020	GOPHER STATE ONE CALL		
E 101-200-50-25-4257	Contractors Hired	\$83.70	0070220	LOCATES
E 301-000-00-25-4257	Contractors Hired	\$83.70	0070220	LOCATES
E 401-000-00-25-4257	Contractors Hired	\$83.70	0070220	LOCATES
Total GOPHER STATE ONE CALL		\$251.10		
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Paid Chk# 083610	8/13/2020	GRANITE CITY JOBBING		
E 501-000-00-27-4269	Freight - In	\$4.25	19519	FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$803.96	195919	TOBACCO
E 501-000-00-27-4271	Purchases - Cigars	\$110.91	195919	CIGARS
Total GRANITE CITY JOBBING		\$919.12		
<hr/>				
Paid Chk# 083611	8/13/2020	ICMA		
G 101-2177	ICMA - RC Withholding Payable	\$0.00	ACH	ICMA Payment for Pay Period #



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
Total ICMA		\$0.00		
Paid Chk# 083612 8/13/2020 LANDFORM				
G 101-2055	Escrow Payable	\$297.50		BIG LAKE MARKETPLACE 9TH ADD (LGL) CONSUL WORK
G 101-2055	Escrow Payable	\$212.50		SIEMERS ESCROW - CONSULTANT WORK
G 101-2055	Escrow Payable	\$552.50		MITCH K FARMS 21537 LENA TRAIL CONSULT WORK
G 101-2055	Escrow Payable	\$212.50		NYSTROM & ASSOCIATES
E 101-100-10-20-4180	Other Consultants	\$7,060.75		CONSULTANT WORK IN HOUSE
E 101-100-10-20-4180	Other Consultants	\$85.00		CONSULTANT CITY MEETINGS
Total LANDFORM		\$8,420.75		
Paid Chk# 083613 8/13/2020 LENS CUSTOM REMODELING, INC.				
E 101-100-92-25-4251	Emergency Management	\$1,250.00		COVID 19 SOCIAL DIST INTERVIEW ROOM POLICE
Total LENS CUSTOM REMODELING, INC.		\$1,250.00		
Paid Chk# 083614 8/13/2020 LUPULIN BREWING LLC				
E 501-000-00-27-4263	Purchases - Beer	\$721.50	31135	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$12.33)	961009	CREDIT
Total LUPULIN BREWING LLC		\$709.17		
Paid Chk# 083615 8/13/2020 MENARD, INC				
E 101-200-55-25-4210	Operating Supplies	\$204.82	8675	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$29.31	9275	PARK SUPPLIES
Total MENARD, INC		\$234.13		
Paid Chk# 083616 8/13/2020 MN COMPUTER SYSTEMS INC				
E 101-300-75-25-4208	Copies	\$43.30	296316	POLICE COPIES
Total MN COMPUTER SYSTEMS INC		\$43.30		
Paid Chk# 083617 8/13/2020 OFFICE DEPOT				
E 501-000-00-25-4126	Use Tax	\$5.16		USE TAX
G 501-2176	Sales Tax Payable	(\$5.16)		CREDIT
E 501-000-00-25-4210	Operating Supplies	\$69.98	111288054001	LIQUOR STORE
Total OFFICE DEPOT		\$69.98		
Paid Chk# 083618 8/13/2020 OREILLY AUTOMOTIVE, INC				
E 101-300-75-25-4430	Vehicle Maintenance	\$7.51	1532225413	POLICE VEHICLE MAINT
Total OREILLY AUTOMOTIVE, INC		\$7.51		
Paid Chk# 083619 8/13/2020 PLUNKETTS PEST CONTROL				
E 101-100-15-25-4540	Repair/Maintenance Building	\$208.00	6746594	CITY HALL PEST CONTROL
Total PLUNKETTS PEST CONTROL		\$208.00		
Paid Chk# 083620 8/13/2020 QUALITY REFRIGERATION				
E 501-000-00-25-4540	Repair/Maintenance Building	\$512.09	0080069	LIQUOR STORE BLDG MAINT
E 501-000-00-25-4540	Repair/Maintenance Building	\$224.00	0080079	LIQUOR STORE BLDG MAINT
Total QUALITY REFRIGERATION		\$736.09		
Paid Chk# 083621 8/13/2020 SHERBURNE CO AUDITOR-TREASURER				
E 101-100-15-25-4120	Real Estate Taxes	\$1,682.00	65-556-0002	LAKE LIQUOR/JERKY SHOPPE
E 141-000-00-25-4121	Special Assessments	\$25,884.37	65-567-0010	BL INDUSTRIAL PARK
E 141-000-00-25-4121	Special Assessments	\$2,769.68	65-567-0105	BL INDUSTRIAL PARK
E 141-000-00-25-4121	Special Assessments	\$4,071.92	65-567-0205	BL INDUSTRIAL PARK
E 141-000-00-25-4121	Special Assessments	\$3,238.62	65-590-0105	BL INDUSTRIAL PARK
E 141-000-00-25-4121	Special Assessments	\$3,643.45	65-5900110	BL INDUSTRIAL PARK
E 141-000-00-25-4121	Special Assessments	\$6,752.53	65-590-0115	BL INDUSTRIAL PARK
Total SHERBURNE CO AUDITOR-TREASURER		\$48,042.57		



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
Paid Chk# 083622 8/13/2020 SHERBURNE COUNTY ATTORNEY				
E 101-300-75-20-4181	Court Fines	\$1,188.98	6738	SHARED FINES
Total SHERBURNE COUNTY ATTORNEY		\$1,188.98		
Paid Chk# 083623 8/13/2020 SHERWIN WILLIAMS CO				
E 101-200-50-25-4335	Striping	\$749.47	6051-5	PAINTING STREETS
Total SHERWIN WILLIAMS CO		\$749.47		
Paid Chk# 083624 8/13/2020 SMALL LOT MN				
E 501-000-00-27-4264	Purchases - Wine	\$471.00	MN37516	WINE
Total SMALL LOT MN		\$471.00		
Paid Chk# 083625 8/13/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$0.00	ACH	FLEX Payment for Employee Portion/Pay Period #
Total TASC		\$0.00		
Paid Chk# 083626 8/13/2020 TOSHIBA FINANCIAL SERVICES				
E 101-300-75-25-4208	Copies	\$175.19		POLICE COPIES
Total TOSHIBA FINANCIAL SERVICES		\$175.19		
Paid Chk# 083627 8/13/2020 UNLIMITED SUPPLIES, INC				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$33.75	356813	PARKS TRAILER #07
Total UNLIMITED SUPPLIES, INC		\$33.75		
Paid Chk# 083628 8/13/2020 VERIZON WIRELESS				
E 101-300-75-25-4230	Telephone/Internet	(\$12.55)	9859850793	FLEX BUSINESS AUTO PLAN
E 101-300-75-25-4230	Telephone/Internet	\$31.50	9859850793	ESSENTIALS SUITE 14 LICENSES
E 101-300-75-25-4230	Telephone/Internet	\$405.64	9859850793	POLICE PHONES
E 101-300-75-25-4230	Telephone/Internet	\$40.01	9859850793	POLICE 612-368-4073 #726
E 101-300-75-25-4230	Telephone/Internet	\$43.16	9859850793	POLICE 612-368-4073 #731
E 101-300-75-25-4230	Telephone/Internet	\$50.58	9859850793	POLICE BLD RECORDS
E 301-000-00-25-4230	Telephone/Internet	\$40.01	9859850793	PUBLIC WORKS PHONE 763-647-0015 LAPTOP
E 301-000-00-25-4230	Telephone/Internet	\$43.16	9859850793	PUBLIC WORKS PHONE 763-238-8260
Total VERIZON WIRELESS		\$641.51		
Paid Chk# 083629 8/13/2020 WAITKUS, CASEY & RACHEL				
R 101-030-3242	Bldg - Other Permits	\$95.00		OVERCHARGED PERMIT FEE 4360 PINTAIL ST
R 101-030-3222	State Surcharge on Bldg Pmts	\$1.00		OVERCHARGED SURCHARGE ON PERMIT 4360 PINTAIL ST
Total WAITKUS, CASEY & RACHEL		\$96.00		
Paid Chk# 083630 8/13/2020 WATER LABORATORIES INC				
E 301-000-00-20-4160	Testing	\$160.00	8082	TESTING
Total WATER LABORATORIES INC		\$160.00		
Paid Chk# 083631 8/13/2020 WENCK ASSOCIATES, INC				
G 499-1600	Construction WIP	\$17,622.55	12005229	WWTP EXPANSION ENG JULY
Total WENCK ASSOCIATES, INC		\$17,622.55		
Paid Chk# 083632 8/13/2020 WINDSTREAM				
E 401-000-00-25-4230	Telephone/Internet	\$548.37	091121503	SEWER
Total WINDSTREAM		\$548.37		
Paid Chk# 083633 8/13/2020 WRUCK SEWER & PORTABLE RENTALS				
E 101-200-55-25-4225	Sanitation/Garbage Removal	\$781.00	5468	PARKS SANITATION
Total WRUCK SEWER & PORTABLE RENTALS		\$781.00		
Paid Chk# 083634 8/13/2020 XCEL ENERGY				
E 101-200-55-25-4570	Electricity	\$20.87	51-001233342	PARK IRRIGATION



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-200-50-25-4575	Electricity (Street Lights)	\$3,372.61	51-4459098-1	STREET LIGHTS
Total XCEL ENERGY		\$3,393.48		
<hr/>				
Paid Chk# 083635	8/13/2020	ZURBEY, GREG		
E 501-000-00-25-4210	Operating Supplies	\$50.97		LIQUOR SUPPLIES
Total ZURBEY, GREG		\$50.97		
<hr/>				
Paid Chk# 083636	8/14/2020	ARTISAN BEER COMPANY		
E 501-000-00-27-4263	Purchases - Beer	\$105.90	3432615	BEER
Total ARTISAN BEER COMPANY		\$105.90		
<hr/>				
Paid Chk# 083637	8/14/2020	BREAKTHRU BEVERAGE		
E 501-000-00-27-4262	Purchases - Liquor	\$6,646.31	1081167482	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,165.16	1081167482	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$30.00	1081167482	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$7.87)	R08052789	CREDIT
E 501-000-00-27-4262	Purchases - Liquor	(\$9.74)	R08052789	CREDIT
Total BREAKTHRU BEVERAGE		\$7,823.86		
<hr/>				
Paid Chk# 083638	8/14/2020	CERTIFIED LABORATORIES		
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$214.20	7053006	WWTP EQUIP REPAIRS
Total CERTIFIED LABORATORIES		\$214.20		
<hr/>				
Paid Chk# 083639	8/14/2020	INBOUND BREWCO		
E 501-000-00-27-4263	Purchases - Beer	\$196.00	7855	BEER
Total INBOUND BREWCO		\$196.00		
<hr/>				
Paid Chk# 083640	8/14/2020	INSPECTRON, INC.		
E 101-100-30-25-4257	Contractors Hired	\$4,837.50		JULY BLDG CONSULTANT
Total INSPECTRON, INC.		\$4,837.50		
<hr/>				
Paid Chk# 083641	8/14/2020	JOHNSON BROTHERS WHOLESALE		
E 501-000-00-27-4262	Purchases - Liquor	\$8,109.71	1619403	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$7,645.24	1619404	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$28.00	1619405	MIX
E 501-000-00-27-4262	Purchases - Liquor	\$817.00	1619406	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$1,218.00	1619407	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$810.85	1619408	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$4,870.75	1619688	LIQUOR
Total JOHNSON BROTHERS WHOLESALE		\$23,499.55		
<hr/>				
Paid Chk# 083642	8/14/2020	PHILLIPS WINE & SPIRITS		
E 501-000-00-27-4262	Purchases - Liquor	\$3,150.57	6075894	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$699.00	6075895	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$172.00	6075896	MIX
Total PHILLIPS WINE & SPIRITS		\$4,021.57		
<hr/>				
Paid Chk# 083643	8/14/2020	SOUTHERN WINE & SPIRITS OF MN		
E 501-000-00-27-4262	Purchases - Liquor	\$4,315.60	1983357	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$244.00	1983358	WINE
Total SOUTHERN WINE & SPIRITS OF MN		\$4,559.60		
<hr/>				
Paid Chk# 083644	8/14/2020	SUBURBAN BUILDERS INC		
G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 811 EGLE LK RD NORTH
Total SUBURBAN BUILDERS INC		\$1,860.00		
<hr/>				
Paid Chk# 083645	8/14/2020	VIKING COCA-COLA		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$351.60	2567167	MIX



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
Total VIKING COCA-COLA		\$351.60		
Paid Chk# 083646	8/14/2020	WINE MERCHANTS		
E 501-000-00-27-4264	Purchases - Wine	\$365.72	7294425	WINE
Total WINE MERCHANTS		\$365.72		
Paid Chk# 083647	8/18/2020	BERNICKS PEPSI		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$92.08	115747	MIX
E 501-000-00-27-4263	Purchases - Beer	\$1,452.15	115748	BEER
Total BERNICKS PEPSI		\$1,544.23		
Paid Chk# 083648	8/18/2020	BIG LAKE TOWNSHIP		
E 199-000-85-70-4316	Capital Purchases/Improve	\$1,500.00		SHIPPING FOR BOBCAT FROM DNR (3000.00)
Total BIG LAKE TOWNSHIP		\$1,500.00		
Paid Chk# 083649	8/18/2020	CAMPBELL KNUTSON PROFESSIONAL		
E 101-100-10-20-4170	Legal	\$434.00		PLANNING LEGAL JULY
E 101-100-15-20-4170	Legal	\$1,674.00		ADM LEGAL JULY
E 101-100-92-20-4170	Legal	\$62.00		ADM LEGAL COVID 19 PLAN
G 101-2055	Escrow Payable	\$210.00		MITCH K FARMS ESCROW
G 101-2055	Escrow Payable	\$425.00		SANDHILL VILLAS ESCROW
G 101-2055	Escrow Payable	\$1,070.00		BIG LAKE MARKETPLACE 9TH ADD ESCROW
E 275-000-00-20-4170	Legal	\$689.50		BLEDA O&E LAND TITLE WORK JACOBSON
Total CAMPBELL KNUTSON PROFESSIONAL		\$4,564.50		
Paid Chk# 083650	8/18/2020	CARLOS CREEK WINERY		
E 501-000-00-27-4264	Purchases - Wine	\$135.00	19642	WINE
Total CARLOS CREEK WINERY		\$135.00		
Paid Chk# 083651	8/18/2020	CHARTER COMMUNICATIONS		
E 101-100-15-25-4230	Telephone/Internet	\$77.01	000463008102	CITY HALL
E 301-000-00-25-4230	Telephone/Internet	\$164.37	001307808102	WATER TREATMENT FACILITY
Total CHARTER COMMUNICATIONS		\$241.38		
Paid Chk# 083652	8/18/2020	CORE & MAIN LP		
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$236.00	M793877	GATE VALVE REPAIRS
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$43.25	M797325	MANHOLE HOOK
Total CORE & MAIN LP		\$279.25		
Paid Chk# 083653	8/18/2020	CRYSTAL SPRINGS ICE		
E 501-000-00-27-4266	Purchases - Misc	\$173.34	3001199	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$173.34		
Paid Chk# 083654	8/18/2020	DANGER, ELIZABETH		
E 280-000-00-25-4257	Contractors Hired	\$150.00		FARMERS MARKET MUSIC 8/19/20
Total DANGER, ELIZABETH		\$150.00		
Paid Chk# 083655	8/18/2020	ECM PUBLISHERS, INC.		
E 101-100-15-25-4220	Advertising	\$27.00	789927	LIQUOR
Total ECM PUBLISHERS, INC.		\$27.00		
Paid Chk# 083656	8/18/2020	MN DEPT OF HEALTH		
E 301-000-00-20-4160	Testing	\$9,103.00		QTR 3 2020 WATER TESTING
Total MN DEPT OF HEALTH		\$9,103.00		
Paid Chk# 083657	8/18/2020	OFFICE DEPOT		
E 101-100-10-25-4210	Operating Supplies	\$2.13		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.13		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$4.27		EDA



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-100-30-25-4210	Operating Supplies	\$4.27		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$27.81		CITY HALL
E 101-100-10-25-4210	Operating Supplies	\$2.84		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.84		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$5.68		EDA
E 101-100-30-25-4210	Operating Supplies	\$5.68		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$37.01		CITY HALL
E 101-100-10-25-4210	Operating Supplies	\$2.74		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.74		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$5.48		EDA
E 101-100-30-25-4210	Operating Supplies	\$5.48		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$35.69		CITY HALL
E 101-100-10-25-4210	Operating Supplies	\$1.45		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$1.45		ENGINEERING
E 101-100-25-25-4210	Operating Supplies	\$2.91		EDA
E 101-100-30-25-4210	Operating Supplies	\$2.91		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$18.94		CITY HALL
E 101-100-10-25-4210	Operating Supplies	\$2.55		PLANNING
E 101-200-40-25-4210	Operating Supplies	\$2.55		ENIGEERING
E 101-100-25-25-4210	Operating Supplies	\$5.10		EDA
E 101-100-30-25-4210	Operating Supplies	\$5.10		BUILDING
E 101-100-15-25-4210	Operating Supplies	\$33.19		CITY HALL
E 101-100-11-10-4210	Operating Supplies	\$37.60	110323783001	ELECTION SUPPLIES
E 101-100-05-25-4210	Operating Supplies	\$2.13	110323783002	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	\$2.84	110326173001	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	\$2.74	110326174001	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	\$1.45	110459261001	MAYOR/COUNCIL
E 101-100-05-25-4210	Operating Supplies	\$2.55	114046036900	MAYOR/COUNCIL
Total OFFICE DEPOT		\$272.25		
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Paid Chk# 083658	8/18/2020	QUALITY REFRIGERATION		
E 501-000-00-25-4540	Repair/Maintenance Building	\$378.82	0080079	LIQUOR REPAIRS
Total QUALITY REFRIGERATION		\$378.82		
<hr/>				
Paid Chk# 083659	8/18/2020	RED BULL DISTRIBUTION CO, INC		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$117.50	K-83294323	ICE/WATER
Total RED BULL DISTRIBUTION CO, INC		\$117.50		
<hr/>				
Paid Chk# 083660	8/18/2020	RUSSELL SECURITY RESOURCE INC		
E 101-200-55-25-4540	Repair/Maintenance Building	\$2,860.00	A37487	LAKESIDE PARK RESTROOMS
Total RUSSELL SECURITY RESOURCE INC		\$2,860.00		
<hr/>				
Paid Chk# 083661	8/18/2020	SCHARF, SARAH		
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 8/26/20
Total SCHARF, SARAH		\$75.00		
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Paid Chk# 083662	8/18/2020	VINOCOPIA		
E 501-000-00-27-4269	Freight - In	\$2.50		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$112.50	0261707-IN	LIQUOR
Total VINOCOPIA		\$115.00		
<hr/>				
Paid Chk# 083663	8/18/2020	HIGHWAY 55 TRAILER SALES		
E 199-000-55-70-4316	Capital Purchases/Improve	\$5,574.68	08182020	2020 RICE 20+ DOVE 14000GVW TRAILER
R 199-055-3910	Sale of Assets/Equipment	(\$4,000.00)	08182020	TRADE IN 2003 TOWNMASTER TRL - T-18
Total HIGHWAY 55 TRAILER SALES		\$1,574.68		
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Paid Chk# 083664	8/18/2020	KEN GEROUX CONSTRUCTION		



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Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 101-100-92-25-4251	Emergency Management	\$6,160.00	8791-81	ELECTION DOOR - COVID 19 REQUIREMENT DOWN PAYMENT (12,320)
Total KEN GEROUX CONSTRUCTION		\$6,160.00		
Paid Chk# 083665 8/19/2020 BROCK WHITE COMPANY				
E 101-200-55-25-4210	Operating Supplies	\$137.52	14134160-00	PARK SUPPLIES
E 101-200-55-25-4210	Operating Supplies	\$113.47	14136260-00	PARK SUPPLIES
Total BROCK WHITE COMPANY		\$250.99		
Paid Chk# 083666 8/19/2020 CERTIFIED LABORATORIES				
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$372.45	7054017	OIL FOR EQUIPMENT
Total CERTIFIED LABORATORIES		\$372.45		
Paid Chk# 083667 8/19/2020 CORE & MAIN LP				
E 301-000-00-25-4387	Water Meters	\$321.29	M702054	WATER METERS
E 301-000-00-25-4387	Water Meters	\$2,203.80	M798262	WATER METERS
Total CORE & MAIN LP		\$2,525.09		
Paid Chk# 083668 8/19/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$193.86	3001231	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$193.86		
Paid Chk# 083669 8/19/2020 PATRIOT NEWS MN				
E 101-100-15-25-4220	Advertising	\$100.00	000449	ADVERTISING
Total PATRIOT NEWS MN		\$100.00		
Paid Chk# 083670 8/19/2020 XCEL ENERGY				
G 101-1150	Accounts Receivable	(\$991.56)		CREDIT ON ACCOUNT JULY BILL USED
G 101-1150	Accounts Receivable	\$453.65		CREDIT ON ACCOUNT CURRENT BILL
E 301-000-00-25-4570	Electricity	\$201.99	302709525	PUMPHOUSE 1 JULY
E 301-000-00-25-4582	Solar	(\$150.30)	302709525	PUMPHOUSE 1 SOLAR CREDIT JULY
E 401-000-00-25-4570	Electricity	\$185.94	302808445	LIFT 2125 CRESCENT JULY
E 401-000-00-25-4582	Solar	(\$309.88)	302808445	LIFT 256 CRESCENT SOLAR CREDIT JULY
E 101-200-55-25-4570	Electricity	(\$136.38)	302963558	SKATING RINK SERVICE JULY
E 101-200-55-25-4582	Solar	(\$303.16)	302963558	SKATING RINK SOLAR CREDIT JULY
E 501-000-00-25-4570	Electricity	\$61.48	302987575	621 ROSE DRIVE JULY
E 501-000-00-25-4582	Solar	(\$90.66)	302987575	621 ROSE DRIVE SOLAR CREDIT JULY
E 301-000-00-25-4570	Electricity	\$1,668.41	303069137	PUMP HSE 601 MN AVE JUNE
E 301-000-00-25-4582	Solar	(\$692.40)	303069137	PUMP HSE 601 MN AVE SOLAR CR JULY
E 101-100-15-25-4570	Electricity	\$1,804.82	303085700	CITY HALL JUNE
E 101-100-15-25-4582	Solar	(\$1,806.56)	303085700	CITY HALL SOLAR CREDIT JULY
E 101-200-50-25-4575	Electricity (Street Lights)	\$19.32	303275744	CROSS WALK SIGN 601 MN JULY
E 401-000-00-25-4570	Electricity	\$116.37	303456004	SEWER PLANT JULY
E 401-000-00-25-4580	Natural Gas	\$26.95	303456004	SEWER PLANT JULY
E 401-000-00-25-4582	Solar	(\$69.97)	303456004	SEWER PLANT SOLAR CREDIT JULY
E 401-000-00-25-4580	Natural Gas	\$79.38	303771827	SEWER PLANT JULY
E 101-200-55-25-4570	Electricity	\$74.18	303922326	514 FOREST RD JULY
E 101-200-55-25-4582	Solar	(\$22.63)	303922326	514 FOREST RD SOLAR CREDIT JULY
E 501-000-00-25-4570	Electricity	\$2,305.46	303997372	615 ROSE DRIVE JULY
E 501-000-00-25-4582	Solar	(\$2,511.26)	303997372	615 ROSE DRIVE SOLAR CREDIT JULY
E 101-200-50-25-4575	Electricity (Street Lights)	\$25.66	304054546	CITY HALL ST LIGHT JULY
E 101-200-50-25-4582	Solar	(\$25.04)	304054546	CITY HALL ST LIGHT SERVICE CREDIT
E 101-200-50-25-4575	Electricity (Street Lights)	\$51.02	304166698	ST LIGHTS EAGLE LK RD JULY
E 401-000-00-25-4580	Natural Gas	\$940.02	304229382	SEWER PLANT JULY
E 101-200-50-25-4575	Electricity (Street Lights)	\$72.08	304242713	10 LAKE ST UNUIT SIGNAL JULY
E 101-200-50-25-4582	Solar	(\$117.47)	304242713	10 LAKE ST UNIT SIGNAL SOLAR CREDIT JULY
E 101-200-50-25-4575	Electricity (Street Lights)	\$100.70	304242721	10 LAKE ST UNIT SIGNAL JULY
E 101-200-50-25-4582	Solar	(\$335.36)	304242721	10 LAKE S T UNIT SIGNAL SOLAR CREDIT JULY



