

**AGENDA
BIG LAKE CITY COUNCIL
WORKSHOP**

WEDNESDAY, OCTOBER 14, 2020

5:00 p.m.

1) CALL TO ORDER

2) ROLL CALL

3) ADOPT PROPOSED AGENDA

4) BUSINESS

4A. Special Assessments on Tax Forfeited Parcels Discussion

4B. 2021 Preliminary Capital Improvement Plan (CIP) and budgets

4C. New Ideas Discussion

5) OTHER

6) ADJOURN

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

CITY COUNCIL WORKSHOP – COVID-19 NOTICE

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



WORKSHOP ITEM

Big Lake City Council

Prepared by: Deb Wegeleben, Finance Director	Meeting Date: 10/14/2020	Item No. 4A
Item Description: Tax Forfeiture Properties 65-121-2300 and 65-121-2400 special assessments (originally Bruggeman Properties)	Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

Provide Staff with terms on the special assessments for tax forfeiture properties that are currently up for sale.

BACKGROUND/DISCUSSION

Per State Statute when a parcel of tax-forfeited land is returned to private ownership and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the municipality may, upon notice and hearing, make a reassessment or a new assessment in the amount equal to the amount remaining unpaid on the original assessment.

With the parcels in questions there was a public improvement and assessment agreement from 2007 for the trunk utility extension of 172nd to Industrial Park, with the first payment of the assessments to be deferred until development or 7 years from the date of levying the original assessment. The development never happened the assessments were first levied in 2015. There have not been any payments on the two parcels in questions leaving the total assessment balance at \$189,454.76. In addition, the County had to combine 24.91 acres of parcel 65-121-2400 with 65-121-2300 due to the parcels being land locked, parcel 65-121-2300 now has 48.89 acres and 65-121-2400 has .66 acres.

Some options for Council to consider pertaining to the outstanding special assessments for these parcels are as follows:

- Levy the full assessment amounts outstanding for original term of 7 years and at 5.5%:
 - Parcel 65-121-2300 would be \$186,797.36
 - Parcel 65-121-2400 would be \$2,923.14
- Levy what the unbilled amount would have been as 2019, which was when the properties went into tax forfeiture
 - Parcel 65-121-2300 would be \$59,704.77
 - Parcel 65-121-2400 would be \$1,846.54
- Levy any amount up to the original amounts
- Do not reassess the assessment at all

Staff has taken into consideration the delinquent payments when considering the debt levy funds needed to cover the yearly debt payments. The final debt payment is in 2028, so if Council does decide to reassess the assessment the maximum term limit would have to be 7 years, with the first payment due in 2021. This is assuming that the parcels are actually purchased this year. Staff would also have to send out the standard assessment letter and include these parcels at the November 12, 2020 assessment hearing.

Another issue that will need to be addressed pertaining to the combining of these parcels is pertaining to zoning. The original parcel 65-121-2300 was zoned R3 and the original 65-121-2400 was zoned PUD R1, now that the parcels are combined this issues will need to be addressed when the land is developed.