***Check Detail Register©**

Cks 8/6/2020 - 8/19/2020

		Check Amt	Invoice	Comment
E 401-000-00-25-4570	Electricity	\$1,152.97	304244893	SEWER LIFT JUNE
E 401-000-00-25-4582	Solar	(\$1,777.77)	304244893	SEWER LIFT SOLAR CREDIT JUNE
	Total XCEL ENERGY	\$0.00		
	1010 US BANK	\$556,717.81		

Fund Summary

1010 US BANK	
101 GENERAL FUND	\$226,545.41
141 IND PK EXP LAND PURCH	\$46,360.57
165 LAKE STREET REDEV/TIF 1-3	\$990.00
170 CAPITAL PROJECT/TIF 1-4	\$990.00
171 CAPITAL PROJECT/TIF 1-5	\$990.00
172 CAP PROJ-TIF 1-6 - CHERRYWOOD	\$990.00
173 CAP PROJ-TIF 1-7 -NORTHSTAR	\$990.00
199 EQUIP & BLDG REPLACEMENTS	\$3,074.68
275 ECONOMIC DEVELOPMENT AUTHORITY	\$1,679.50
280 FARMERS MARKET	\$387.44
301 WATER ENTERPRISE FUND	\$19,391.80
401 SEWER ENTERPRISE FUND	\$7,241.81
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$17,622.55
501 LIQUOR ENTERPRISE FUND	\$229,445.33
601 STORM SEWER ENTERPRISE FUND	\$18.72
	\$556,717.81



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6B
Item Description: <i>August 12, 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 August 12, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The August 12, 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
AUGUST 12, 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, Mike Wallen, 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, Liquor Store Manager Greg Zurbey, 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. Freedom Rock Update and Presentation of New Location

Layne Otteson discussed choosing an alternative location option for placement of the Freedom Rock project at Lakeside Park and introduced representatives from the "Citizens for the Big Lake Freedom Rock" project. The rock that has been chosen is larger than originally planned and will require more space for site preparation and utility work. It was also discussed that the previous location by the water tower could be problematic if the City has to get large equipment into the area to maintain the nearby City facilities.

Karen Blake provided an update on the Freedom Rock project. Blake requested Council approval on the new site location at the northwest edge of the parking lot at Lakeside Park. Discussion was held on the overall design of the project and the priority of not disturbing the root system of established trees in their selected new location.

Linda Paulson provided an update on the status of bringing the rock to Big Lake. The rock and transport costs have been donated, and a crane service is also donating their services as well. Paulson informed Council that September 19 has been identified for a transport/set date and they would like to advertise this event. The artist is scheduled to start sometime in 2021, and Paulson noted that fundraising will be ongoing. Paulson also indicated that they would like to do some improvements around the rock before the painting is started. The group would like to gain funding momentum and they feel bringing the rock in and placing it will generate activity. They plan to offer pavers for sale that will have a veterans name, branch, and service imprinted on them. The group anticipates that the sale of 300 pavers is expected to fund the painting expenses.

The general consensus of the Council was to allow a location change for the Freedom Rock to the northwest edge of the parking lot at Lakeside Park.

4B. Public Input Hearing Date Discussion

Deb Wegeleben reviewed that in May 2020, the City Council set the Public Input Hearing (PIH) date to be held during the 2nd meeting in November. The Council also changed the date for this meeting to be held on Tuesday, November 24th due to the Thanksgiving Holiday. The State of MN recently announced dates to hold the PIH. The earliest we can hold the PIH is Wednesday, November 25th. Wegeleben reviewed options the Council has regarding resetting the date of our PIH. We can change the 2nd meeting in November back to Wed., Nov. 25th and set the PIH at that same meeting, with a continuation hearing date of Mon., Nov. 30th. Wegeleben expressed that if Council wishes to do this, Council should confirm that there will be a quorum of Council Members in attendance. The other option is to keep the 2nd meeting in November on Tues., Nov. 24th and set a Special Council Meeting date of Mon., Nov. 30th at 6pm to hold the PIH, with a continuation hearing date of Thurs., Dec. 3rd.

Council Member Knier questioned if holding the PIH the night before the holiday will impact citizens who wish to attend it. Mayor Wallen asked Staff how many people on average have attended previous PIH hearings. Wegeleben indicated that on average we only have a couple of attendees and most of those are more interested in contesting their house valuation.

The general consensus of the Council was to move the 1st meeting in November back to Wednesday, November 25 and hold the PIH during that meeting.

4C. Safe Routes to School Improvement Project Discussion

Layne Otteson reviewed the bids received on the Safe Routes to School (SRTS) Improvement Project. In 2017, the City was awarded a Federal SRTS grant in the amount of \$89,796. The design and construction was scheduled to take place between 2018 to 2020 and bid the same year as a large City project, but as a separate project. The total project budget in the current CIP is \$139,796. Bids were opened on July 21, 2020 with the low bid coming in at \$144,164, which exceeded the engineer's estimate of \$112,244. Otteson informed Council that MnDOT has responded to the higher than expected bid amount with an increase to the original funding amount to \$115,331.20. Otteson reviewed project costs and funding breakdowns, and indicated Council has the option to reject the bids, or accept the low bid. Otteson noted that Staff believes that the increased grant contribution by MnDOT makes the project feasible, and recommended Council consider accepting the low bid and award at the next Council Meeting.

The Council unanimously directed Staff to move forward with the project as bid and bring an item to the next meeting for Council to consider awarding the project to the low bidder.

4D. New Ideas Discussion

Council Member Zetervall provided an update on the fall ATV parade which is expected to be held the fourth Saturday in September. Council Member Knier thanked Zetervall for inspiring the Big Lake Chamber of Commerce to coordinate these types of events as well.

5. **OTHER** – No other.

6. ADJOURN

Council Member Zetervall motioned to adjourn at 5:18 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

City Clerk

Date Approved By Council



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6C
Item Description: August 12, 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 August 12, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The August 12, 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
AUGUST 12, 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

Big Lake Mayor, City Council, Staff, and those in attendance recognized late Council Member Rose Johnson for her years of service to the City of Big Lake, and Mayor Wallen respectfully asked for a moment of silence in memory of Rose.

Council Members present: Seth Hansen, Paul Knier, Mike Wallen, 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, Liquor Store Manager Greg Zurbey, Assistant Fire Chief Mark Hedstrom, and Big Lake School Liaison Ella Dotzler.

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:02 p.m. No one came forward. Mayor Wallen closed the Open Forum at 6:03 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Mayor Wallen noted that Council Member Zettervall is scheduled out of town on August 19 and asked that Council pull item 6K. There were no Council Members opposed to holding budget discussions during the regularly scheduled August 26 Council Workshop instead of holding a special workshop.

Council Member Knier motioned to approve the Consent Agenda with the removal of item 6K. Seconded by Council Member Zettervall, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 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 No. 2020-63 approving the Big Lake Marketplace Ninth Addition Final Plat, and 6M. Approve Wastewater Treatment Facility Improvement Project Change Order No. 2.

7. BUSINESS

7A. County Road 5 Historic Bridge Project Resolution and Letter of Support

Layne Otteson reviewed that Sherburne County is seeking City approval on a Letter and Resolution of Support to pursue funding to move, restore and resurrect the historic Kern Bridge to be placed over the Elk River at Lion's Park on the west side of the County Road 5 bridge. The historic bridge is being made available by MnDOT through a solicitation process. The County sees this as a tremendous opportunity that would benefit trail connectivity, pedestrian safety and historic preservation. Otteson explained that no City costs have been identified or expected as this would be a County project located in Big Lake Township.

Council Member Hansen motioned to approve a Letter of Support and Resolution No. 2020-64 in support of Sherburne County's 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. Seconded by Council Member Knier, unanimous ayes, motion carried.

7B. Donation to the Big Lake Police Department from Fanberg Auctions

Joel Scharf reviewed the \$500 cash donation submitted by Fanberg Auctions that will be utilized towards non-budgeted expenses within the Department.

Council Member Zettervall motioned to approve Resolution No. 2020-65 accepting a \$500 cash donation to the Big Lake Police Department from Fanberg Auctions towards non-budgeted expenses within the Department. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Council Vacancy Discussion

Clay Wilfahrt brought forward information from City Attorney Soren Mattick relating to the Council Vacancy created with the passing of Council Member Rose Johnson. Mattick has indicated to Staff that when the seat was originally vacated by newly appointed Mayor Mike Wallen in January 2019, the Council at that time declared the Vacancy and appointed Rose Johnson to fill the seat until a Special Election could be held during the next General Election. A Special Election will be held on November 3, 2020 and upon certification of the results of the Special Election, the winning candidate will be sworn into office immediately. Wilfahrt asked for Council feedback on how they would like to proceed with the vacancy.

The Council came to a unanimous consensus to leave the seat vacant until the November General Election.

7D. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of July. Hedstrom also reviewed small group training activities in July, provided an update on the hiring status of new firefighters, and discussed recent improvements to the Fire Hall.

Police Department – Joel Scharf updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of July. Scharf discussed the substantial increase in critical incidents that have occurred in the past month, reviewed recent community events the Department participated in, welcomed new Police Administrative Assistant Nicole Pearson, discussed the July 23rd event held to recognize law enforcement, and thanked Council and community members for their ongoing support shown to our Officers and Department. Scharf also presented information on the new memorial at the Police Department recognizing late Council Member Rose Johnson.

Mayor Wallen discussed mental health issues the department has been responding to which have vastly increased since COVID-19 began. Council thanked the Department for their dedication to the community. Council Member Knier inquired how activity has been at the beach. Scharf indicated that the last couple of weeks has slowed down a little, but is still busier than previous years. Scharf stated that he feels the changes the City implemented at the Lakeside Park have gone extremely well, stressing that Big Lake Officers are far more present in the area than other departments would be.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the Utilities Department. Otteson reviewed the Wastewater Treatment Plant expansion project, operations at the Wastewater Plant, and activities in the water division. Otteson also reviewed the Street and the Utility Improvement Project No. ST2020-2, the ADA Transition Plan, lakeshore stabilization and upgrades, reviews and permitting, education and enforcement relating to the Lake Mitchell Boat Launch, and outlet evaluation.

Council Member Knier inquired what the penalty is for Lake Mitchell Boat Launch violations. Otteson stated that the City will be taking the key back for violators noting that the area is under video surveillance which is being reviewed.

Student Liaison – Ella Dotzler provided an update on plans the school district has for classes resuming and/or distance learning strategies for this fall during the COVID-19 pandemic. Dotzler reviewed proposed start times for specific grades/schools, transportation concerns, scoring requirements, and preventative measures the school will be taking. Dotzler also discussed the Civic Engagement Project noting that communication has been sent to social studies teachers in regards to efforts to increase civic engagement among youth, and the introduction of student opinion polls on local, state, and federal issues.

Council thanked Dotzler for her interest in local government and for providing an update on the schools plans for reopening this fall, and asked if there will be an opportunity for Council to come into the school to talk to students about local government.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the candidate filing period which ended on Tuesday, and identified candidates who have filed for City Council seats. Wilfahrt expressed that he is happy to see people stepping up and being willing to serve. Wilfahrt also commended Chief Scharf for leading the Police Department during these very trying times. Scharf had the foresight to build the Department up to be able to handle these types of difficult periods, noting that July was the most difficult month our Police Department has ever had, and Scharf has shown an enormous amount of grace and resilience during this time. Wilfahrt acknowledged that Chief Scharf's focus is always not on himself, but for his staff.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the August BLEDA Meeting.

Council Member Hansen: Reviewed the recent CMRRPP meeting.

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

10. OTHER - No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 6:49 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Clerk

Date Approved By Council _____



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6D
Item Description: Meeting Date Change for Second Meeting in November and Public Input Hearing Date		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 changing the second meeting in November 2020 back to Wednesday, November 25, 2020, scheduling the Public Input Hearing during this meeting, and scheduling the Public Input Hearing continuation date on Monday, November 30th at 6:00 p.m.

BACKGROUND/DISCUSSION

Per Council direction at the May 27, 2020 Council meeting, the Public Input Hearing (PIH) was scheduled for Tuesday November 24, 2020 at 6:00 pm. to be held during the second meeting in November, which was also moved to Tuesday due to the Thanksgiving holiday. The continuation hearing date (only if needed) was set for Monday, November 30th at 6:00 p.m.

The State recently provided dates municipalities can hold the PIH hearings. The earliest we can hold our hearing is November 25th which does not coincide with our previous plans. Due to the State’s requirement to hold PIH no earlier than November 25th, Staff brought forward discussion at the August 12, 2020 Council Workshop seeking Council direction if they would like to move the second meeting in November back to the regular schedule of Wednesday, November 25, 2020 at 6:00 pm and have the PIH at the same meeting, or if Council would rather hold a separate PIH meeting on Monday November 30, 2020 and the continuation hearing date on December 3, 2020.

All Council Members confirmed that they are available to meet on Wednesday, November 25th and directed Staff to proceed with setting the second meeting in November on November 25th and schedule the PIH at this same meeting.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Per Council direction at the August 12th Workshop, Staff recommends setting the following meeting dates for the second meeting date in November 2020, and setting the Public Input Hearing date as follows:

WEDNESDAY, NOVEMBER 25th

5:00 p.m. – Council Workshop

6:00 p.m. – Regular Council Meeting

6:00 p.m. – Public Input Hearing (to be held during the Regular Council Meeting)

MONDAY, NOVEMBER 30th

6:00 p.m. – Public Input Hearing Continuation Date (will only be held if needed)

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Nick Abel, Streets and Parks Superintendent</i>	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6E
Item Description: <i>Approve Purchase of Laser Guide System for new Plow Truck</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>		
	Reviewed By: <i>Hanna Klimmek, Community Dev Director and Deb Wegeleben, Finance Director</i>		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the purchase of a Laser Guide System for use on the Public Works new plow truck.

BACKGROUND/DISCUSSION

The Streets and Parks Department is looking at purchasing a laser guide system to help with plowing with the new plow truck. This truck will be set up with a rear mount wing and the addition of the laser will help with line of sight on where the wing will be in relation to the curb area.

FINANCIAL IMPACT

The purchase price for the Laser Guide System equipment is \$3,874.00, which will be funded through CIP Fund 199.

STAFF RECOMMENDATION

Approve the purchase of a Laser Guide System for use on the new plow truck wing.

ATTACHMENTS

Towmaster Truck Equipment Sales Order with Laser Guide System added.



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 CO 247099

**** SALES ORDER ****

Ship To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Cust: 3241 MN 55309	Phone: USA	Bill To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Phone: USA
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ATTN:

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
RFQ	JOSH PAULSON	NET 30 DAYS	9/05/19	8/10/20	7/15/20

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900118	- Body 10'6" EDGE-RS/SCIS-46-36-36 - - 46" 7 ga Stainless Front, 36" 7 ga Stainless radius sides (No Pockets), 36" 7 ga St	\$11,148.00	\$11,148.00
1	9901701	- Installation of Dump Body to hoist	\$1,315.00	\$1,315.00
1	9900145	- Body acc'y TMTE Air trip kit, w/solenoid valve,	\$297.00	\$297.00
1	9901702	- Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	\$273.00	\$273.00
1	9900147	- Body acc Box Vibrator - Cougar model DC3200	\$641.00	\$641.00
1	9901703	- Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	\$319.00	\$319.00
1	9900156	- Cabshield, 1/2 type Stationary Free-Standing style,w/plain STAINLESS STEEL canopy, Hot-Dipped Galvanized tubing construction support stand, Slotted Center Viewing Window, (2) shovel holders, & reservoir mounts, Installed.	\$2,214.00	\$2,214.00
1	9900181	- Walkrail removable both sides of 10' RC & RS body, Installed	\$800.00	\$800.00
1	9900207	- Ladder Flip-A-Way Access ladder (STAINLESS STEEL) Including Grab Handle above, and Interior Step, ea, Installed SPECIFY LOCATION HERE:	\$427.00	\$427.00
1	9900211	- Body acc'y Dual "split" sander manifolds in rear corner posts	\$305.00	\$305.00
1	9902917	- GL 3000 PMC Laser, Installed	\$3,874.00	\$3,874.00

--- Continued ---

Accepted by	Date	Price:
		Total Discounts:
		Net Cost:
		Freight
		Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 CO 247099

**** SALES ORDER ****

Ship To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Cust: 3241	Phone:	Bill To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Phone:
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ATTN:

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
RFQ	JOSH PAULSON	NET 30 DAYS	9/05/19	8/10/20	7/15/20
Serial No.					

1 9904246 - Light Warning TMTE1SS-3 PKG: (2) STAINLESS STEEL 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2)) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed	\$4,037.00	\$4,037.00
1 9900244 - Light Mirror mt HOH plow light pkg INSTALLED	\$698.00	\$698.00
1 9905778 - ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY IN LIEU OF STANDARD	\$325.00	\$325.00
1 9900266 - Fender set Minimizer MIN2260, for Single Axle, black Poly, Installed	\$771.00	\$771.00
1 9901834 - Hoist OSP/Towmaster 720DH, Double Acting, W/Solid block rear hinge point, & OSHA approved saftey props	\$2,968.00	\$2,968.00
1 9901712 - Installation of SCISSORS TYPE double acting hoist	\$1,784.00	\$1,784.00
1 9902918 - Scraper FALLS IB-10A 1" MB, w/single lift cylinder, LESS CUTTING EDGES	\$5,864.00	\$5,864.00
1 9901705 - Installation of underbody fixed angle scraper w/single lift cylinder	\$2,590.00	\$2,590.00
1 9904232 - Scraper FORCE Electric pressure transmitter to read on LCD screen, installed	\$480.00	\$480.00
1 9900351 - Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	\$466.00	\$466.00
1 9902955 - Wing Falls RHSDL11A-HYDPB Primed LESS CUTTING EDGES	\$10,469.00	\$10,469.00

--- Continued ---

Accepted by

Date

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 YF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 CO 247099

**** SALES ORDER ****

Ship To:	Cust: 3241	Phone:	Bill To:	Phone:
BIG LAKE, CITY OF			BIG LAKE, CITY OF	
160 LAKE ST.			160 LAKE ST.	
BIG LAKE	MN 55309	USA	BIG LAKE	MN 55309 USA

ATTN:

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
RFQ	JOSH PAULSON	NET 30 DAYS	9/05/19	8/10/20	7/15/20
Serial No.					

1	9900388	- Installation Falls SDL Series Wing - w/Bulkhead Couplers	\$4,117.00	\$4,117.00
1	9901431	- Wing Falls RL (REAR LIFT) up charge SDL WING	\$433.00	\$433.00
1	9904688	- Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system		
1	9900479	- Wing Falls Gloss Black - Paint Moldboard	\$309.00	\$309.00
1	9900567	- Plow Hitch Falls 46XB2/STD/STD/SA/SPR-RET/HITCH	\$2,219.00	\$2,219.00
1	9900591	- Installation Falls Plow Hitch - 40 Series 3Line/DRPLSBLKHD	\$1,985.00	\$1,985.00
1	9900619	- Plow Push Unit Falls 20/26/40/46 Series Std	\$819.00	\$819.00
1	9900629	- Plow Falls SCR-ADJ/SHOE/FIXED-PLW/STD	\$635.00	\$635.00
1	9900639	- Plow Falls Rubber Belt Deflector Kit - Installed	\$336.00	\$336.00
1	9903058	- Plow Falls PRL243/SLT-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	\$6,869.00	\$6,869.00
1	9900681	- Plow Falls Gloss Black Paint, Rev Plow, w/installation	\$410.00	\$410.00
1	9902493	- Hitch 7 contact Standard Round Pin Std socket installed	\$102.00	\$102.00
1	9902495	- Hitch Electronic Brake controller w/wiring to rear socket, installed in cab of truck	\$398.00	\$398.00
1	9900775	- Hitch TMTE Medium Duty Hitch Plate assembly	\$355.00	\$355.00
1	9901172	- Hitch Installation of med duty hitch (Weld On)	\$190.00	\$190.00

--- Continued ---

Accepted by _____

Date _____

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 CO 247099

**** SALES ORDER ****

Ship To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Cust: 3241	Phone:	Bill To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Phone:
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ATTN:

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
RFQ	JOSH PAULSON	NET 30 DAYS	9/05/19	8/10/20	7/15/20
Serial No.					

****NOTE: HITCH PLATE FACE TO BE LOCATED:
 IN REFERENCE TO REAR TIRE FACE.**

1 9900776 - Hitch PH-20 Pintle Hook installed	\$156.00	\$156.00
1 9900791 - Sander Falls 1ASD-6CDSS-6P-1D-1S-LM, Salt Special 6", Stainless Steel Unit, LH Discharge, Single Poly Spinner Ass'y, complete sander (includes extra salt shield)	\$4,886.00	\$4,886.00
1 9901720 - Sander Install & dual manifold RH & LH rear with dripless	\$957.00	\$957.00
1 9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	\$374.00	\$374.00
1 9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions , INSTALLED HOIST, PLOW, PLOW STEER, WING TOE, WING HEEL, WING PUSHBAR, SCRAPER, AUGER, SPINNER	\$10,462.00	\$10,462.00
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	\$10,911.00	\$10,911.00
1 9900874 - Filter Force IN-TANK mounted filter installed	\$452.00	\$452.00
1 9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	\$2,571.00	\$2,571.00
1 9900886 - Pump Force EATON 421AK LS (4.67 ci) installed	\$3,137.00	\$3,137.00
1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$182.00	\$182.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$220.00	\$220.00

--- Continued ---

Accepted by _____

Date _____

Price:

Total Discounts:

Net Cost:

Freight

Total:



TOWMASTER, 613B1 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 CO 247099

**** SALES ORDER ****

Ship To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Cust: 3241	Phone:	Bill To: BIG LAKE, CITY OF 160 LAKE ST. BIG LAKE MN 55309 USA	Phone:
---	----------------------	---------------	---	---------------

ATTN:

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
RFQ	JOSH PAULSON	NET 30 DAYS	9/05/19	8/10/20	7/15/20
Serial No.					

1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel
 Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger
 Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd,
 FALLS Snow Equip, Tele Hoists, and all other items.

Accepted by	Date	Price:	\$105,550.00
		Total Discounts:	
		Net Cost:	\$105,550.00
		Freight	
		Total:	\$105,550.00



AGENDA ITEM

Big Lake City Council

Prepared By: Nick Abel, Streets and Parks Superintendent	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6F
Item Description: Employment Status Change for Brett Johnson to Lead Streets/Parks Operator II	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: Hanna Klimmek, Community Dev Director and Deb Wegeleben, Finance Director		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving an employment status change for Brett Johnson to Lead Streets/Parks Operator II, effective August 30, 2020.

BACKGROUND/DISCUSSION

Two Public Works employees submitted applications for the new Lead Streets/Parks Operator II duties. This will not be an additional position within the Public Works Department, but will add additional duties and responsibilities onto a staff person within the Department.

Interviews were conducted on Monday, August 11th, and the interview panel is recommending the City designate Brett Johnson as a Lead within the Streets/Parks division. Brett has many years of experience and knowledge with public works operations. Upon appointment, Brett will be assisting the Superintendent in the day-to-day operations of the Department, and will also fill in when the Superintendent is unavailable.

FINANCIAL IMPACT

The staff person that takes on the extra Lead duties is paid a shift differential of \$0.85/hour, which has been recommended for approval by the Personnel Committee.

STAFF RECOMMENDATION

Approve employment status change for Brett Johnson to Lead Streets/Parks Operator II as presented.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Kevin Shay, Consultant City Planner	Meeting Date: 8/26/2020	Item No. 6G
Item Description: Final Plat for Nystrom Treatment Facility	Reviewed By: Hanna Klimmek, Community Development Director	
	Reviewed By: Clay Wilfahrt, City Administrator	

ACTION REQUESTED

The City Council is asked to make a motion approving or denying the following with conditions as presented for the Nystrom Treatment Facility Final Plat Development Application:

1. A Resolution approving the Final Plat for the Nystrom Treatment Facility.
2. Approving the Subdivision Release Agreement for the Nystrom Treatment Facility.
3. Approving the Partial Release of Resolution for the Nystrom Treatment Facility.
4. Approving the Draft Development Agreement for the Nystrom Treatment Facility and authorizing the City Attorney to finalize the Agreement prior to signature.
5. Approving the Draft Stormwater Maintenance Agreement for the Nystrom Treatment Facility and authorizing the City Engineer to finalize the Agreement prior to signature.

BACKGROUND/DISCUSSION

APPLICATION:

Wilkus Architects P.A., the applicant, has submitted a development application requesting the following:

- Final Plat approval

The applicant submitted a complete application on August 10, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The 60-day review period ends on October 9, 2020

BACKGROUND:

The Planning Commission, in a public hearing, and City Council reviewed the application for Preliminary Plat, Conditional Use Permit and Site Plan on July 1, 2020 and July 22, 2020, respectively. The development under review has not changed substantially from the Preliminary Plat reviewed by Planning Commission and City Council.

DEVELOPMENT APPLICATION ANALYSIS

FINAL PLAT

The Applicant is proposing to plat the property into two (2) parcels. The development will be platted to become Lot 1, Block 1, Nystrom LSJB RTC and Outlot A, Nystrom LSJB RTC.

DEVELOPMENT FEES

As part of the development of the property the applicant is being released from the development agreement and resolution recorded against the property as part of the Station Street Apartments project as it is no longer applicable to the property. A new development agreement and resolution will be recorded as part of the approvals. 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.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

City staff is recommending approval of the Final Plat for the Nystrom Treatment Facility. Staff recommends the City Council makes the following motion:

Motion to approve the request for a Final Plat for Nystrom Treatment Facility, located at PID: 65-597-0010, subject to the following 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.

ATTACHMENTS

Attachment A: Site Location Map

Attachment B: Engineer's Memo

Attachment C: Final Plat

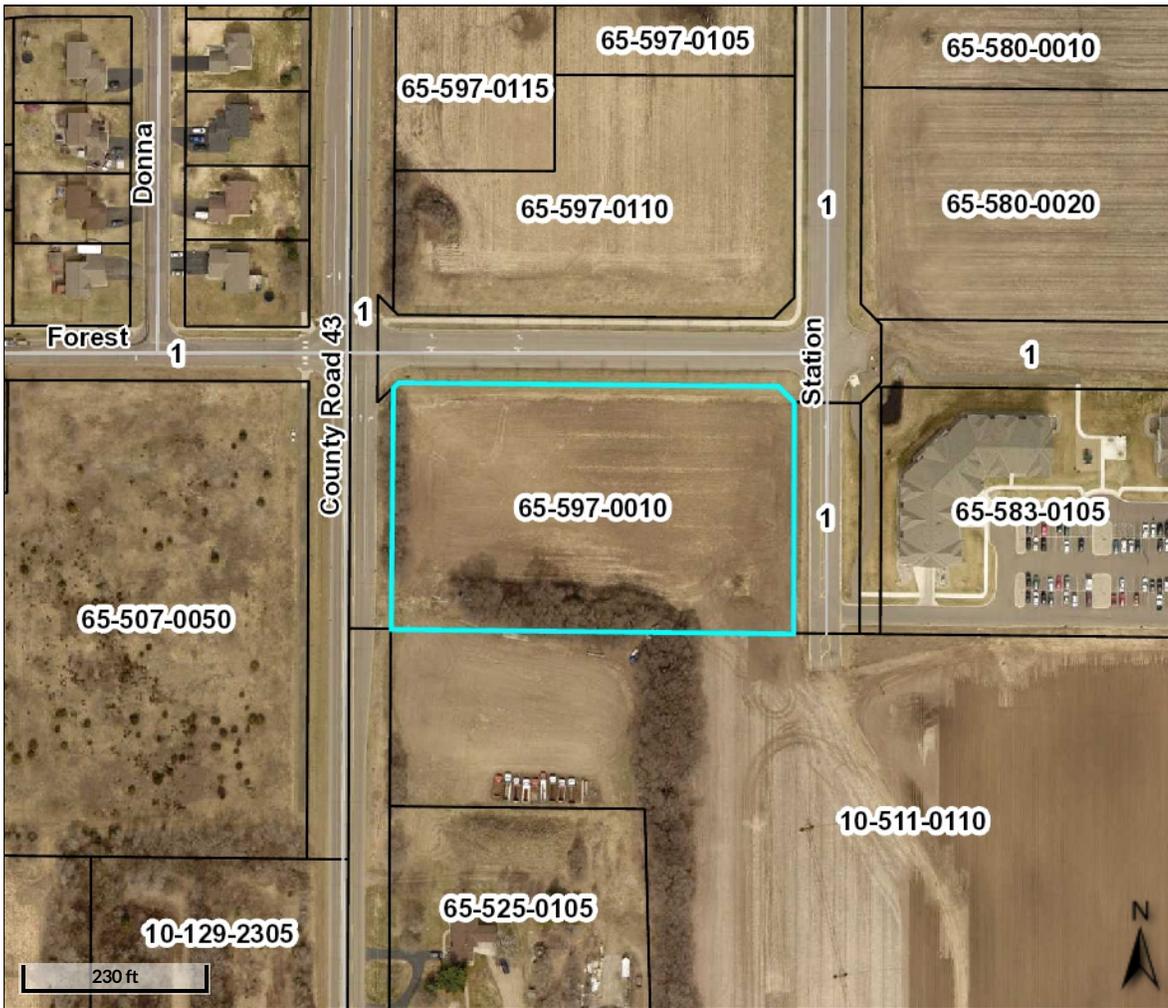
Attachment D: Subdivision Release Agreement

Attachment E: Partial Release of Resolution

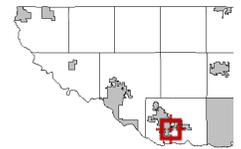
Attachment F: Development Contract

Attachment G: Stormwater Maintenance Agreement

Attachment H: Resolution approving the final plat for Nystrom Treatment Facility



Overview



Legend

- Exempt Wetlands**
-  Not Classified
 -  General Development
 -  Natural Environment
 -  Recreational Development
 -  Roads
 -  Parcels
 -  Streams

Parcel ID	65-597-0010	Alternate ID	n/a	Owner Address	SANFORD, TRUMAN & SONS, INC
Sec/Twp/Rng	29-33-27	Class	101-Agricultural		18980 COUNTY ROAD 43 NW
Property Address		Acres	3.32		BIG LAKE MN 55309
District	BIG LAKE CITY				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 8/19/2020
 Last Data Uploaded: 8/19/2020 12:30:52 AM



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 14, 2020

Kevin Shay, Consultant City Planner
Via e-mail: kshay@biglakemn.org

RE: Nystrom LSJB RTC Final Plat
City of Big Lake, Minnesota
Project No.: W18.120331

Dear Kevin,

We have reviewed the Final Plat submitted for the above referenced project and have the following comments:

1. The applicant shall obtain a Sherburne County work within the right-of-way permit for the proposed sidewalk construction along County Road 43.
2. The applicant shall confirm the proposed drainage and utility easement width along the northern boundary of Outlot A with the final sanitary sewer plans.
3. Revised plans shall be labeled "Final Plans for Construction" and shall be submitted to the City of Big Lake for review as part of the building permit review process.
4. All construction shall be in accordance with the City of Big Lake Standards.

We recommend approval of the Final Plat contingent on the above mentioned comments as well as comments received from city staff, commissions, and council.

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

Sincerely,

Bolton & Menk, Inc.

Jared Voge, P.E.
Principal Engineer

NYSTROM LSJB RTC

Attachment C

KNOW ALL PERSONS BY THESE PRESENTS: That Nystrom RTC, LLC, a Minnesota limited liability company, fee owner of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Outlot A, STATION STREET, Sherburne County, Minnesota.

Has caused the same to be surveyed and platted as NYSTROM LSJB RTC and does hereby dedicate to the public for public use forever the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Nystrom RTC, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

Nystrom RTC, LLC

By: _____ As _____

This instrument was acknowledged before me this ____ day of _____, 20____ by _____, As _____, of Nystrom RTC, LLC, a Minnesota limited liability company, on behalf of the company.

(Signature)

(Printed Name)

Notary Public _____ County, _____
My Commission Expires _____

SURVEYORS CERTIFICATION

I do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____

Max L. Stanislawski
Minnesota License No. 48988

State of Minnesota
County of Hennepin

This instrument was acknowledged before me this ____ day of _____, 20____ by Max L. Stanislawski, a Licensed Land Surveyor.

(Signature)

(Printed Name)

Notary Public _____ County, Minnesota
My Commission Expires January 31, 20____

CITY OF BIG LAKE, MINNESOTA

This plat of NYSTROM LSJB RTC was approved and accepted by the City Council of the City of Big Lake, Sherburne County, Minnesota at a meeting thereof held this ____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2. City Council, City of Big Lake, Minnesota.

By: _____ By: _____
Mayor City Clerk

CITY ATTORNEY

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

Big Lake Attorney

COUNTY SURVEYOR, SHERBURNE COUNTY, MINNESOTA

Pursuant to Sherburne County Ordinance Number 006, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

Sherburne County Surveyor

COUNTY ENGINEER, SHERBURNE COUNTY, MINNESOTA

I hereby certify that this plat has been reviewed by the office of the County Highway Engineer. Dated this ____ day of _____, 20____.

Sherburne County Highway Engineer

COUNTY AUDITOR/TREASURER, SHERBURNE COUNTY, MINNESOTA

I hereby certify taxes payable in the year ____ on lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this ____ day of _____, 20____.

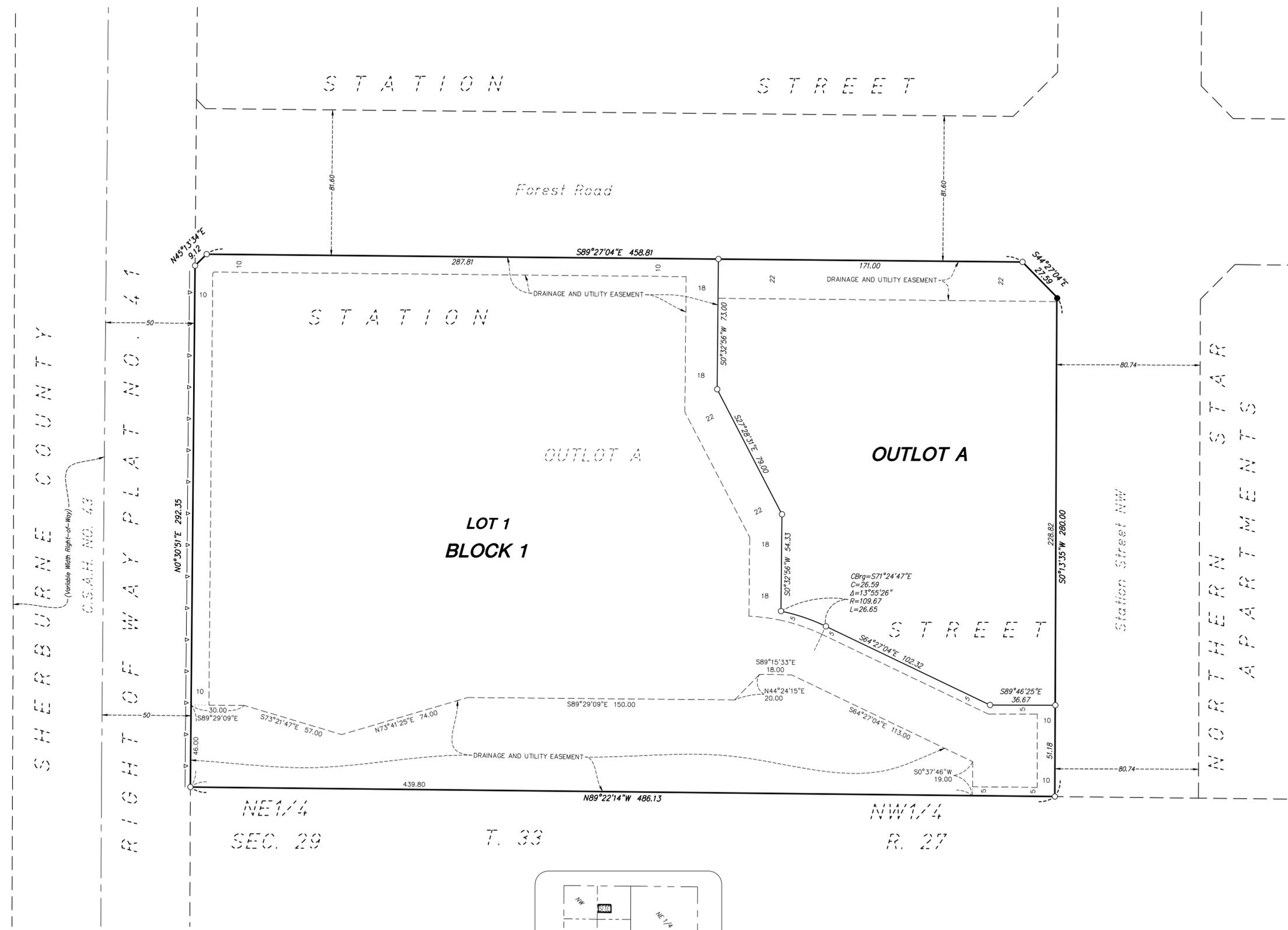
Sherburne County Auditor/Treasurer

REGISTRAR OF TITLES, SHERBURNE COUNTY, MINNESOTA

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

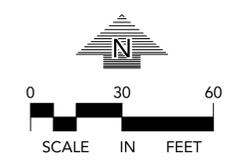
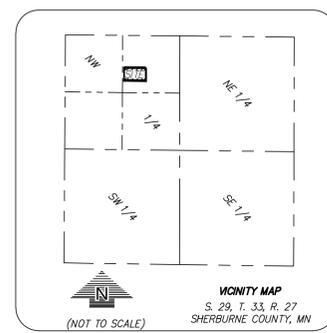
Sherburne County Registrar of Titles

NYSTROM LSJB RTC



BEARINGS ARE BASED ON THE NORTH LINE OF OUTLOT A, STATION STREET HAVING AN ASSUMED BEARING OF SOUTH 89 DEGREES 27 MINUTES 04 SECONDS EAST.

- FOUND OPEN IRON MONUMENT UNLESS SHOWN OTHERWISE
- SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 48988"
- LIMITED ACCESS



(reserved for recording information)

RELEASE OF SUBDIVISION AGREEMENT

RELEASE granted _____, 2020, by the CITY OF BIG LAKE, a Minnesota municipal corporation ("City").

WHEREAS, the City has been asked to release and discharge real property in Sherburne County, Minnesota, legally described as set forth on attached **Exhibit A**, according to the recorded plat thereof ("Subject Property") from the Subdivision Agreement between the City and Truman Sanford and Sons, Inc., a Minnesota corporation, dated May 23, 2012, and recorded August 23, 2012, as Document No. 47596 in the Office of the County Recorder, Sherburne County ("Development Contract");

WHEREAS, all requirements of the Subdivision Agreement have been met with respect to the Subject Property described in Exhibit A, and there is no longer a need for the Subject Property to meet the requirements of the Subdivision Agreement or have the Subdivision Agreement recorded against the Subject Property;

NOW THEREFORE, be it resolved by the Big Lake City Council:

The Subject Property described in Exhibit A is released and discharged from the Subdivision Agreement.

ADOPTED this _____ day of _____, 2020.

[The rest of this page is left intentionally blank. Signature page to follow]

CITY OF BIG LAKE

BY: _____
Mike Wallen, Mayor

AND _____
Gina Wolbeck, City Clerk

(SEAL)

STATE OF MINNESOTA)
)ss.
COUNTY OF SHERBURNE)

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

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center 1
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
651-452-5000
SNC

EXHIBIT A
LEGAL DESCRIPTION

Outlot A, Station Street, according to the recorded plat thereof, and situate in Sherburne County, Minnesota.

Torrens Property
Being registered land as is evidenced by Certificate of Title No. 11241 (Also covers other land)

(reserved for recording information)

PARTIAL RELEASE OF RESOLUTION

RELEASE granted _____, 2020, by the CITY OF BIG LAKE, a Minnesota municipal corporation ("City").

WHEREAS, the City has been asked to release and discharge real property in Sherburne County, Minnesota, legally described as set forth on attached **Exhibit A**, according to the recorded plat thereof ("Subject Property") from the Resolution Approving a Final Plat and Final Planned Unit Development Plan for Station Street Apartments, Big Lake Resolution No. 2020-15, dated February 26, 2006, and recorded March 26, 2020, as Document No. 57080 [hereinafter: Resolution],

WHEREAS, there is no longer a need for the Subject Property to meet the requirements of the Resolution recorded against the Subject Property;

WHEREAS, the Resolution shall still remain in full force in effect against the remainder of the property described therein, solely excluding the Subject Property described in Exhibit A ; and

NOW THEREFORE, be it resolved by the Big Lake City Council:

The Subject Property described in Exhibit A is released and discharged from the Resolution.

ADOPTED this _____ day of _____, 2020.

[The rest of this page is left intentionally blank. Signature page to follow]

CITY OF BIG LAKE

BY: _____
Mike Wallen, Mayor

AND _____
Gina Wolbeck, City Clerk

(SEAL)

STATE OF MINNESOTA)
)ss.
COUNTY OF SHERBURNE)

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

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Grand Oak Office Center 1
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
651-452-5000
SNC

EXHIBIT A
LEGAL DESCRIPTION

Outlot A, Station Street, according to the recorded plat thereof, and situate in Sherburne County, Minnesota.

Torrens Property
Being registered land as is evidenced by Certificate of Title No. 11241 (Also covers other land)

(reserved for recording information)

DEVELOPMENT CONTRACT

(Private Development)

NYSTROM TREATMENT FACILITY

THIS DEVELOPMENT CONTRACT (“Development Contract” or “Contract”) dated _____, 2020, is by and between the **CITY OF BIG LAKE**, a Minnesota municipal corporation (“City”), and **NYSTROM & ASSOCIATES LTD**, a Minnesota corporation (the “Developer”).