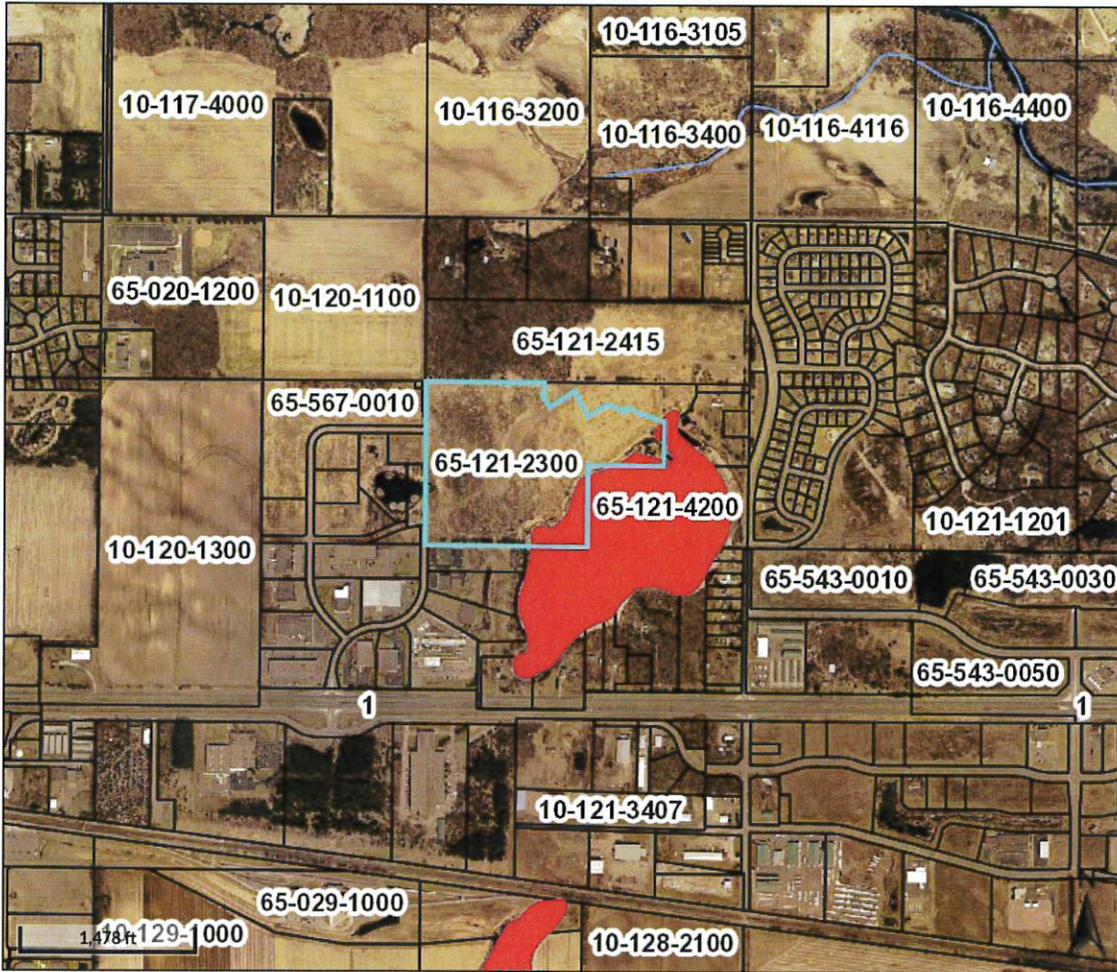
FINANCIAL IMPACT

Yearly City levies are impacted if parcels are sold and put back on the tax roll.

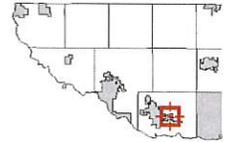
ATTACHMENTS

County Parcel Maps

65-12A-2300



Overview



Legend

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

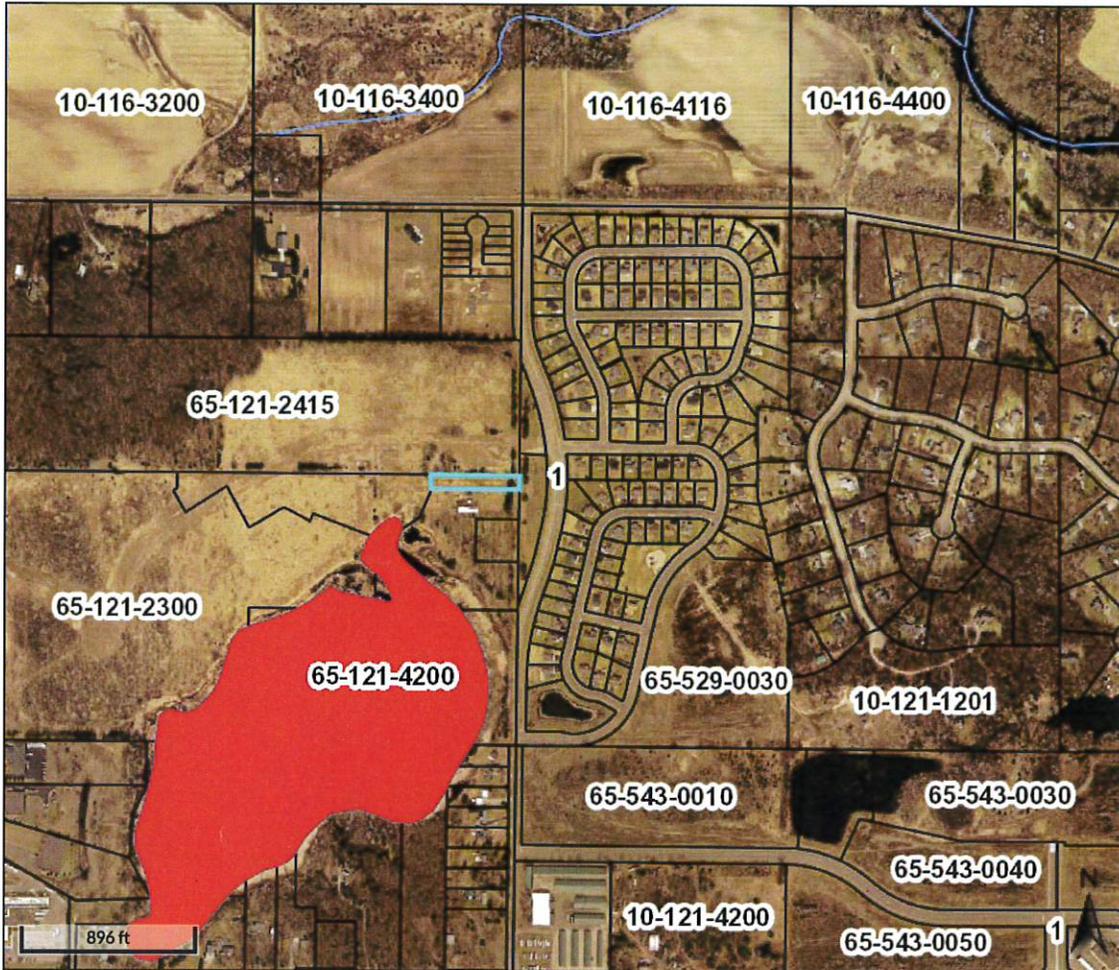
Parcel ID	65-121-2300	Alternate ID	n/a	Owner Address	TAX FORFEITED PROPERTY
Sec/Twp/Rng	21-33-27	Class	670-Tax Forfeited County Administered/PILT, 670-Tax Forfeited County Administered/PILT		
Property Address		Acreage	48.84		
District			BIG LAKE CITY		
Brief Tax Description			n/a		
			(Note: Not to be used on legal documents)		