1. REQUEST FOR PLAT APPROVAL. The Developer has asked the City to approve a plat for *NYSTROM TREATMENT FACILITY* (referred to in this Contract as the “Plat” or “Project”), which will consist of two (2) parcels, totaling 3.3 acres. One parcel consisting of 2.44 acres will become Lot 1, Block 1, Nystrom LSJB RTC. The other parcel consisting of 0.89 acres will be Outlot A, Nystrom LSJB RTC. Lot 1, Block 1 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 area is located within an internal walking trail throughout the property. 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 - Final Grading and Drainage Plan

Plan C - Final Erosion Control and SWPPP Plan

Plan D – Site Plan

Plan E – Landscaping Plan

Plan F – Utility Plans (Storm sewer, sanitary sewer, and watermain)

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

A. Site Grading, Ponding, and Erosion Control

B. Landscaping

C. Setting of Iron Monuments, including Monuments described in the Wetland Overlay District

D. Surveying and Staking

E. Sidewalks and Trails

F. Traffic Control Signs

G. 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
- 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. Not applicable.

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 B and Final Erosion Control and SWPPP Plan C shall be implemented by the Developer and inspected and approved by the City. 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 B. The plan shall conform to City of Big Lake specifications. Within thirty (30) days after completion of the grading 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 building pads.

16. CLEAN UP. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, 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. Intentionally omitted.

18. CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION. Developer shall, contemporaneously with the execution of this Contract, deposit with the City: (1) an escrow of \$15,000 to cover the expenses for engineering administration and construction observation; (2) an escrow for \$6,000 to cover the engineering application review process; and (3) an escrow of \$5,000 for legal and planning application review process. Developer shall pay all fees relating to the Project including, but not limited to, legal, engineering, engineering administration, construction observation, planning, recording fees, administrative expenses and other costs related to this Development. City engineering administration will include monitoring of construction observation, consultation with Developer and its engineer on status or problems regarding the Project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in security. Fees for this service shall be at standard hourly rates. The Developer shall pay for construction observation performed by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and will be billed at standard hourly rates. All fees and costs incurred by the City in connection with the Project shall be charged against said escrow account which shall remain in effect until the completion of the Project.

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

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

19. SANITARY SEWER TRUNK CHARGE AND SEWER ACCESS CHARGE.

The development is subject to a charge for Sanitary Sewer Trunk expenses payable at the time of final plat approval. The Sanitary Sewer Trunk expenses will be \$5,330 x 2.44 acres developed for a total of \$13,005.20. The development is also subject to a Sewer Access Charge (SAC) fee. 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 2.44 acres developed for a total of \$4,026.00. The development is also subject to a Water Access Charge (WAC) fee. The Developer shall pay the WAC fee before the building permit is issued.

21. STORM SEWER CHARGE. Not applicable.

22. PARK DEDICATION. I The Developer will pay at the time of final plat approval, the amount of **\$2,500** in satisfaction of the City's park dedication requirements as the current assessed value of the Subject Property is \$26,910, and commercial and industrial developments are required to dedicate 4 percent of the value of the land, or a minimum of \$2,500. The Developer shall be required to pay **\$2,500** prior to the recording of the final plat for the park dedication fee.

23. ENGINEERING COSTS. The Developer shall pay special engineering fees including:

A. The Developer shall post a \$100.00 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: 1 lot 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 **\$500** per lot, for a total of **\$500**. This fee shall be held in escrow as contemplated by Section 28.

24. LANDSCAPING. Landscaping shall be installed in accordance with City Code Section 1027 and the approved Landscape Plan. Prior to the issuance of a Building Permit, the Builder shall provide an escrow of **\$29,613.75** to the City to guarantee compliance with the landscaping requirements. If the final grading and landscaping is not timely completed, the City may enter the lot, perform the work, and apply the cash escrow toward the cost. Upon satisfactory completion of the landscaping the escrow funds, without interest, less any draw made by the City, shall be returned to the person who deposited the funds with the City.

25. TREE PRESERVATION. Intentionally omitted.

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

A. Implementation of the recommendations listed in Planning Report prepared for the July 22, 2020, City Council meeting, and Resolution No. 2020-60, of July 22, 2020.

B. All easement documents and all deeds for any outlot 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. The Developer shall submit construction details to the City for review and approval.
- F. The Developer is required to submit the final plat in electronic format. The electronic format shall be Auto CAD file. The Developer shall also submit one complete set of reproducible construction plans on paper, in .pdf formant, and AutoCAD.

27. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this Development Contract, payment of real estate taxes, payment of special assessments, the Developer shall furnish the City with a letter of credit, in the form attached hereto, from a bank (“security”) for **\$106,100.31**. 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	\$39,780.25
Sidewalk	\$45,000.00
CONSTRUCTION SUB-TOTAL	\$84,780.25

OTHER COSTS:

Lot Corners/Iron Monuments	<u>\$100.00</u>
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OTHER COSTS SUB-TOTAL	\$100
TOTAL SECURITIES:	<u>\$84,880.25</u>
GRAND TOTAL SECURITIES (125%)	<u>\$106,100.31</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. The City may draw down the security, upon five (5) business days prior written notice to Developer, and opportunity to cure within those five (5) business days, for any violation of the terms of this Contract. Amounts drawn shall not exceed the amounts necessary to cure to the default. 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 in accordance with the Plans, the security shall 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 and all financial obligations to the City satisfied. 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)	\$21,000.00
Legal and Planning Expenses (Section 18) escrow	\$5,000.00
Map Upgrade Fee	\$500.00
Sanitary Sewer Trunk Charge	\$13,005.20
Water Trunk Charge	\$4,026.00
Park Dedication	\$2,500.00

TOTAL CASH REQUIREMENTS	<u>\$46,031.20</u>
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The City is implementing a pass through billing process. The **\$26,500.00** 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, other charges as required by City ordinance may be imposed such as but not limited to building permit fees.

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

32. MISCELLANEOUS.

- A. Developer shall be responsible for all snow removal to the extent that City Ordinance requires snow removal from sidewalks. 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. 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.
- F. 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.
- G. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the Developer has substantially completed the Project, 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 \$1,000,000 for each occurrence; limits for property damage shall be not less than \$200,000 for each occurrence; or a combination single limit policy of \$1,000,000 or more. The City shall be named as an additional insured on the liability policy on a primary and noncontributory basis, 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, if allowed by applicable law.

- H. 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.
- I. 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.
- J. 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: Nystrom & Associates, Ltd., 1900 Silver Lake Rd #110 New Brighton, MN 55112. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Big Lake City Hall, 160 Lake Street North, Big Lake, Minnesota 55309.

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

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

Lot 1, Block 1; Outlot A, Nystrom LSJB RTC. 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 G

(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 [insert name of Owner: TBD] (the “Owner”) and the **City of Big Lake**, a Minnesota municipal corporation (the “City”).

RECITALS

- A. The Owner is the owner of certain real property located in Sherburne County, Minnesota legally described in Exhibit A attached hereto (“Property”); and
- B. The Owner is proceeding to build on and develop the Property, and has received approval of the site plan for the proposed improvements (“Parking Lot Expansion”); and
- C. The final plans for Parking Lot Expansion (“Plans”) are expressly made a part hereof, as approved or to be approved by the City, which are on file with the City, provide for detention/retention of stormwater within the confines of the Property; and
- D. The City and the Owner agree that the health, safety, and welfare of the residents of the City of Big Lake, Minnesota, require that on-site stormwater management/BMP facilities as shown on the Plans (“Stormwater Facilities”) be constructed and maintained on the Property; and
- E. The City requires that the Owner agree to construct the Stormwater Facilities as shown on the Plans and adequately maintain the Stormwater Facilities as shown on Exhibit B attached hereto as a condition of final site plan approval of the Property; and
- F. As a condition of final site plan approval the Owner is required to enter into this Agreement and grant to the City an easement for access, drainage, and utility for the infiltration basin as shown on the Plans, which will be located along the northerly boundary of the Property within the

drainage and utility easement dedicated to the City (“Easement Area”) to comply with work required under the terms of this Agreement, all subject to the terms of this Agreement.

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

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

2. Maintenance of Stormwater Improvements.

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

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

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

4. City Access and Maintenance Rights.

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

B. In the event the Owner, their successors and assigns, fails to maintain the Stormwater Facilities in good working condition in accordance with the terms of this Agreement

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

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

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

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

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

To the Owner : 1900 Silver Lake Rd NW
Suite 110
New Brighton, MN 55112
Attn: Peter Nystrom

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

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

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

OWNER:

[Insert Name: TBD]

By: _____
_____, Its:

By: _____
Peter Nystrom
Chief Commercial Officer

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
2020, by **[Insert Name: TBD]**.

Notary Public

**EXHIBIT A
TO
STORMWATER MAINTENANCE AGREEMENT**

Legal Description of the Property

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

Lot 1, Block 1, Station Street Nystrom 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: Lot 3, Block 1, SANDHILL ACRES, Sherburne County, Minnesota.

INFILTRATION BASIN INSPECTION/MAINTENANCE

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

WHEN WILL THE INFILTRATION BASIN BE INSPECTED AND MAINTAINED?

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

MAINTENANCE PLAN INFORMATION

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

INSPECTION & MAINTENANCE CHECKLIST

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

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

Attachment H

**BIG LAKE CITY COUNCIL
BIG LAKE, MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on August 26, 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 _____.

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

**A RESOLUTION GRANTING APPROVAL OF THE FINAL PLAT FOR THE NYSTROM
TREATMENT FACILITY**

WHEREAS, Wilkus Architects P.A. (Applicant) has submitted an application to the City of Big Lake (City) on behalf of Nystrom & Associates LTD, requesting approval of the Nystrom LSJB RTC (Final Plat); and,

WHEREAS, the Plat shall create two parcels to be legally described as Lot 1, Block 1 (2.44 acres), and Outlot A (0.89 acres), Nystrom LSJB RTC; 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 14, 2020 is attached as Exhibit C.
- D. The Final Plat is attached as Exhibit D.
- E. The Planning Report dated August 26, 2020, shall be the governing document.

WHEREAS, the Preliminary Plat was approved by the City Council on July 22, 2020;
and,

WHEREAS, the City Council finds that the final plat for the Nystrom Treatment Facility is in substantial compliance with the approved preliminary plat.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF BIG LAKE, MINNESOTA, that the Final Plat request from Nystrom & Associates for the Nystrom LSJB RTC is hereby approved, 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 City Council on the 26th 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

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

Existing Legal Description

Outlot A, Station Street all in Sec. 29, Twp. 33, R. 27, Sherburne County, Minnesota
PID: 65-597-0010

Proposed Legal Description

Lot 1, Block 1, and Outlot A, Nystrom LSJB RTC all in Sec. 20, Twp. 33, R. 27,
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] 433-2831
Fax: [763] 427-0833
Bolton-Menk.com

August 14, 2020

Kevin Shay, Consultant City Planner
Via e-mail: kshay@biglakemn.org

RE: Nystrom LSJB RTC Final Plat
City of Big Lake, Minnesota
Project No.: W18.120331

Dear Kevin,

We have reviewed the Final Plat submitted for the above referenced project and have the following comments:

1. The applicant shall obtain a Sherburne County work within the right-of-way permit for the proposed sidewalk construction along County Road 43.
2. The applicant shall confirm the proposed drainage and utility easement width along the northern boundary of Outlot A with the final sanitary sewer plans.
3. Revised plans shall be labeled "Final Plans for Construction" and shall be submitted to the City of Big Lake for review as part of the building permit review process.
4. All construction shall be in accordance with the City of Big Lake Standards.

We recommend approval of the Final Plat contingent on the above mentioned comments as well as comments received from city staff, commissions, and council.

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

Sincerely,

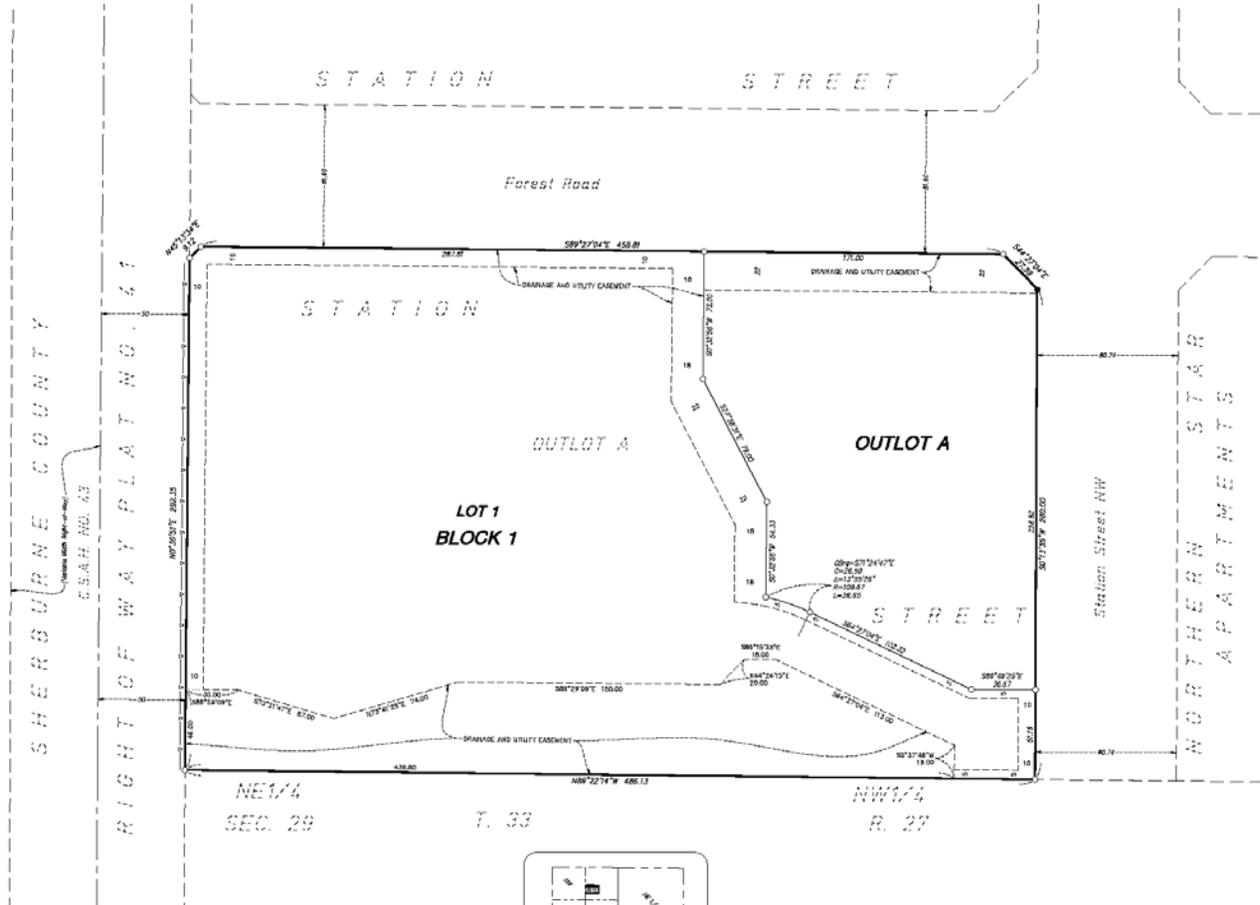
Bolton & Menk, Inc.

A handwritten signature in black ink, appearing to read 'J. Voge'.

Jared Voge, P.E.
Principal Engineer

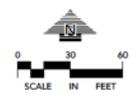
Exhibit D
Final Plat

NYSTROM LSJB RTC



BEARINGS ARE BASED ON THE NORTH LINE OF
 OUTLOT A, STATION STREET HAVING AN
 ASSUMED BEARING OF SOUTH 88 DEGREES 27
 MINUTES 04 SECONDS EAST.

- FOUND OPEN IRON MONUMENT
 UNLESS SHOWN OTHERWISE
- SET 1.5 INCH x 1.5 INCH IRON
 MONUMENT, MARKED "LS JB"
- LIMITED ACCESS





AGENDA ITEM

Big Lake City Council

Prepared By: Layne R. Otteson, P.E. City Engineer / Utilities Manager; PW20-057	Meeting Date: 8/26/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6H
Item Description: City of Big Lake ADA Transition Plan for Right of Ways	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: N/A		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Resolution adopting the City of Big Lake ADA Transition Plan and direct Staff to forward on to MNDOT.

BACKGROUND/DISCUSSION

The American Disabilities Act of 1990 is a civil rights law, prohibiting discrimination against individuals on basis of disability. As required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150, the City has conducted and completed a self-evaluation of its facilities in the public right of ways and developed this Transition Plan. The State requires cities to adopt a transition plan by September 22, 2020.

In 2019 and 2020, Staff collected data and completed the ADA Transition Plan this summer. Consultant fees were avoided by utilizing an engineering intern. The attached ADA Plan will be on file with the City Engineer and available for review by the Public.

FINANCIAL IMPACT

The cost of having an intern perform the work over the past 2 summer is estimated to be \$4,000. If the City was to use a consultant, the cost to deliver the document would be about \$25,000.

STAFF RECOMMENDATION

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

ATTACHMENTS

- ADA Transition Plan dated August 26, 2020
- Resolution

Pages 1 - 8 included in Council Packet. A full copy of the ADA Transition Plan is available from the City Engineer's Office upon request at 763-251-2984.

City of Big Lake ADA Transition Plan for Public Right of Ways

Sherburne County, MN

Adopted by City Council
on August 26, 2020

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



Table of Contents

INTRODUCTION:	3
TRANSITION PLAN NEED AND PURPOSE	3
ADA AND ITS RELATIONSHIP TO OTHER LAWS	3
AGENCY REQUIREMENTS	4
SELF-EVALUATION:	5
OVERVIEW	5
SUMMARY	5
POLICIES AND PRACTICES:	6
PREVIOUS PRACTICES	6
POLICY	6
IMPROVEMENT SCHEDULE:	7
PRIORITY AREAS	7
EXTERNAL AGENCY COORDINATION	7
SCHEDULE	7
ADA COORDINATOR	7
IMPLEMENTATION SCHEDULE	7
METHODOLOGY	7
PUBLIC OUTREACH	8
GRIEVANCE PROCEDURE	8
MONITOR THE PROGRESS	8
APPENDICES	9
APPENDIX A – SELF-EVALUATION RESULTS & MAPS:	10
City Map	11
Map 1	12
Map 2	13
Map 3	14
Map 4	15
Map 5	16
Map 6	17
Map 7	18
Map 8	19
Map 9	20

APPENDIX B – SCHEDULE/BUDGET INFORMATION21

 COST INFORMATION21

 UNIT PRICES.....21

 PRIORITY AREAS21

 ENTIRE JURISDICTION.....21

APPENDIX C – PUBLIC OUTREACH22

APPENDIX D – ADA PUBLIC NOTICE23

 PUBLIC NOTICE23

APPENDIX E – GRIEVANCE PROCEDURE24

 PURPOSE.....24

 PROCEDURE.....24

 METHOD25

 INTERNET.....25

 TELEPHONE.....25

 PAPER SUBMITTAL.....25

 INFORMATION REQUIRED26

 FILE MAINTENANCE.....26

APPENDIX F – CONTACT INFORMATION28

 ADA TITLE II COORDINATOR and PUBLIC RIGHT-OF-WAY IMPLEMENTATION COORDINATOR.....28

APPENDIX G – AGENCY ADA DESIGN STANDARDS AND PROCEDURES.....29

 DESIGN PROCEDURES.....29

 INTERSECTION CORNERS.....29

 SIDEWALKS/TRAILS.....29

 TRAFFIC CONTROL SIGNALS29

 OTHER POLICIES, PRACTICES, AND PROGRAMS.....29

 DESIGN STANDARDS.....30

APPENDIX H – GLOSSARY OF TERMS.....31

INTRODUCTION:

TRANSITION PLAN NEED AND PURPOSE

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

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

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

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

ADA AND ITS RELATIONSHIP TO OTHER LAWS

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

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

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

AGENCY REQUIREMENTS

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

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 C.F.R. Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 C.F.R. Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 C.F.R. Sec. 35.130\(b\) \(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 C.F.R. Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35,106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

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

SELF-EVALUATION:

OVERVIEW

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

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

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

SUMMARY

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

- 546 pedestrians' ramps at street crossings that include bike/walk trails and sidewalk facilities
- 25 miles of sidewalk
- 8.5 miles of bituminous trails
- Traffic Control Signal Systems owned by Sherburne County or MnDOT/State were not included in report, but found to function w/ APS.

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

The sidewalk and trails were evaluated at their entrances and exits of which a pedestrian ramp exists or should exist. All sidewalk and trail pedestrian ramps entrances and exits are included in total sum of ramps and will be evaluated within that spreadsheet.

POLICIES AND PRACTICES:

PREVIOUS PRACTICES

The City of Big Lake has been around since before the adoption of the ADA in 1990. The City has improved and provided accessible pedestrian features as part of past City's capital improvement projects and public facilities within private projects, especially within the past 20 years. As additional information was made available as to the methods of providing accessible pedestrian features, the City updated their procedures to accommodate these methods. In recent years, the City has adopted design standards specific to the City's needs as well as referencing the most current MnDOT standard ADA requirements in an attempt to provide complaint pedestrian facilities as new public improvements have been completed.

POLICY

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

New/Reconstruction areas:

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

Pavement Preservation projects:

Accessible curb cuts and ramps will be considered within reason to provide access to existing pedestrian facilities (i.e. walks/trails) at intersections where they do not currently exist. Improvements to existing pedestrian ramps will be addressed on a case by case basis on public projects with a goal of 100% compliance. Close proximity to specific land uses (i.e. schools, government offices, senior housing, medical facilities) will be given additional consideration. Improvements will be undertaken at the discretion of the Engineering Department and, subject to constructability.

IMPROVEMENT SCHEDULE

PRIORITY AREAS

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

- Schools; Baseball Fields
- Parks
- City Hall

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

EXTERNAL AGENCY COORDINATION

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

SCHEDULE

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

Improve locations within new improvement projects

By 2040, the City's goal is to achieve 80% of accessibility features within the jurisdiction of Big Lake would be ADA compliant. If the planned capital improvement programs continue forward.

ADA COORDINATOR

In accordance with [28 CFR 35.107\(a\)](#), the City of Big Lake has identified an ADA Title II Coordinator to oversee City ADA policies and procedures. Contact information for this individual is located in Appendix F.

IMPLEMENTATION SCHEDULE

METHODOLOGY

The City will upgrade pedestrian facilities to current ADA standards. During scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The City will also schedule periodic sidewalk and trail work for localized repairs.

PUBLIC OUTREACH

The City recognizes that public participation is an important component in the development of this document. Input from the community will be gathered and used to help define priority areas for improvements within the jurisdiction of the City. The data gathered from the input of the community will be added to this document

Public outreach to be used in this document will consist of the following activities:

1. The City will have presentations and discussions regarding the ADA Plan at the Public City Council Meetings, and allow for questions and/or concerns to be expressed. The City Council Meetings are a public event and therefore residents can express grievances there, or get up to date information on the progress of the plan.
2. Residents will also be able to go on to the City Website (www.biglakemn.org) to look up the video recorded meetings and get their information there.
3. The City will be posting information regarding the ADA Plan on the various sources of social media allowing public viewing.
4. The social media posts and portions of the presentations will be documented and tracked. A summary of the efforts can be found in **Appendix C**, when images are added.

GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice will be created and provided later within the document. If users of the City of Big Lake facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with [28 CFR 35.107\(b\)](#), the City will be developing a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints, concerns, comments, and other grievances. The form can be found in **Appendix E**.

MONITOR THE PROGRESS

This document will continue to be updated as conditions within the City and standards evolve. The appendices in this document will be updated periodically, while the main body of the document will be updated in (short term period, 5 years) with a future update schedule to be developed at that time. With each main body update, revisions will be presented to City Council for approval there by allowing public outreach and comment.

**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 26, 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-_____**

**RESOLUTION ADOPTING THE CITY OF BIG LAKE ADA TRANSITION PLAN FOR
PUBLIC RIGHT OF WAYS**

WHEREAS, the Americans with Disabilities Act (ADA) of 1990 prohibits discriminating against individuals on the basis of disability; and

WHEREAS, Title II of ADA provides that the City must comply with this section of the Act as it specifically applies to public services; and

WHEREAS, the City of Big Lake has conducted a self-valuation of its facilities and developed a Transition Plan detailing how the organization will ensure accessibility to all individuals; and

WHEREAS, the City of Big Lake has developed a plan for public outreach, implementation, and self-monitoring; and

WHEREAS, the final City of Big Lake ADA Transition Plan for Public Right of Way has been presented to this Council for approval.

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

1. The Transition Plan is necessary and to be implemented as determined by the City Engineer.



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Matt Hayen, Deputy Chief</i>	Meeting Date: 8/26/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7A
Item Description: <i>Recognition of Tyler Sinclair DWI All-Star Award</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

Recognize Officer Tyler Sinclair for obtaining a DWI All-Star Award for 2019.

BACKGROUND/DISCUSSION

In 2019 Officer Tyler Sinclair arrested 43 drunk drivers in the City of Big Lake. Officer Sinclair was selected to be recognized as one of the state's DWI All-Stars! This is a team of officers statewide who are nominated by their agencies. Normally they are recognized on-field at a Twins game and given a hat and baseball bat, as Officers Chaffee and Kalla were in years past, however this event has been canceled this year due to COVID-19. We would like to recognize him in front of council for his dedication to DWI enforcement.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Approve the request as submitted.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/26/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7B
Item Description: PUBLIC HEARING Cambo Flare LLC - Wine, Sunday, and 3.2% Malt Liquor License Applications		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Joel Scharf, Police Chief	

ACTION REQUESTED

Motion to approve a Resolution approving an On-Sale Wine, Sunday, and 3.2% Malt Liquor licenses for Cambo Flare LLC located at 16777 Marketplace Drive, contingent upon approval from the State of MN Department of Public Safety.

BACKGROUND/DISCUSSION

Staff has received an On-Sale Wine, Sunday, and 3.2% Malt Liquor license application from Mike Nget for Cambo Flare LLC located at 16777 Marketplace Drive. The site is located in Suite B of the gas station building owned by Frontier MN LLC, who will be leasing the suite to the applicant.

The applicant will be operating a restaurant which has approximately 65 seating spaces. The license fees have been pro-rated for 8 months which total \$1,016.56 (includes \$500 investigation fee) and have been paid in full by the applicant. State law allows for the sale of “strong” beer products if the licensee secures a State issued Wine License and a City issued on-sale 3.2% Malt Liquor License.

Staff has received the required liquor insurance certificate and workers comp certificate, and the required background investigation has been authorized by the Police Chief. The applicant must obtain approval from the State of MN Department of Public Safety prior to any purchase or sales of wine or strong beer products.

FINANCIAL IMPACT

Annual License Fees (\$500 for Wine; \$200 for Sunday; \$75 for 3.2% Malt Liquor).

STAFF RECOMMENDATION

Motion to approve the attached Resolution approving an On-Sale Wine, Sunday, and 3.2% Malt Liquor licenses for Cambo Flare LLC located at 16777 Marketplace Drive, contingent upon approval from the State of MN Department of Public Safety.

ATTACHMENTS

- Public Hearing Notice
- Application
- Resolution

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) ss

Diane Erickson being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Star News

with the known office of issue being located in the county of:

SHERBURNE

with additional circulation in the counties of:
WRIGHT

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 08/15/2020 and the last insertion being on 08/15/2020.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Diane Erickson
Designated Agent

Subscribed and sworn to or affirmed before me on 08/15/2020 by Diane Erickson.

Darlene Marie MacPherson
Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:
\$23.00 per column inch

Ad ID 1067668

CITY OF BIG LAKE NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held before the Big Lake City Council on Wednesday, August 26, 2020, at approximately 6:00 p.m. in the Big Lake City Council Chambers. The purpose of this public hearing is to consider an on-sale Wine, Sunday, and 3.2% malt liquor License Application submitted by Cambo Flare LLC located at 16777 Marketplace Drive, Big Lake, MN. All those interested are encouraged to attend and comment.

Gina Wolbeck
City Clerk
City of Big Lake

Published in the
Star News
August 15, 2020
1067668



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7510 Fax 651-297-5259 TTY 651-282-6555
APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE
 (Not to exceed 24% of alcohol by volume)

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name _____ Policy Number _____
 Licensee's MN sales and Use Tax ID # 2513142 Licensee's Federal Tax ID # 45-5011364

Applicants Name (Business, Partnerships, Corporation) <u>Cambo Flare LLC</u>		Trade Name or DBA <u>Cambo Flare</u>	
Business Address <u>16777 Marketplace Dr NW Ste B</u>		Business Phone <u>763-250-9642</u>	Applicant's Home Phone _____
City <u>Big Lake</u>	County <u>Sherburne</u>	State <u>MN</u>	Zip Code <u>55303</u>

Is this application New or a Transfer
 If a transfer, give name of former owner _____ License Period From _____ To _____

If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.

Partner/Officer Name and title	Address	DOB	SSN
<u>Mike Nget/owner</u>	<u>8768 Autumn Oaks Dr</u> <u>Rockford, MN 55373</u>		

CORPORATIONS

Date of incorporation	State of incorporation	Certificate Number	Is corporation authorized to do business in Minnesota? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------------	------------------------	--------------------	---

If a subsidiary of another corporation, give name and address of parent corporation _____

BUILDING AND RESTAURANT

Name of building owner <u>Frontier MN LLC</u>	Owner's address <u>16777 Marketplace Dr NW Ste A</u> <u>Big Lake, MN 55303</u>
Are property taxes delinquent? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the building owner any connection, direct or indirect with the applicant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of restaurant employees <u>6</u>	Restaurant seating capacity <u>65</u>
Number of months per year restaurant is open <u>12</u>	Hours food will be available <u>10AM-10PM</u>
	Will food service be the principal business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Describe the premises to be licensed
2nd generation restaurant, drive thru attached to gas station

If the restaurant is in conjunction with another business (resort etc.), describe business _____

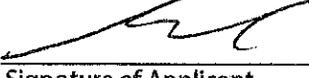
NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED

- Yes No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?
- Yes No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity? _____
 (if the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- Yes No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.
- Yes No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

Yes No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.

Yes No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.


Signature of Applicant

8/10/20
Date

The licensee must have one of the following:

Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "CERTIFICATE OF INSURANCE" to this form.

A surety bond from a surety company with minimum coverage as specified above in.

A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

Yes No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

Signature County Attorney

County

Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:


Signature

Chief of Police
Department and Title

8/10-2020
Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101-5133
 Telephone 651-201-7525 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses
 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Big Lake License Period From: 04/01 To: 03/31

Circle One: (New License) License Transfer _____ Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (check all that apply) ; On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ 200. 3.2% On Sale fee: \$ 75. 3.2% Off Sale fee: \$ _____

Licensee Name: Cambo Flare LLC DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Zip Code 55303 County Sherburne Business Phone 763-250-9642 Home Phone _____

Business Trade Name Cambo Flare Business Address 1677 Marketplace Dr City Big Lake

Licensee's Federal Tax ID # 45-5011364 Nw Ste B
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Home Address 8768 Autumn Oaks Dr City Rockford Licensee's MN Tax ID # 2513142

Mike Nget see Home Address
 Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Yes No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Midvale Indemnity Co. Policy # WCP1012104

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at www.dps.mn.gov.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/12/2020

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

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

PRODUCER Jeffrey Mayhew Agency Inc 3390 Annapolis Ln N Ste C Plymouth, MN 55447 (763) 551-1074 jmayhew@amfam.com	CONTACT NAME: American Family Insurance - Business Insurance	
	PHONE (A/C, No, Ext): 866-908-0626	FAX (A/C, No):
	E-MAIL ADDRESS: service@amfambusinessinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Midvale Indemnity Company	
	INSURER B:	
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED
 Cambo Flare, Llc
 8768 Autumn Oaks Dr
 Rockford MN 55373

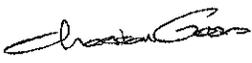
INSURER(S) AFFORDING COVERAGE **NAIC #**
 INSURER A : Midvale Indemnity Company 27138

COVERAGES **CERTIFICATE NUMBER: 199612602279515** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	WCP1012104	08/14/2020	08/14/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
	PROFESSIONAL LIABILITY						OCCURRENCE AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Excluded Interests in the Policy : MICHAEL NGET-President, TONE NGET-President

CERTIFICATE HOLDER Cambo Flare, Llc	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**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 _____.

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

**A RESOLUTION APPROVING AN ON-SALE WINE, SUNDAY, AND ON-SALE 3.2%
MALT LIQUOR LICENSE FOR CAMBO FLARE LLC DBA CAMBO FLARE LOCATED
AT 16777 MARKETPLACE DRIVE, STE. B, BIG LAKE, MN**

WHEREAS, an application for an On-Sale Wine, Sunday, and On-Sale 3.2% Malt Liquor License has been submitted to the City of Big Lake by Mike Nget (“Applicant”) to serve wine and 3.2% malt liquor at Cambo Flare LLC located at 16777 Marketplace Drive, Ste. B, Big Lake, MN; and

WHEREAS, the Applicant has submitted a complete license application, and a satisfactory background investigation on the Applicant has been completed and authorized by the Big Lake Chief of Police; and

WHEREAS, State of Minnesota approval on the wine license is required prior to the applicant being allowed to purchase or sell any wine or strong beer products.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that an On-Sale Wine, Sunday, and On-Sale 3.2% Malt Liquor License for the above Applicant/Establishment are hereby approved effective August 27, 2020 pending the applicant’s submittal and completion of the following requirements:

1. The required licensing fees; 8 month pro-rated fees due with an operation start date of August 27, 2020.

2. Satisfactory background investigation is required to be performed on the applicant and approved by the Big Lake Chief of Police.
3. Certification of Liability, Liquor, and Workers Compensation Insurance; this certificate must include the required coverage limits as well as the policy effective dates; the start of the coverage will be determined by the start of operation date provided by applicant and the end of coverage is to be March 31, 2021, per City Ordinance.
4. No purchase or sale of wine or strong beer permitted until written approval is obtain from State of Minnesota Department of Public Safety.

Adopted by the Big Lake City Council this 26th 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.

Attachments:

Exhibit A - Site location maps

Drafted By:

City of Big Lake
 160 Lake Street North
 Big Lake, MN 55309

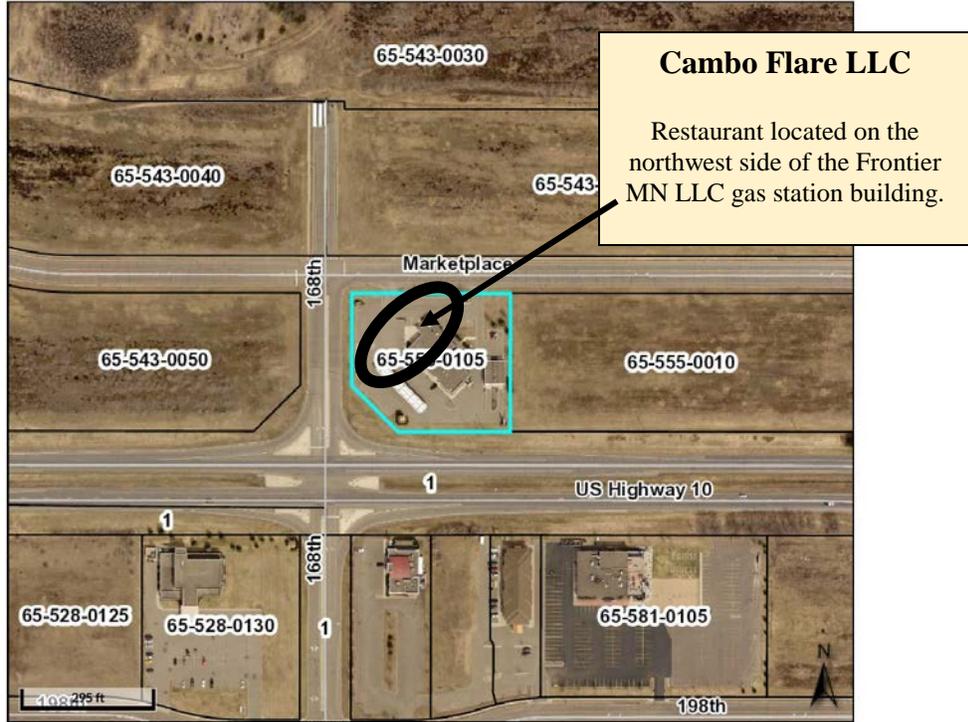
STATE OF MINNESOTA)
) SS.
 COUNTY OF SHERBURNE)

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
Site Location Maps**

**16777 Marketplace Drive
Big Lake MN 55309**





AGENDA ITEM

Big Lake City Council

Prepared By: Kevin Shay, Consultant Planner	Meeting Date: 8/26/2020	Item No. 7C
Item Description: PUBLIC HEARING - Development Application for Preliminary Plat, Final Plat and Easement Vacation for Mitch K Farms 4 th Addition (PID 65-547-0242 and 65-547-0244)	Reviewed By: Hanna Klimmek, Community Development Director Reviewed By: Clay Wilfahrt, City Administrator	

60-DAY REVIEW DEADLINE: September 13, 2020

ACTION REQUESTED

Motion to approve a Resolution approving the Preliminary Plat, Final Plat and Easement Vacation for Mitch K Farms 4th Addition.

BACKGROUND/DISCUSSION

APPLICATION:

Daniel Ahles, the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Final Plat approval
- Easement Vacation approval

The applicant submitted a complete application on July 17, 2020. State Statute dictates that the City must act upon a development application within 60 days of the receipt of a complete application. The City can extend the review for an additional 60 days, if needed, by providing written notice to the Applicant.

BACKGROUND:

The two parcels included in the development application were initially platted as part of Mitch K Farms 3rd Addition as part of the larger Planned Unit Development.

PROPOSED DEVELOPMENT:

The proposed development is to replat the two existing lots at 21533 Lena Trail and 21537 Lena Trail to adjust the common lot line between the two lots. The survey monuments marking the lot corners were not placed consistent with the approved final plat. The current property owner bought the property based on the survey monuments which created a larger lot than the platted lot lines. In order to correct the error, it is required to adjust the lot line to be consistent with the survey monuments. City Code does not allow property changes within a Planned Unit Development to be processed as a lot line adjustment or minor

subdivision. The only remaining option to move the lot line is to replat both parcels which share the lot line as a 4th Addition to the plat.

The proposed plat is consistent with all local ordinances and the requirements of the approved Planned Unit Development.

STAFF RECOMMENDATION

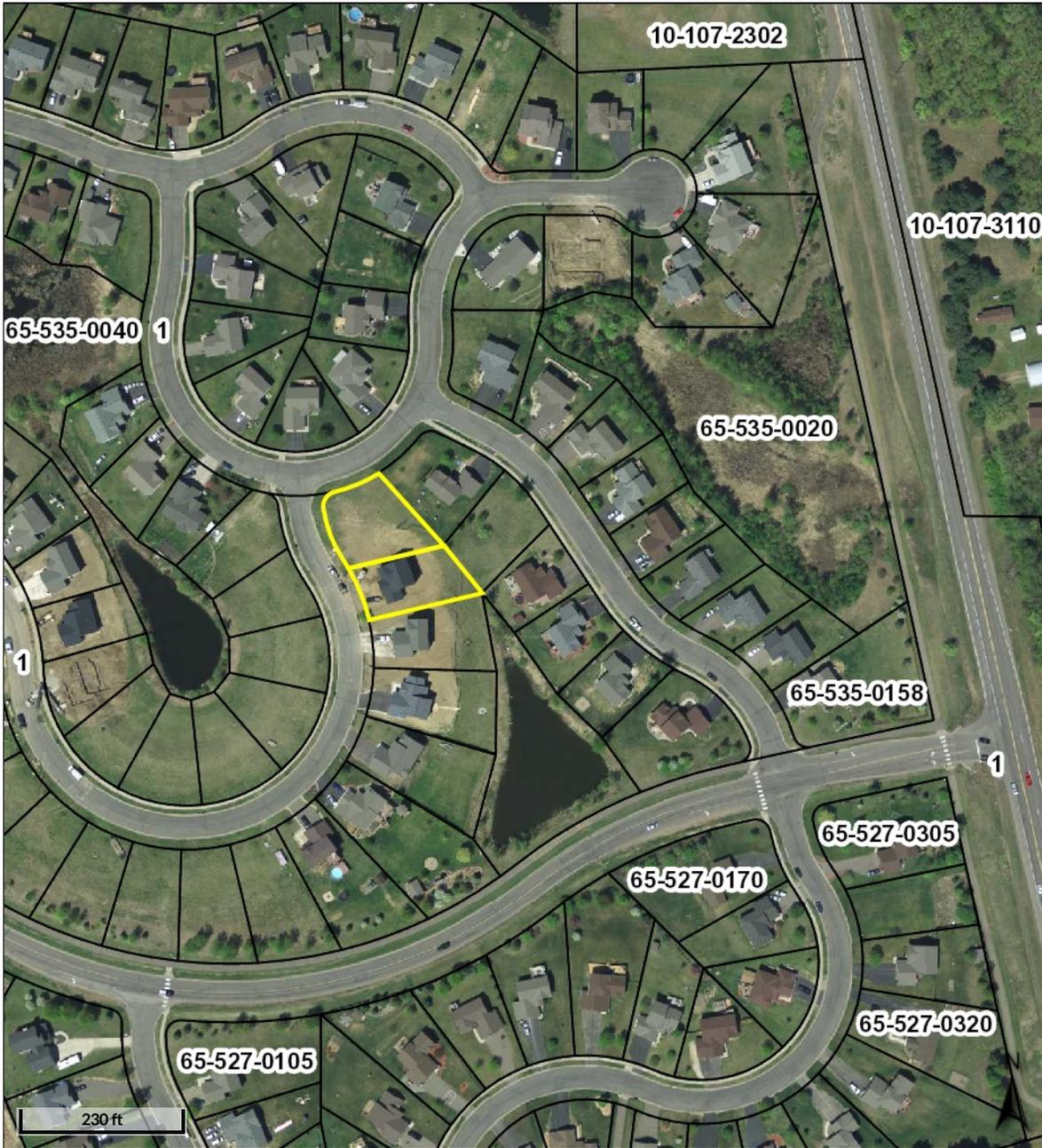
City staff is recommending approval of the Preliminary Plat, Final Plat and Easement Vacation for Mitch K Farms 4th Addition. Staff recommends the City Council makes the following motion:

Motion to approve the request for a Preliminary Plat, Final Plat and Easement Vacation for Mitch K Farms 4th Addition, subject to the following conditions:

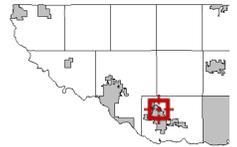
1. The final plat shall be recorded within 90 days of approval unless an extension is requested.