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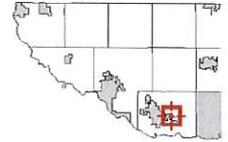
Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

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65-121-2400



Overview



Legend

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

Parcel ID	65-121-2400	Alternate ID	n/a	Owner Address	TAX FORFEITED PROPERTY
Sec/Twp/Rng	21-33-27	Class	670-Tax Forfeited County Administered/PILT		
Property Address		Acreage	0.66		
District	BIG LAKE CITY				
Brief Tax Description	n/a				
	(Note: Not to be used on legal documents)				

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WORKSHOP ITEM

Big Lake City Council

Prepared By <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 10/14/2020	Item No. 4B
Item Description: <i>2021 Preliminary Capital Improvement Plan (CIP) and budgets</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i> Reviewed By <i>(Department Directors and Finance Committee)</i>	

COUNCIL DIRECTION REQUESTED

Direction to Staff regarding the proposed 2021 preliminary CIP budget numbers

BACKGROUND/DISCUSSION

Each year Staff reviews the Capital Improvement Plan to determine the budget for each of the capital funds. The majority of all funding of the capital improvement budgets is from the allocation of the yearly Local Government Aid and bonding for large ticket items such as street reconstruction, new wells are large expansions of the wastewater treatment plan. Equipment purchase or projects that are part of the capital improvement plan still need council's approval before purchases are done and purchases that are part of the current year's allocation of local government aid which are greater than \$50,000 must not be completed until December. This procedure is to guarantee that the City does receive the full year's allocation of LGA as the funds are only received in July and December. Following are items requested for the 2021 budget year. In addition, staff has also included the plan for 2022-2025.

Capital Improvement Plan by Department for 2021

- Administration/Finance
 - Transfer from the General Fund to the Street Maintenance Fund 196 for future projects - \$140,000
 - Transfer from unallocated capital improvement funds to Big Lake Economic Development Fund to establish a Revolving Loan Program - \$100,000
 - Allocation of LGA Funds to purchase a vehicle from the police department to replace the unit that was sent to auction - \$8,500
 - Allocation of LGA Funds to the Street Maintenance Fund 196 for future projects - \$100,000
 - Allocation of LGA Funds for future building repairs - \$10,000
 - Allocation of LGA Funds for the yearly HWY 25 study - \$15,000
- IT
 - Transfer from the General Fund to the Computer Replacement fund 194 for the replacement of computers - \$15,000
 - Server Replacement using unallocated computer replacement funds
- Elections
 - Transfer from the General Fund for future election machine replacements - \$2,000
- BLCSC – Library/Police Building
 - Allocation of LGA Funds to replace Air Condition Unit - \$6,000
 - Building painting using unallocated capital improvement funds - \$11,500