ATTACHMENTS

- Attachment A: Site Location Map
- Attachment B: Preliminary Plat
- Attachment C: Final Plat
- Attachment D: Easement Vacation
- Attachment E: Resolution approving the preliminary plat, final plat and easement vacation for Mitch K Farms 4th Addition



Overview



Legend

- Exempt Wetlands**
 - Not Classified (Green square)
 - General Development (Purple square)
 - Natural Environment (Red square)
 - Recreational Development (Orange square)
- Parcels (Black outline)
- Streams (Blue line)

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 7/22/2020
Last Data Uploaded: 7/22/2020 12:14:20 AM

STANDARD NOTES

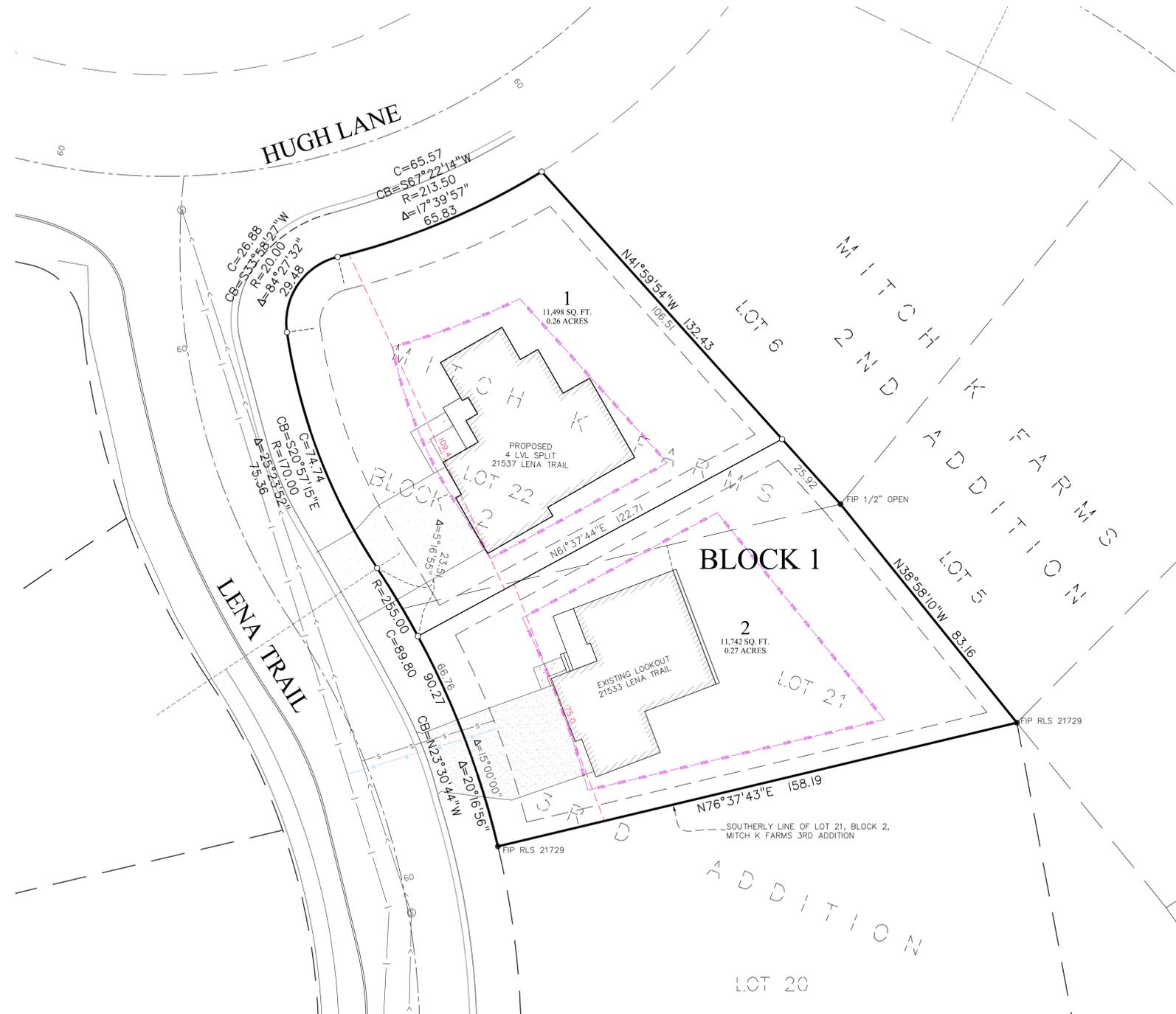
- 1) **Site Address of Lot 21:** 21533 Lena Trail, Big Lake, Minnesota, 55309.
Site Address of Lot 22: 21537 Lena Trail, Big Lake, Minnesota, 55309.
- 2) **Flood Zone Information:** This property appears to lie in Zone X (area determined to be outside of the 0.2% annual chance floodplain) and Zone AE (Areas subject to inundation by the 1-percent-annual-chance flood event determined by detailed methods. Base Flood Elevations (BFEs) are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply.) per Flood Insurance Rate Map, Community Panel No. 27141C0335F, effective date of 11/16/2011.
- 3) **Parcel Area Information:** Gross Area: 23,239 s.f. ~ 0.533 acres
- 4) **Benchmark:** Elevations are based on local benchmarks on the top nut of hydrant (NAVD88).
 TNH at Lots 18 & 19, MITCH K FARMS 3RD ADDITION = 936.14 FEET
 TNH at Lots 13 & 14, MITCH K FARMS 3RD ADDITION = 939.58 FEET
- 5) **Zoning Information:** The current Zoning for the subject property is R1 (Single Family Residential) per the City of Big Lake's zoning map dated January 2020. The setback, height, and floor space area restrictions for said zoning designation are as follows:
 Principal Structure Setbacks - Front: 30 feet
 Side: 10 feet
 Rear: 30 feet
 Height: 35 feet

Please note that the general restrictions for the subject property may have been amended through a city process. We could be unaware of such amendments if they are not in a recorded document provided to us. We recommend that a zoning letter be obtained from the Zoning Administrator for the current restrictions for this site.

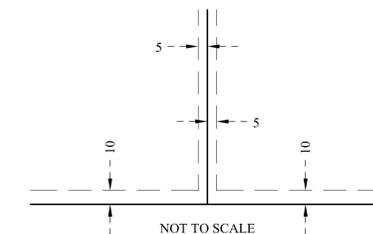
We have not received the current zoning classification and building setback requirements from the insurer.

- 6) **Utilities:** We have shown the location of utilities on the surveyed property by observed evidence only. There may be underground utilities encumbering the subject property we are unaware. Please note that we have not placed a Gopher State One Call for this survey. There may or may not be underground utilities in the mapped area, therefore extreme caution must be exercised before any excavation takes place on or near this site. Before digging, you are required by law to notify Gopher State One Call at least 48 hours in advance at 651/454-0002.

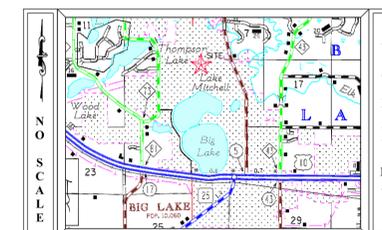
PREPARED BY	PREPARED FOR
SURVEYOR SATHRE-BERGQUIST, INC. 150 SOUTH BROADWAY WAYZATA, MINNESOTA 55391 PHONE: (952) 476-6000 FAX: (952) 476-0104 CONTACT: JARED AVERBECK EMAIL: J.AVERBECK@SATHRE.COM	DEVELOPER JP BROOKS, INC. 11314 86TH AVENUE N. MAPLE GROVE, MINNESOTA 55369 CONTACT: JENNIFER LUEGUI PHONE: (763) 515-4150 EMAIL: JENN@JPBROOKS.COM



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



Being 5 feet in width and adjoining lot lines, unless otherwise indicated, and 10 feet in width and adjoining right of way lines, unless otherwise indicated, as shown on the plat.



The basis for the bearing system is the southerly line of Lot 21, Block 2, MITCH K FARMS 3RD ADDITION and is assumed to bear North 76 degrees 37 minutes 43 seconds East.

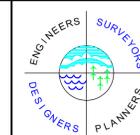


FIELD CREW	NO.	BY	DATE	REVISION
DRAWN				
CMT				
CHECKED				
DATE				
6/30/2020				

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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
 Dated this 2nd day of July, 2020.

 Jared J. Averbeck, PLS
 javerbeck@sathre.com
 Minnesota License No. 53642

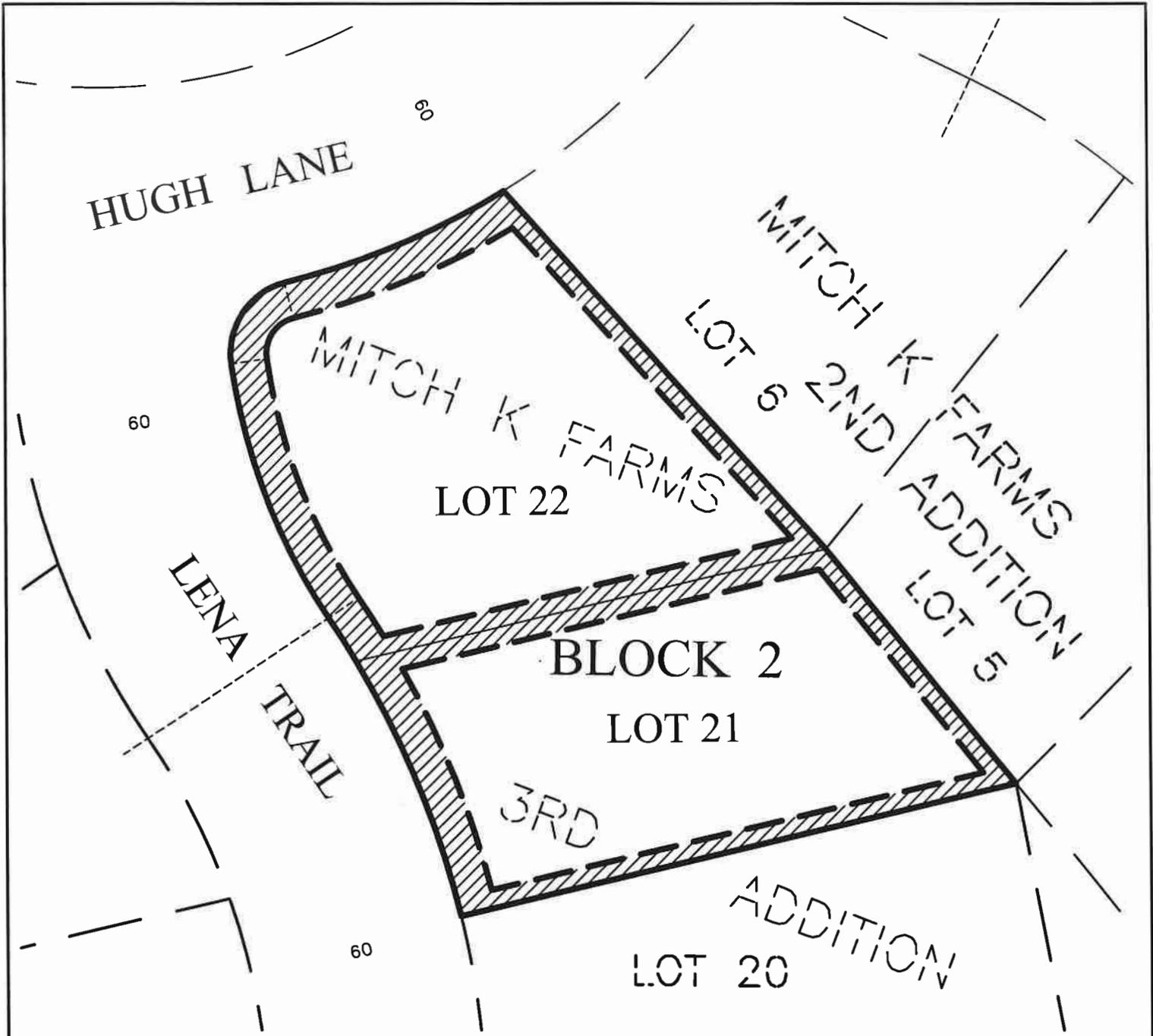


SATHRE-BERGQUIST, INC.
 150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000
 WWW.SATHRE.COM

TWP:33-RGE:27-SEC:7
 Sherburne County
Big Lake, MINNESOTA

MITCH K FARMS FOURTH ADDITION
PRELIMINARY PLAT
JP BROOKS HOMES

FILE NO.
 43688-187
1
1



EASEMENT VACATION DESCRIPTION

Drainage and utility easements over, under and across Lots 21 and 22, Block 2, MITCH K FARMS THRID ADDITION, as dedicated in the recorded plat thereof, Sherburne County, Minnesota.

Easement Vacation Area = 5,460 sq. ft.

 Easement Vacation Area



I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 2nd day of July, 2020.

SATHRE-BERGQUIST, INC.



SATHRE-BERGQUIST, INC.

150 South Broadway Ave.
Wayzata, MN. 55391
(952) 476-6000 www.sathre.com


Jared J. Averbek, PLS
javerbeck@sathre.com
Minnesota License No. 53642

Easement Vacation Exhibit
Prepared For
JP Brooks, Inc.

Date: 7/2/2020	Revision Date:
Prepared By: CMT	Check By: JJA
Layout Sheet:	
Project Number: 43688-187	

**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 26, 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 PRELIMINARY PLAT, FINAL PLAT, AND EASEMENT
VACATION FOR MITCH K FARMS 4TH ADDITION**

WHEREAS, the Big Lake Planning Commission conducted a public hearing on August 5, 2020 and recommended that the City Council approve the preliminary plat subject to the conditions identified herein; and

WHEREAS, notice of the public hearing for the preliminary plat was duly published and posted in accordance with applicable Minnesota Statutes and persons interested in said applications were afforded the opportunity to present their views and objections related to the project; and

WHEREAS, the City Council finds that the final plat for Mitch K Farms 4th Addition is in substantial compliance with the approved PUD and preliminary plat; and

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

- A. A site location map showing the project location within the City is attached as Exhibit A.
- B. The final plat is attached as Exhibit B.
- C. The Planning Report dated August 26, 2020, shall be the governing document
- D. The legal description of the subject property is:

Lot 21 and Lot 22, Block 2, Mitch K Farms 3rd Addition, according to the recorded plat thereof, Sherburne County, Minnesota

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the Mitch K Farms 4th Addition Preliminary Plat, Final Plat and Easement Vacation subject to the following conditions:

PLANNING AND ZONING CONDITIONS

1. The final plat must be recorded with Sherburne County within 90 days of approval.

Adopted by the Big Lake City Council on the 26th 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- Site Location Map

B- Final Plat

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

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

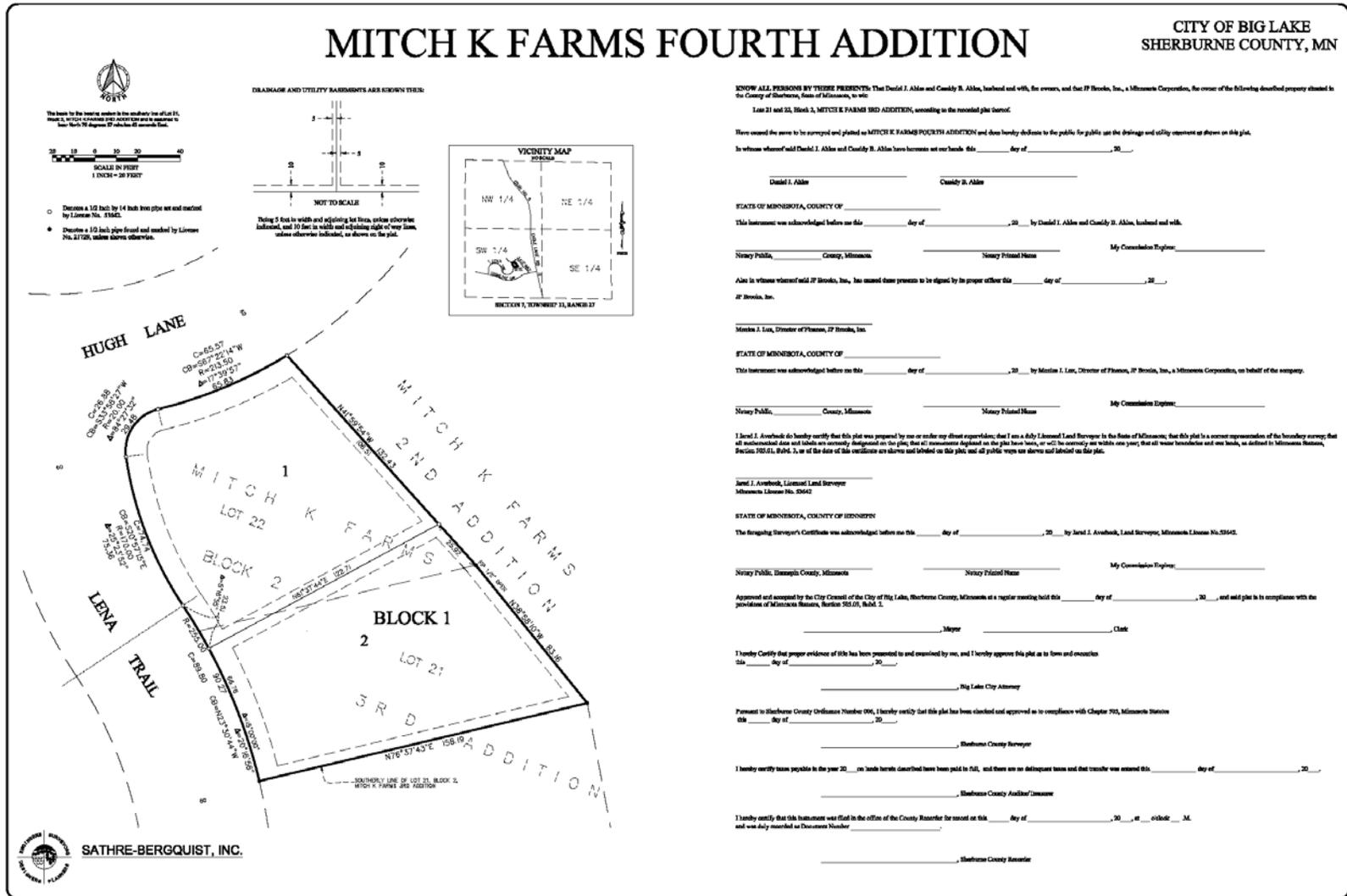
The foregoing instrument was acknowledged before me this _____ day of August, 2020 by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

**Exhibit A
Site Location Map**



Exhibit B Final Plat





AGENDA ITEM

Big Lake City Council

Prepared By: Hanna Klimmek, Community Development Director	Meeting Date: 8/26/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7D
Item Description: Big Lake COVID-19 Emergency Grant Program – Award Recommendation	Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

Consider approving the Big Lake EDA recommendation of awarding \$548,120.71 of CARES Act funding to 33 businesses/non-profits that submitted a COVID-19 Emergency Grant Program Application.

BACKGROUND/DISCUSSION

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 has received \$863,098.

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, for example, 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.

With that being said, the Big Lake City Council has approved a grant program to provide the CARES Act funding to businesses to cover business interruption, and the City Council has delegated the administration of the program to the Big Lake EDA. Out of the \$863,098 in CARES Act funding, Staff is comfortable with providing up to \$550,000 to the business community for a first round to ensure all City COVID expenses have been captured.

The Big Lake COVID-19 Emergency Grant Program application was released the evening of July 22, 2020 after the Big Lake City Council meeting and its approval. The application deadline was scheduled for 4:00 pm on Wednesday, August 5, 2020.

The Big Lake EDA has accepted 33 applications with a total request of \$1,513,698.91. Twenty-three (23) applications were from businesses/non-profits that were deemed non-essential when the executive order was executed. The 23 applications amount to a request of \$1,188,187.98. The remaining 10 applications are from businesses that never had to officially close their doors and stop production. Those 10 applications from essential businesses amount to a request of \$325,510.93.

Staff reviewed all applications to ensure they are eligible, the funds will be used correctly, and the proper documentation is included. From there, Staff met with the Big Lake EDA Finance Committee to define a way

to make the awards as impactful as possible knowing that it's impossible to provide the full amount of all grant requests.

The Big Lake EDA Finance Committee recommended that non-essential businesses/non-profits should be first priority for the awards. The Committee recommended that maximum grant amounts should be placed on 4 categories:

- Non-Profit that remains shut down (Options, Inc.) = \$100,000
- Restaurants/Bars = \$35,000
- Businesses that received no other Federal/State funding = \$20,000
- All other non-essential businesses/non-profits = \$10,000

The Big Lake EDA Finance Committee also recommended to provide \$5,000 of funding to each of the 10 businesses deemed essential through the Governor's executive orders.

On Monday, August 10, 2020, during its regularly scheduled Big Lake EDA meeting, the EDA approved the Finance Committee's recommendations and to move them forward for formal approval by the Big Lake City Council.

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.

FINANCIAL IMPACT

(\$548,120.71) CARES Act Funding out of the \$863,098.00 received.

STAFF RECOMMENDATION

Staff recommends that Council consider and approve the Big Lake EDA recommendation of awarding \$548,120.71 of CARES Act funding to 33 businesses/non-profits that submitted a COVID-19 Emergency Grant Program Application.

ATTACHMENTS

Big Lake EDA Recommendation of Awards

Non-Essential Businesses/Non-Profits

non profit - still shut down - \$100,000
 restaurants/bar - \$35,000
 received no other funding - \$20,000
 all others \$10,000

Business Name	Grant Request	Amount of Grant	Supporting Documentation	Use of Grant Fund	TOTAL EXPENDITURE LESS OTHER GRANTS/LOANS REC	
Reed D. Dill DDS PA (Corner Oaks Family Dental)	25,000.00	10,000.00	Yes	Debt, Utls, Invnt	21,734.64	11,734.64
Bank Street Fitness DBA Snap Fitness	29,000.00	10,000.00	Yes	Rent, Debt, Utls	25,137.83	15,137.83 9 MONTHS
Diamond Distributing, Inc. (ProFusion CBD of Big Lake)	25,000.00	10,000.00	Yes	Rent, Debt, Inventory	25,307.50	15,307.50 9 MONTHS
Options, Inc.	225,760.00	100,000.00	Yes	Utls, COVID Supplies, Insurance	173,856.34	73,856.34 STILL SHUT DOWN
Paragon Store Fixtures, Inc.	141,000.00	10,000.00	Yes	Utls, Insurance, Equipment, Rent, Payroll	71,573.99	61,573.99
Day Dreamers LLC (Day Dreamers Boutique)	10,824.00	10,000.00	Yes	Rent	10,824.03	824.03 9 MONTHS
Advanced Styling LLC	14,850.00	10,000.00	Yes	Rent	14,850.00	4,850.00 9 MONTHS
Volkers, Inc. (Trails Grill & Sports Bar)	90,000.00	35,000.00	Yes	Rent, Payroll	47,227.19	12,227.19 ALSO INCLUDED LIQUOR LICENSE REFUNDED
Timat LLC DBA (The Lake Café)	64,000.00	35,000.00	Yes	Payroll	127,735.92	92,735.92
MP of Big Lake (McPete's Sportsbar & Lanes)	60,000.00	35,000.00	Yes	Utls, Payroll, Debt	55,424.13	20,424.13 ALSO INCLUDED LIQUOR LICENSE REFUNDED
Racks Inc. (El Loro Mexican Restaurant)	10,000.00	10,000.00	No - Signature	Rent		(10,000.00)
LaFloyd's American Grill, Inc. (Russell's on the Lake)	35,000.00	35,000.00	Yes	Utl, Inventory, Insurance	23,072.91	(11,927.09) ALSO INCLUDED LIQUOR LICENSE REFUNDED
Jaclyn Kasper Ink LLC (Kensho Salon)	53,902.38	20,000.00	Yes	Rent, Utl, Debt, Invnt	20,058.62	58.62
Hometown Eye Care, Inc.	9,892.00	9,892.00	Yes	Rent, Utl, COVID Supplies, Payroll	17,550.00	7,658.00 9 MONTHS
The Wave	38,760.55	10,000.00	Yes	Debt, COVID Supplies, Technology, Utl, Rent, Payroll	7,209.71	(2,790.29)
Style Catering	74,650.34	20,000.00	Yes	Debt, Rent, COVID Supplies	11,800.34	(8,199.66)
Lupulin Brewing LLC	150,000.00	35,000.00	Yes	Loss of Contracts, Debt, Equip, Rent, COVID Supplies, Payroll	37,736.00	2,736.00 ALSO INCLUDED LIQUOR LICENSE REFUNDED
Gess What's Cookin' Restaurant & Catering	40,000.00	20,000.00	Yes	COVID Supplies, Utl, Payroll, Equip	29,228.27	9,228.27
Nails 4 You	10,000.00	10,000.00	Yes	Rent	22,500.00	12,500.00 9 MONTHS
Arcandian Salon LLC	9,060.00	9,060.00	Yes	Rent, Utl, Insurance	9,321.10	261.10 9 MONTHS
Vivid Tan	30,000.00	20,000.00	Yes	Debt, Rent, Payroll, Utl	13,602.17	(6,397.83) 9 MONTHS
French Twist Salon & Boutique Inc.	27,320.00	20,000.00	Yes	Debt, Invnt, Equip	10,870.00	(9,130.00) 9 MONTHS
	1,174,019.27	483,952.00			776,620.69	292,668.69

Non-Essential, Sole-Proprietor, Businesses

Business Name	Grant Request	Supporting Documentation	Use of Grant Fund	TOTAL EXPENDITURE LESS OTHER GRANTS/LOANS REC
El Teca Barbershop	14,168.71	14,168.71	Yes	Rent, Utl, Insurance, Invnt, COVID Supplies, Payroll
	\$ 1,188,187.98	\$ 498,120.71		26,038.95
Esstential	\$ 50,000.00			11,870.24 USED 9 MONTHS - LAST YEARS SALES FOR PAYROLL
Grant Totals	\$ 548,120.71			
Received		863,098.00		
City Expenditures		314,977.29		

Essential Businesses

5,000

Business Name	Grant Request	5000 Grant	Supporting Documentation	Use of Grant Fund	TOTAL EXPENDITURE LESS		
					OTHER GRANTS/LOANS	REC	
Whirl Air Flow Corporation	25,000.00	5,000.00	Yes	Debt, Insurance	8,088.79	3,088.79	Need receipts and AP documentation
Creed Enterprises, Inc. (Heritage Montessori School)	15,932.00	5,000.00	Yes	Rent, Utls, Insur, COVID Supplies	8,298.00	3,298.00	DEBT - 3 MONTHS
Midwest Bus Parts, Inc.	155,000.00	5,000.00	Yes	Rent, Payroll	166,906.00	161,906.00	DID NOT RECEIVE ANY OTHER FUNDS
Barzee Inc. (BP Athletics)	15,000.00	5,000.00	Yes	Vendor Payments - INVENTORY	207,379.88	202,379.88	BUSINESS BASED ON SCHOOL BUSINESS
White Bear Clothing Co	?	5,000.00	Yes	Utls, Debt, Payroll	14,553.00	9,553.00	RENT - 3 MONTHS
New Creations Child Care & Learning Center	22,578.93	5,000.00	Yes	Utls, Rent	83,084.74	78,084.74	
Big Lake Hardware Hank & Rental	25,000.00	5,000.00	Yes	Debt, Payroll	13,666.80	8,666.80	DEBT - 3 MONTHS
Big Lake Floral	10,000.00	5,000.00	Yes	Debt, Payroll		(5,000.00)	
AutoStop, Inc.	27,000.00	5,000.00	Yes	Debt	20,889.00	15,889.00	DEBT - 3 MONTHS
Insurance Specialists Team Agency LLC	30,000.00	5,000.00	Yes	Payroll, Rent, Utls	33,446.00	28,446.00	SBA, PPP, Lease
					\$ 556,312.21	\$ 506,312.21	
	\$ 325,510.93	\$ 50,000.00					



AGENDA ITEM

Big Lake City Council

Prepared By: Layne R. Otteson, P.E. City Engineer / Utilities Manager; PW20-054	Meeting Date: 8/26/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7E
Item Description: 2020 Safe Routes to Schools Project – Receive Bids and Award Contract to Concrete Idea of Plymouth, MN	Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

A motion to approve a RESOLUTION receiving the bids and award the 2020 Safe Routes to Schools Project Contract to Concrete Idea, Inc. of Plymouth, MN.

BACKGROUND/DISCUSSION

On Tuesday, July 21st, bids were opened for the project. The bids varied from \$144,164.00 to \$195,872 with 8 bidders submitting (see attached tabulation). The bids were read aloud, reviewed and verified correct. The engineer’s estimate was \$112,244. Other engineers have reported cost variability this year on bid openings.

The project includes work at two (2) locations:

- Minnesota Avenue adjacent to Independence Elementary; and
- Birch St / Glenwood Ave intersection.

Concrete Idea, Inc. has previously worked on several Safe Routes to School projects in the region. The City Engineer has worked with Concrete Idea, Inc. in the past on construction projects and is familiar with them. If awarded, contracts will be executed and staff will schedule a meeting with the Contractor to discuss schedule. The Contractor has previously indicated they wish to begin this fall. The completion date for the project is June 30, 2021.

Adjacent property owners and the School District will receive notification of project advancement after Council award. A project information sheet will provide a tentative work schedule, work description and contact information. During the project, staff will distribute project updates in order to minimize disruption to the residents and School District. City website and social media will be utilized to provide general updates.

FINANCIAL IMPACT

Staff discussed the higher bid cost with MNDOT and requested additional funding. MNDOT responded August 3rd with an increase in the original funding amount and which provides 80% of the low bid. The grant funding increased from \$89,796 to \$115,331.20. The funding increase will be formalized with MNDOT as part of the Delegated Contract Process following Council award.

Project costs:

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

Low Base Bid	\$ 144,164.00
Design/Federal Admin	\$ 27,552.00
Specialized Inspection/Material Testing	<u>\$ 5,000.00</u>
Total	\$ 176,176.00

Project funding:

The funding is based on accepting the low bid and would be broken down as follows:

	Original (2017)	Revised Funding (2020)
Federal Grant – SRTS (80%)	\$ 89,796	\$ 115,331.20
City	<u>\$ 50,000</u>	<u>\$ 61,384.80</u>
Total	\$ 139,796	\$ 176,176.00

STAFF RECOMMENDATION

MnDOT’s agreement to increase the funding at 80% of low bid which makes this project feasible. Staff recommends the City Council move to receive the bids and award the 2020 Safe Routes to Schools Project No. SP 232-591-001 to Concrete Idea, Inc. of Plymouth, MN in the amount of \$144,164.00.

ATTACHMENTS

Resolution Receiving the Bids and Award the Contract to Concrete Idea, Inc. of Plymouth, MN
2020 Safe Routes to Schools Project No. SP 232-591-001 Contract (5 copies to be signed)
Bid Opening Results (bid abstract)

PROJECT MANUAL

2020 Safe Routes to School Improvements

S.P. 232-591-001

Minn Proj. No. TA 7120(245)

City of Big Lake

Big Lake, MN

Pages 1 - 6 included in Packet. A full copy of the 2020 Safe Routes to School Contract available upon request from the City Engineer's Office at 763-251-2984.

SECTION 00005 – CERTIFICATION

PROJECT MANUAL

for

2020 Safe Routes to School Improvements

S.P. 232-591-001

Minn Proj. No. TA 7120(245)

City of Big Lake

Big Lake, MN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:



Jared A. Voge, P.E.

License No. 45063

Date: 7/7/2020

SECTION 00010 - TABLE OF CONTENTS

2020 Safe Routes to School Improvements City of Big Lake

Bidder will furnish and deliver all materials and perform all work in accordance with the contract, the plans and the approved Department of Transportation "Standard Specifications for Construction," 2018 Edition, except as stated otherwise in the Special Provisions which are part of this proposal. In cases where conflicts with the contract exist and are not specifically addressed in the Special Provisions, the 2018 MnDOT Specifications shall govern.

In case of discrepancy or contradictory language elsewhere in this document, MnDOT Specifications govern.

This Project Manual incorporates, either in full or in part, various EJCDC copyrighted documents. Documents incorporated in full are subject to the copyright notice in the EJCDC document footnotes. For those EJCDC documents excerpted, modified or incorporated in part, those portions of the text that originated in copyrighted EJCDC documents remain subject to the EJCDC license and copyright. Copyright © 2011-2015 National Society of Professional Engineers, American Council of Engineering Companies, and American Society of Civil Engineers. All rights reserved.

CONTRACT DOCUMENTS:

PROJECT MANUAL:

Introductory Information, Bidding Requirements, Contract Forms and Conditions of Contract

PROPOSAL COVER

00005 – CERTIFICATION PAGE

00010 – TABLE OF CONTENTS

00100 – ADVERTISEMENT FOR BIDS

00210 – ELECTRONIC/DIGITAL FILE RELEASE FORM

NOTICE TO BIDDERS:

PROMPT PAYMENT TO SUBCONTRACTORS

SUSPENSIONS/DEBARMENTS

TRAFFIC CONTROL PREVAIL WAGE COVERAGE

TO THE BIG LAKE CITY COUNCIL

LIMITATION ON USE OF CONTRACT FUNDS FOR LOBBYING

BID RIGGING

ITEMS TO BE SUBMITTED WITH BID:

00410 – BIDDING SCHEDULE

BID FORM 21126D – PROPOSAL GUARANTY

CM 32-34 ATTACHMENT

NON COLLUSION AFFIDAVIT

STIPULATION FOR FOREIGN IRON AND STEEL MATERIALS

ITEMS TO BE EXECUTED AFTER BID OPENING:

00510 – NOTICE OF AWARD

RESPONSIBLE CONTRACTOR – A, A-1, A-2

00520 – AGREEMENT BETWEEN OWNER AND CONTRACTOR

00550 – NOTICE TO PROCEED

WAGE RELATED ITEMS:

FEDERALLY FUNDED CONSTRUCTION CONTRACTS – SPECIAL PROVISIONS DIVISION A LABOR
FEDERAL WAGE RATES
STATE WAGE RATES
TRUCK RENTAL RATES

CONDITIONS OF THE CONTRACT:

01110 - SUMMARY OF WORK
01112 - PROPOSED PROJECT SCHEDULE
01310 - COORDINATION
01315 - PROJECT MEETINGS
01330 - SUBMITTALS
01410 - REGULATORY REQUIREMENTS
01420 - SPECIFICATION REFERENCE AND WORKS CONSULTED
01425 - ABBREVIATIONS
01550 - MAINTENANCE OF HAUL ROADS & TEMPORARY ACCESS
01555 - MAINTENANCE AND CONTROL OF TRAFFIC
01562 - AIR, LAND AND WATER POLLUTION
01720 - FIELD ENGINEERING
01770 - PROJECT CLOSEOUT

DIVISION S:

S-1 CONTACT INFORMATION
S-2 INDIAN EMPLOYMENT
S-3 INDIAN EMPLOYMENT TRACKING FORM
S-4 EQUAL PAY
S-5 RESPONSIBLE CONTRACTOR
S-6 COMPLIANCE WITH TAX LAW REQUIREMENTS
S-7 PROTECTION OF BATS
S-8 (1203) ACCESS TO PROPOSAL PACKAGE
S-9 (1206) PREPARATION OF PROPOSAL
S-10 (1209) DELIVERY OF PROPOSALS
S-11 (1210) REVISION OF PROPOSAL PACKAGE OR WITHDRAWAL OF PROPOSALS
S-12 (1212) OPENING OF PROPOSALS
S-13 (1404) MAINTENANCE OF TRAFFIC, (1707) PUBLIC SAFETY, AND (2563) TRAFFIC CONTROL
S-14 (1601) SOURCE OF SUPPLY AND QUALITY
S-15 (1701) LAWS TO BE OBSERVED – CARGO PREFERENCE ACT, USE OF UNITED STATES – FLAGGED VESSELS
S-16 (1701) LAWS TO BE OBSERVED - CERTIFICATE OF NONDISCRIMINATION AGAINST ISRAEL
S-17 (1804) PROSECUTION OF WORK (ADA)
S-18 (1806) DETERMINATION AND EXTENSION OF CONTRACT TIME
S-19 (1807) FAILURE TO COMPLETE WORK ON TIME
S-20 (2104) REMOVING PAVEMENT AND MISCELLANEOUS STRUCTURES
S-21 (2211) AGGREGATE BASE
S-22 (2231) BITUMINOUS PATCH
S-23 (2360) PLANT MIXED ASPHALT PAVEMENT (LOCAL AGENCY)
S-24 (2461) STRUCTURAL CONCRETE
S-25 (2462) PRECAST CONCRETE
S-26 (2471) STRUCTURAL METALS
S-27 (2506) MANHOLES AND CATCH BASINS
S-28 (2521) WALKS
S-29 (2531) TRUNCATED DOMES
S-30 (2531) CONCRETE CURBING

- S-31 (2540) RELOCATE MAILBOX
- S-32 (2563) ALTERNATE PEDESTRIAN ROUTE
- S-33 (2564) RETROREFLECTIVE MARKER
- S-34 (2565) INSTALL FLASHER SYSTEM
- S-35 (2573) EROSION CONTROL SUPERVISOR
- S-36 (3105) BAGGED PORTLAND CEMENT CONCRETE PATCHING MIX GRADE 3U18 AND 3U18M
- S-37 (3131) INTERMEDIATE AGGREGATE FOR PORTLAND CEMENT CONCRETE
- S-38 (3137) COARSE AGGREGATE FOR PORTLAND CEMENT CONCRETE
- S-39 (3138) AGGREGATE FOR SURFACE AND BASES COURSES
- S-40 (3151) BITUMINOUS MATERIAL (MSCR)
- S-41 (3236) REINFORCED CONCRETE PIPE

APPENDICIES:

DISADVANTAGED BUSINESS ENTERPRISE (DBE) – SPECIAL PROVISIONS
EQUAL EMPLOYMENT OPPORTUNITY (EEO) SPECIAL PROVISIONS
APPENDIX A (SHORT VERSION)
SALT 2019 SCHEDULE OF MATERIALS CONTROL
FUEL ESCALATION CLAUSE

DRAWINGS (UNDER SEPARATE COVER):

17 sheets numbered 1 through 17, inclusive, dated 6/10/2020, and with each sheet bearing the following general title:

2020 Safe Routes to School Improvements

S.P. 232-591-001

City of Big Lake

******END OF SECTION******

SECTION 00100 - ADVERTISEMENT FOR BIDS

2020 Safe Routes to Schools Improvements
SP 232-591-001
City of Big Lake
Big Lake, MN

RECEIPT AND OPENING OF PROPOSALS: Sealed proposals for the work described below will be received at the City Hall of the City of Big Lake, 160 Lake Street North, Big Lake, MN 55309 until 10:00 A.M. on Tuesday, July 21, 2020, at which time the bids will be opened and publicly read.

DESCRIPTION OF WORK: The work includes the construction of approximately:

4,700	SQ FT	CONCRETE WALK
350	LIN FT	CONCRETE CURB AND GUTTER
14	LIN FT	RC STORM PIPE
1	EACH	CONCRETE DRAINAGE STRUCTURE
.18	ACRE	TURF ESTABLISHMENT
220	LIN FT	4-INCH PAVEMENT STRIPING
1	LS	TRAFFIC CONTROL

together with numerous related items of work, all in accordance with Plans and Specifications. This project is subject to Prevailing Wage Rates, Truck Rentals, Disadvantaged Business Enterprise Goals, Targeted Group Business Program Goals, and Veteran-Owned Small Business, Equal Employment Opportunity Provisions, Buy American Iron and Steel Provisions, and Responsible Contractor Certification.

COMPLETION OF WORK: All work under the Contract must be complete by June 30, 2021.

PLAN HOLDERS LIST, ADDENDUMS AND BID TABULATION: The planholders list, addendums and bid tabulations will be available for download on-line at www.bolton-menk.com or www.questcdn.com. Any addendums may also be distributed by mail, fax or email.

TO OBTAIN BID DOCUMENTS: Complete digital project bidding documents are available at www.bolton-menk.com or www.questcdn.com. You may view the digital plan documents for free by entering Quest project #7179042 on the Quest website's Project Search page. Documents may be downloaded for \$30.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information. An optional paper set of project documents is also available for a nonrefundable price of \$60.00 per set, which includes applicable sales tax and shipping. Please make your check payable to City of Big Lake and send it to 160 Lake Street North, Big Lake, MN 55309, (763)263-2107, or pay/pickup at the front desk at City Hall.

BID SECURITY: A certified check or proposal bond in the amount of not less than 5 percent of the total amount bid, drawn in favor of City of Big Lake shall accompany each bid.

OWNER'S RIGHTS RESERVED: The Owner reserves the right to reject any or all bids and to waive any irregularities and informalities therein and to award the Contract to other than the lowest bidder if, in their discretion, the interest of the Owner would be best served thereby.

Minimum wage rates to be paid by the Contractors have been predetermined and are subject to the Work Hours Act of 1962, P.L. 87-581 and implementing regulations.

ABSTRACT OF BID OPENING

2020 Safe Route to School Improvement SP 232-591-001
 City of Big Lake, MN
 Bid Opening on Tuesday, July 21, 2020
 10:00 AM in Council Chambers
 Abstract reviewed by City Engineer Layne Otteson

ITEM NO.	MNDOT SPEC NO.	ITEM DESCRIPTION	UNIT	APPROX. QUANTITY	1 Concrete Idea, Inc. Plymouth, MN		2 Ti-Zack Concrete, Inc. Le Center, MN		3 Blackstone Contractors LLC Loretto, MN	
					UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE
SCHEDULE A - STREETS										
1	2021.501	MOBILIZATION	LS	1	\$29,000.00	\$29,000.00	\$20,000.00	\$20,000.00	\$8,800.00	\$8,800.00
2	2102.503	PAVEMENT MARKING REMOVAL	LF	160	\$5.00	\$800.00	\$5.00	\$800.00	\$1.00	\$160.00
3	2102.518	PAVEMENT MARKING REMOVAL	SF	16	\$5.00	\$80.00	\$2.00	\$32.00	\$5.00	\$80.00
4	2104.502	SALVAGE SIGN	EACH	3	\$50.00	\$150.00	\$55.00	\$165.00	\$130.00	\$390.00
5	2104.502	SALBAGE CONCRETE APRON	EACH	1	\$900.00	\$900.00	\$800.00	\$800.00	\$390.00	\$390.00
6	2104.503	REMOVE CURB & GUTTER	LF	256	\$5.00	\$1,280.00	\$7.00	\$1,792.00	\$10.16	\$2,600.96
7	2104.504	REMOVE CONCRETE PAVEMENT	SY	61	\$18.00	\$1,098.00	\$30.00	\$1,830.00	\$21.31	\$1,299.91
8	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	225	\$18.00	\$4,050.00	\$16.00	\$3,600.00	\$17.33	\$3,899.25
9	2231.604	BITUMINOUS PATCH SPECIAL (ROADWAY)	SY	86	\$82.50	\$7,095.00	\$42.00	\$3,612.00	\$94.19	\$8,100.34
10	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	SY	38	\$60.00	\$2,280.00	\$60.00	\$2,280.00	\$96.05	\$3,649.90
11	2503.502	INSTALL CONCRETE APRON	EACH	1	\$1,250.00	\$1,250.00	\$1,400.00	\$1,400.00	\$1,800.00	\$1,800.00
12	2503.503	15" RC PIPE SEWER DES 3006 CL V	LF	14	\$106.50	\$1,491.00	\$125.00	\$1,750.00	\$171.43	\$2,400.02
13	2506.502	CONST DRAINAGE STRUCTURE DESIGN H	EACH	1	\$3,600.00	\$3,600.00	\$4,000.00	\$4,000.00	\$3,450.00	\$3,450.00
14	2506.502	CASTING ASSEMBLY	EACH	1	\$1,000.00	\$1,000.00	\$1,115.00	\$1,115.00	\$515.00	\$515.00
15	2521.518	5" CONCRETE WALK	SF	3607	\$8.00	\$28,856.00	\$8.50	\$30,659.50	\$13.50	\$48,694.50
16	2521.518	6" CONCRETE WALK	SF	1115	\$13.00	\$14,495.00	\$11.50	\$12,822.50	\$15.00	\$16,725.00
17	2531.503	CONCRETE CURB & GUTTR DESIGN V612	LF	80	\$32.50	\$2,600.00	\$25.00	\$2,000.00	\$48.00	\$3,840.00
18	2531.503	CONCRETE CURB & GUTTR DESIGN B618	LF	269	\$35.00	\$9,415.00	\$30.00	\$8,070.00	\$47.40	\$12,750.60
19	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	66	\$10.00	\$660.00	\$100.00	\$6,600.00	\$109.85	\$7,250.10
20	2531.618	TRUNCATED DOMES	SF	133	\$45.00	\$5,985.00	\$45.00	\$5,985.00	\$53.05	\$7,055.65
21	2540.602	RELOCATE MAIL BOX	EACH	2	\$100.00	\$200.00	\$165.00	\$330.00	\$180.00	\$360.00
22	2563.601	TRAFFIC CONTROL	LS	1	\$4,000.00	\$4,000.00	\$3,200.00	\$3,200.00	\$4,200.00	\$4,200.00
23	2564.502	INSTALL SIGN	EACH	2	\$150.00	\$300.00	\$300.00	\$600.00	\$2.00	\$4.00
24	2564.602	RETROREFLECTIVE MARKER	EACH	4	\$200.00	\$800.00	\$200.00	\$800.00	\$225.00	\$900.00
25	2564.518	SIGN PANELS TYPE C	SF	59.6	\$100.00	\$5,960.00	\$70.00	\$4,172.00	\$59.56	\$3,549.78
26	2565.602	INSTALL FLASHER SYSTEM	EACH	2	\$3,000.00	\$6,000.00	\$2,500.00	\$5,000.00	\$2,600.00	\$5,200.00
27	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$50.00	\$300.00	\$140.00	\$840.00	\$115.00	\$690.00
28	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	190	\$5.00	\$950.00	\$1.00	\$190.00	\$4.84	\$919.60
29	2574.507	LOAM TOPSOIL BORROW	CY	55	\$20.00	\$1,100.00	\$88.00	\$4,840.00	\$27.27	\$1,499.85
30	2574.508	FERTILIZER TYPE 3	LB	64	\$5.00	\$320.00	\$2.00	\$128.00	\$0.94	\$60.16
31	2575.505	SEEDING	ACRE	0.18	\$300.00	\$54.00	\$11,000.00	\$1,980.00	\$7,222.22	\$1,300.00
32	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	630	\$4.50	\$2,835.00	\$30.00	\$18,900.00	\$0.48	\$302.40
33	2575.508	SEED MIXTURE 25-151	LB	28	\$110.00	\$3,080.00	\$11.00	\$308.00	\$10.71	\$299.88
34	2582.503	4" DBLE SOLID LINE MULTI COMP	LF	220	\$1.40	\$308.00	\$1.50	\$330.00	\$5.82	\$1,280.40
35	2582.518	CROSSWALK MARKING-MULTI COMP (WR)	SF	360	\$5.20	\$1,872.00	\$5.75	\$2,070.00	\$7.71	\$2,775.60
					Total:	\$144,164.00		\$153,001.00		\$157,192.90

 Signifies a discrepancy from the bid submittal.

ABSTRACT OF BID OPENING

2020 Safe Route to School Improvement SP 232-591-001
 City of Big Lake, MN
 Bid Opening on Tuesday, July 21, 2020
 10:00 AM in Council Chambers
 Abstract reviewed by City Engineer Layne Otteson

ITEM NO.	MNDOT SPEC NO.	ITEM DESCRIPTION	UNIT	APPROX. QUANTITY	4		5		6	
					New Look Contracting, Inc. Rogers, MN		Sunram Construction, Inc. Corcoran, MN		Kuechle Underground Inc. Kimball, MN	
					UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE
SCHEDULE A - STREETS										
1	2021.501	MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$10,500.20	\$10,500.20	\$24,700.00	\$24,700.00
2	2102.503	PAVEMENT MARKING REMOVAL	LF	160	\$2.00	\$320.00	\$3.00	\$480.00	\$2.00	\$320.00
3	2102.518	PAVEMENT MARKING REMOVAL	SF	16	\$6.00	\$96.00	\$10.00	\$160.00	\$10.00	\$160.00
4	2104.502	SALVAGE SIGN	EACH	3	\$200.00	\$600.00	\$53.00	\$159.00	\$150.00	\$450.00
5	2104.502	SALBAGE CONCRETE APRON	EACH	1	\$750.00	\$750.00	\$1,100.00	\$1,100.00	\$270.00	\$270.00
6	2104.503	REMOVE CURB & GUTTER	LF	256	\$12.00	\$3,072.00	\$16.25	\$4,160.00	\$9.00	\$2,304.00
7	2104.504	REMOVE CONCRETE PAVEMENT	SY	61	\$32.00	\$1,952.00	\$22.00	\$1,342.00	\$27.00	\$1,647.00
8	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	225	\$30.00	\$6,750.00	\$5.25	\$1,181.25	\$14.00	\$3,150.00
9	2231.604	BITUMINOUS PATCH SPECIAL (ROADWAY)	SY	86	\$65.00	\$5,590.00	\$85.25	\$7,331.50	\$81.00	\$6,966.00
10	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	SY	38	\$80.00	\$3,040.00	\$77.00	\$2,926.00	\$80.00	\$3,040.00
11	2503.502	INSTALL CONCRETE APRON	EACH	1	\$900.00	\$900.00	\$850.00	\$850.00	\$540.00	\$540.00
12	2503.503	15" RC PIPE SEWER DES 3006 CL V	LF	14	\$150.00	\$2,100.00	\$150.00	\$2,100.00	\$97.00	\$1,358.00
13	2506.502	CONST DRAINAGE STRUCTURE DESIGN H	EACH	1	\$3,750.00	\$3,750.00	\$2,575.00	\$2,575.00	\$3,500.00	\$3,500.00
14	2506.502	CASTING ASSEMBLY	EACH	1	\$600.00	\$600.00	\$750.00	\$750.00	\$550.00	\$550.00
15	2521.518	5" CONCRETE WALK	SF	3607	\$9.50	\$34,266.50	\$10.20	\$36,791.40	\$11.00	\$39,677.00
16	2521.518	6" CONCRETE WALK	SF	1115	\$18.00	\$20,070.00	\$23.30	\$25,979.50	\$17.00	\$18,955.00
17	2531.503	CONCRETE CURB & GUTTR DESIGN V612	LF	80	\$48.50	\$3,880.00	\$47.30	\$3,784.00	\$50.00	\$4,000.00
18	2531.503	CONCRETE CURB & GUTTR DESIGN B618	LF	269	\$44.00	\$11,836.00	\$50.50	\$13,584.50	\$46.00	\$12,374.00
19	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	66	\$111.00	\$7,326.00	\$122.00	\$8,052.00	\$105.00	\$6,930.00
20	2531.618	TRUNCATED DOMES	SF	133	\$65.00	\$8,645.00	\$57.75	\$7,680.75	\$65.00	\$8,645.00
21	2540.602	RELOCATE MAIL BOX	EACH	2	\$350.00	\$700.00	\$300.00	\$600.00	\$500.00	\$1,000.00
22	2563.601	TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
23	2564.502	INSTALL SIGN	EACH	2	\$250.00	\$500.00	\$158.00	\$316.00	\$220.00	\$440.00
24	2564.602	RETROREFLECTIVE MARKER	EACH	4	\$250.00	\$1,000.00	\$210.00	\$840.00	\$240.00	\$960.00
25	2564.518	SIGN PANELS TYPE C	SF	59.6	\$70.00	\$4,172.00	\$66.00	\$3,933.60	\$60.00	\$3,576.00
26	2565.602	INSTALL FLASHER SYSTEM	EACH	2	\$3,000.00	\$6,000.00	\$2,625.00	\$5,250.00	\$2,600.00	\$5,200.00
27	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$350.00	\$2,100.00	\$150.00	\$900.00	\$380.00	\$2,280.00
28	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	190	\$6.00	\$1,140.00	\$4.00	\$760.00	\$4.90	\$931.00
29	2574.507	LOAM TOPSOIL BORROW	CY	55	\$120.00	\$6,600.00	\$88.00	\$4,840.00	\$49.00	\$2,695.00
30	2574.508	FERTILIZER TYPE 3	LB	64	\$3.00	\$192.00	\$5.00	\$320.00	\$2.20	\$140.80
31	2575.505	SEEDING	ACRE	0.18	\$8,000.00	\$1,440.00	\$20,000.00	\$3,600.00	\$10,000.00	\$1,800.00
32	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	630	\$5.75	\$3,622.50	\$0.01	\$6.30	\$3.70	\$2,331.00
33	2575.508	SEED MIXTURE 25-151	LB	28	\$20.00	\$560.00	\$5.00	\$140.00	\$4.80	\$134.40
34	2582.503	4" DBLE SOLID LINE MULTI COMP	LF	220	\$3.00	\$660.00	\$1.55	\$341.00	\$1.50	\$330.00
35	2582.518	CROSSWALK MARKING-MULTI COMP (WR)	SF	360	\$11.00	\$3,960.00	\$5.75	\$2,070.00	\$5.50	\$1,980.00
					Total:	\$158,190.00		\$160,404.00		\$168,334.20

 Signifies a discrepancy from the bid submittal.

ABSTRACT OF BID OPENING

2020 Safe Route to School Improvement SP 232-591-001
 City of Big Lake, MN
 Bid Opening on Tuesday, July 21, 2020
 10:00 AM in Council Chambers
 Abstract reviewed by City Engineer Layne Otteson

ITEM NO.	MNDOT SPEC NO.	ITEM DESCRIPTION	UNIT	APPROX. QUANTITY	7 Meyer Contracting Maple Grove, MN		8 Ashwill Companies Cakato, MN	
					UNIT PRICE	EXT. PRICE	UNIT PRICE	EXT. PRICE
SCHEDULE A - STREETS								
1	2021.501	MOBILIZATION	LS	1	\$17,800.00	\$17,800.00	\$6,300.00	\$6,300.00
2	2102.503	PAVEMENT MARKING REMOVAL	LF	160	\$3.00	\$480.00	\$4.86	\$777.60
3	2102.518	PAVEMENT MARKING REMOVAL	SF	16	\$10.00	\$160.00	\$37.63	\$602.08
4	2104.502	SALVAGE SIGN	EACH	3	\$50.00	\$150.00	\$149.33	\$447.99
5	2104.502	SALBAGE CONCRETE APRON	EACH	1	\$361.49	\$361.49	\$965.00	\$965.00
6	2104.503	REMOVE CURB & GUTTER	LF	256	\$17.80	\$4,556.80	\$9.78	\$2,503.68
7	2104.504	REMOVE CONCRETE PAVEMENT	SY	61	\$9.25	\$564.25	\$50.30	\$3,068.30
8	2104.504	REMOVE BITUMINOUS PAVEMENT	SY	225	\$9.50	\$2,137.50	\$35.21	\$7,922.25
9	2231.604	BITUMINOUS PATCH SPECIAL (ROADWAY)	SY	86	\$125.78	\$10,817.08	\$61.21	\$5,264.06
10	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	SY	38	\$98.68	\$3,749.84	\$53.88	\$2,047.44
11	2503.502	INSTALL CONCRETE APRON	EACH	1	\$3,062.50	\$3,062.50	\$1,900.00	\$1,900.00
12	2503.503	15" RC PIPE SEWER DES 3006 CL V	LF	14	\$290.23	\$4,063.22	\$64.06	\$896.84
13	2506.502	CONST DRAINAGE STRUCTURE DESIGN H	EACH	1	\$8,331.74	\$8,331.74	\$2,065.00	\$2,065.00
14	2506.502	CASTING ASSEMBLY	EACH	1	\$1,493.15	\$1,493.15	\$1,900.00	\$1,900.00
15	2521.518	5" CONCRETE WALK	SF	3607	\$10.26	\$37,007.82	\$8.87	\$31,994.09
16	2521.518	6" CONCRETE WALK	SF	1115	\$16.56	\$18,464.40	\$22.22	\$24,775.30
17	2531.503	CONCRETE CURB & GUTTR DESIGN V612	LF	80	\$46.35	\$3,708.00	\$41.63	\$3,330.40
18	2531.503	CONCRETE CURB & GUTTR DESIGN B618	LF	269	\$42.51	\$11,435.19	\$39.43	\$10,606.67
19	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY	66	\$120.89	\$7,978.74	\$141.29	\$9,325.14
20	2531.618	TRUNCATED DOMES	SF	133	\$50.51	\$6,717.83	\$62.38	\$8,296.54
21	2540.602	RELOCATE MAIL BOX	EACH	2	\$250.00	\$500.00	\$730.00	\$1,460.00
22	2563.601	TRAFFIC CONTROL	LS	1	\$2,950.00	\$2,950.00	\$6,575.00	\$6,575.00
23	2564.502	INSTALL SIGN	EACH	2	\$150.00	\$300.00	\$345.00	\$690.00
24	2564.602	RETROREFLECTIVE MARKER	EACH	4	\$200.00	\$800.00	\$392.50	\$1,570.00
25	2564.518	SIGN PANELS TYPE C	SF	59.6	\$62.00	\$3,695.20	\$86.69	\$5,166.72
26	2565.602	INSTALL FLASHER SYSTEM	EACH	2	\$2,500.00	\$5,000.00	\$7,275.00	\$14,550.00
27	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$335.03	\$2,010.18	\$206.67	\$1,240.02
28	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	190	\$6.00	\$1,140.00	\$9.02	\$1,713.80
29	2574.507	LOAM TOPSOIL BORROW	CY	55	\$209.45	\$11,519.75	\$175.05	\$9,627.75
30	2574.508	FERTILIZER TYPE 3	LB	64	\$2.50	\$160.00	\$17.11	\$1,095.04
31	2575.505	SEEDING	ACRE	0.18	\$15,000.00	\$2,700.00	\$8,264.27	\$1,487.57
32	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	630	\$3.25	\$2,047.50	\$22.40	\$14,112.00
33	2575.508	SEED MIXTURE 25-151	LB	28	\$5.00	\$140.00	\$16.08	\$450.24
34	2582.503	4" DBLE SOLID LINE MULTI COMP	LF	220	\$1.40	\$308.00	\$9.94	\$2,186.80
35	2582.518	CROSSWALK MARKING-MULTI COMP (WR)	SF	360	\$5.20	\$1,872.00	\$24.89	\$8,960.40
					Total:	\$178,182.18		\$195,873.72

 Signifies a discrepancy from the bid submittal.

**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 26, 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 RECEIVING BIDS AND AWARDING
CONTRACT FOR THE 2020 SAFE ROUTES TO SCHOOLS PROJECT**

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

1. All bids on construction of the 2020 Safe Routes to Schools Project SP 232-591-001 are hereby received and tabulated.
2. The City Council is awarding the project based on the lowest responsible bidder.
3. The bid of Concrete Idea, Inc of Plymouth, MN in the amount of \$144,164.00 for the construction of said improvements in accordance with the plans and specifications and advertisement for bids is the lowest responsible bid and shall be and hereby is accepted.
4. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Big Lake.
5. The City Engineer is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposit of the successful bidder and the next lowest bidder shall be retained until a contract has been executed.

Adopted by the Big Lake City Council this 26th 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: Layne R. Otteson P.E. City Engineer / Utilities Manager; PW20-055	Meeting Date: 8/26/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7F
Item Description: Reject the bids for the 2020 Street and Utility Project No. ST2020-2	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

Motion to receive and reject all bids for the 2020 Street and Utility Project No ST2020-2, and direct Staff to re-evaluate options.

BACKGROUND/DISCUSSION

One bid was publicly opened on **Thursday, August 20** and reviewed for accuracy. The low bid was provided by OMG Midwest, Inc. (Rogers, MN) / Minnesota Paving and Materials (St. Cloud, MN) in the amount of \$357,801.00. The engineer’s estimate was \$175,000.

Staff reviewed the unit bid prices. Staff found paving work and water main repair to be slightly elevated. However, concrete related work, casting adjustments and storm sewer items were three to four times the expected costs.

Staff will explore other repair options and adjust to address the needs of the City after Council’s direction.

FINANCIAL IMPACT

The cost to perform the work as bid will not fit within budget. Staff will bring back cost effective options at the September 9th Council meeting.

ALTERNATIVES

1. Reject all bids.
2. Award the low bid to OMG Midwest, Inc. (Rogers, MN) / Minnesota Paving and Materials (St. Cloud, MN).

STAFF RECOMMENDATION

Staff recommends that Council reject all bids.

ATTACHMENTS

Bid Tabulation for Project No. ST2020-2

ABSTRACT OF BID OPENING

2020 Street and Utility Project No. ST2020-2
 City of Big Lake, MN
 Bid Opening on Thursday, August 20, 2020 @ 2:00 pm

1

ITEM NO.	ITEM DESCRIPTION	APPROX. QUANTITY	UNIT	OMG Midwest, Inc. / MN Paving and Materials	
				UNIT PRICE	EXT. PRICE
SCHEDULE A - STREETS					
1	MOBILIZATION	1	LS	\$44,000.00	\$44,000.00
2	TRAFFIC CONTROL	1	LS	\$8,000.00	\$8,000.00
3	COMMON EXCAVATION	1	LS	\$5,500.00	\$5,500.00
4	MILL BITUMINOUS PAVEMENT	3165	SY	\$3.50	\$11,077.50
5	SAWCUT BIT PAVEMENT (STREET & TRAIL)	145	LF	\$3.00	\$435.00
6	REMOVE BITUMINOUS CURB (CHIPPEWA ST)	75	LF	\$18.00	\$1,350.00
7	REMOVE CONCRETE CURB & GUTTER	95	LF	\$17.00	\$1,615.00
8	REMOVE EX PED RAMPS (2)	120	SF	\$7.00	\$840.00
9	REMOVE PAVEMENT (1.5' WIDE @ PED RAMP)	80	SF	\$14.00	\$1,120.00
10	RREMOVE SIDEWALK	150	SF	\$5.00	\$750.00
11	STREET SWEEPING (KILBERNIE RD)	1	LS	\$1,500.00	\$1,500.00
12	TACK COAT	355	GAL	\$3.00	\$1,065.00
13	F&I TOPSOIL	5	CY	\$125.00	\$625.00
14	F&I 1.5" BITUMINOUS PATCH (EUCLID DR)	600	SF	\$5.00	\$3,000.00
15	F&I 2" BITUMINOUS PATCH (CHIPPEWA ST)	113	SF	\$6.50	\$734.50
16	F&I 3" TO 3.5" BITUMINOUS PATCH	148	SF	\$6.00	\$888.00
17	F&I 1" WEAR COURSE (THIN OVERLAY)	96	TN	\$140.00	\$13,440.00
18	F&I TYPE SP 12.5 WEAR (2,B)(MILL & OVERLAY)	275	TN	\$105.00	\$28,875.00
19	F&I CONCRETE CURBING	165	LF	\$95.00	\$15,675.00
20	F&I 5" CONCRETE SIDEWALK	870	SF	\$11.00	\$9,570.00
21	F&I 6" PED RAMP WITH 3" AGG CL 5	435	SF	\$26.00	\$11,310.00
22	F&I TRUNCATED DOMES	44	SF	\$75.00	\$3,300.00
23	F&I TURF RESTORATION	525	SF	\$7.00	\$3,675.00

Subtotal Schedule A: \$168,345.00

1

ITEM NO.	ITEM DESCRIPTION	APPROX. QUANTITY	UNIT	OMG Midwest Inc Rogers, MN 55374	
				UNIT PRICE	EXT. PRICE
SCHEDULE B - UTILITIES WORK					
1	MOBILIZATION	1	LS	\$26,000.00	\$26,000.00
2	TRAFFIC CONTROL	1	LS	\$8,000.00	\$8,000.00
3	BIOROLLS (COUNTY 81)	100	LF	\$18.00	\$1,800.00
4	DEWATERING	1	LS	\$1,000.00	\$1,000.00
5	SAWCUT PAVEMENT (BITUMINOUS & CONCRETE)	800	LF	\$6.00	\$4,800.00
6	ADJUST LAST 2 18" RCP PIPE (INCL. FES)	1	LS	\$10,000.00	\$10,000.00
7	REMOVE 6" PAVEMENT (COUNTY 81)	500	SF	\$10.00	\$5,000.00
8	REMOVE BITUMINOUS PAVEMENT (STREET & D/W)	3132	SF	\$5.50	\$17,226.00
9	REMOVE CB CASTING	3	EA	\$750.00	\$2,250.00
10	REMOVE CONCRETE CURBING	165	LF	\$14.00	\$2,310.00
11	REMOVE CONCRETE D/W	500	SF	\$8.00	\$4,000.00
12	REMOVE MEDIAN CONCRETE (4")	75	LF	\$8.00	\$600.00
13	REMOVE MH CASTING & RINGS	2	EA	\$1,220.00	\$2,440.00
14	REINSTALL & ADJUST MH CASTING WITH RINGS	2	EA	\$1,950.00	\$3,900.00
15	F&I & ADJUST CB CASTING (SALVAGE ALLOWED)	3	EA	\$3,000.00	\$9,000.00
16	F&I 12" GATE VALVE BOX	1	LS	\$6,600.00	\$6,600.00
17	REPAIR 12" DIP WM CL 50 BREAK	1	LS	\$23,000.00	\$23,000.00
18	FLUSH & BACK-T TESTING	1	LS	\$7,000.00	\$7,000.00
19	F&I POLYSTYRENE INSULATION (2" - 4'X8' SHEETS)	90	EA	\$115.00	\$10,350.00

ABSTRACT OF BID OPENING

2020 Street and Utility Project No. ST2020-2
City of Big Lake, MN
Bid Opening on Thursday, August 20, 2020 @ 2:00 pm

20	F&I CL. 5 AGG (6"-10" DEPTH)	150	TN	\$29.50	\$4,425.00
21	F&I CONCRETE CURBING (B618 & SURM)	65	LF	\$110.00	\$7,150.00
22	F&I CONCRETE MEDIAN (4" THICK)	100	SF	\$29.50	\$2,950.00
23	F&I 3" BITUMINOUS PAVEMENT (STREET & D/W)	300	SY	\$44.00	\$13,200.00
24	F&I 3.5" BITUMINOUS PATCH (1.5' WIDE)	8	SY	\$185.00	\$1,480.00
25	F&I 3.5" BITUMINOUS MH PATCH (6'X6')	2	EA	\$850.00	\$1,700.00
26	F&I 6" BITUMINOUS PATCH (COUNTY 81)	25	TN	\$200.00	\$5,000.00
27	F&I TOPSOIL	23	EA	\$125.00	\$2,875.00
28	TURF RESTORATION (SEED, & MULCH/BLANKET)	450	SY	\$12.00	\$5,400.00

Subtotal Schedule B: \$189,456.00
Grand Total Schedule A + B: \$357,801.00



AGENDA ITEM

Big Lake City Council

Prepared By: Clay Wilfahrt, City Administrator	Meeting Date: 8/26/2020	Item No. 7G
Item Description: Council Committee Appointment Discussion	Reviewed By: Mayor Wallen	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

Motion to approve a Resolution amending City of Big Lake Resolution No. 2020-03 to amend 2020 Official City Appointments due to a vacancy on the Big Lake City Council.

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 were asked at the August 26, 2020 Council Workshop 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**

The attached Resolution reflects Mayor Wallen's recommendation for appointment to the above identified committees. If Council is in agreement with the Mayor's recommendations, the Resolution can be approved as presented. Any changes to the Mayor's recommendations, should be stated in the motion for approval.

FINANCIAL IMPACT

None

ATTACHMENTS

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



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/26/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7H
Item Description: Monthly Department Reports		Reviewed By: N/A	
		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 second meeting of the month are as follows:

1. Finance Department
2. Liquor Store
3. Community Development Department

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A