- Fire Department
 - Allocation of LGA Funds for future replacement of fire station roof - \$22,500
 - Allocation of LGA Funds for future replacement of Fire Engine - \$133,333
 - Allocation of LGA Fund for purchase of a Grass Rig - \$60,000
- Police Department
 - Transfer from the General Fund for the lease payment of the Tasers - \$2,640
 - Allocation of LGA Funds for the replacement of two (2) squad units based on the fleet replacement schedule - \$96,000
 - Sale of two (2) squad units will reduce amount needed of LGA allocation - \$17,000
- Street Department
 - Transfer from the General Fund for miscellaneous equipment purchases - \$5,000
 - Transfer from the General Fund to the Street Maintenance Fund 196 for future projects - \$30,000
 - Allocation of LGA Funds for a new roller - \$40,000
 - Allocation of LGA Funds for the replacement of a 2002 Ford 550 - \$75,000
 - However, if Council approves the purchase of the Skid Steer, then the remaining funds from the 2019 Allocation would be used to purchase this unit.
 - Allocation of LGA Funds for the replacement of a 1985 Case 580 Front End Loader - \$120,000
 - This replacement was at the recommendation of the Fleet mechanic, but not necessarily a new loader, but optional equipment that best suits the City's needs. Staff is recommending a Tool Cat with attachments for \$85,000.
 - Allocation of 2019 LGA Funds for the replacement of a 2000 Skid Steer - \$200,000
 - Quotes came in at \$72,000; remaining funds could be used to replace the 2002 Ford 550 in the 2021 budget.
 - Recommendation from the Fleet mechanic indicates that the skid steer is not needed to be replaced until 2023 based on usage only not on need.
- Street Improvements Projects
 - Bonding would need to be acquired in order to do the street projects that were originally allocated in 2020 - \$4,218,716
 - CIP plan will have to be updated with the streets that could possibly be included in a 2021 Street Project prior to the final budgets being approved in December.
- Parks Department
 - Transfer from the General Fund for park playground equipment - \$5,000
 - Transfer from the General Fund for miscellaneous equipment - \$5,000
 - Transfer from the General Fund to the Parks & Trail maintenance Fund 195 for future projects - \$25,750
 - Allocation of LGA Funds for improvement on the Skate Rink at City Hall - \$20,000
 - Allocation of LGA Funds for the replacement of a 2006 John Deere Tractor for \$150,000 was moved to 2024 per the recommendation of the Fleet mechanic
- Park Development Fund – current funds available as of 10/1/2020 - \$373,645
 - In 2020 funds were allocated for a new park on the south side of town - \$150,000
 - In 2021 if funds available plan states for improvements to Powell Park - \$80,000
 - In 2021 if funds available plan states playground equipment at Mitchell Farms Park - \$100,000
 - In 2021 if funds available plan states playground equipment at Hudson Woods - \$150,000
 - Staff has not received any documentation from the Parks Board as to an updated plan - currently there is not enough funds to fulfill all projects listed for 2020 and 2021
- Water Fund
 - Transfer from Water operating fund for miscellaneous equipment replacement - \$50,000
 - Transfer from Water operating fund for well maintenance - \$30,000
 - Transfer from Water operating fund for water meter replacement - \$10,000
 - Transfer from Water operating fund for water tower maintenance - \$50,000
 - Transfer from Water operating fund for computer replacement - \$3,000
 - For Well replacements and implementation of new water meters - \$3,400,000
 - Would have to bond for these projects as the Water CIP does not have cash

- Allocations from 2020 funds for replacement of 2005 Chevy - \$50,000 (not purchased yet), will need an additional \$10,000 allocation for 2021 to actually be able to purchase this unit.
- Sewer Fund
 - Transfer from Sewer operating fund for miscellaneous equipment replacement - \$50,000
 - In 2021 the Lift Station SCADA upgrades using unallocated Sewer CIP Funds - \$60,000
 - In 2020 funds were allocated for the replacement of a 1981 Trailer jet for \$100,000 per the fleet mechanic this will not be done until 2022
 - In 2020 funds were allocated for the replacement of a Dump Truck for \$170,000 per the fleet mechanic this needs to be done ASAP.
- Storm Sewer Fund
 - Transfer from Storm Sewer operating fund for miscellaneous equipment replacement - \$7,500
 - In 2020 funds were allocated for the replacement of a 2006 Sweeper for \$150,000 per the fleet mechanic this will not be done until 2024.
- Liquor Store
 - Transfer from the Liquor Store operating fund for building/equipment/lot repairs - \$75,000
 - In 2021 the coolers will be replaced using Liquor CIP Funds - \$72,000
 - In 2021 the security system will be upgraded using Liquor CIP Funds - \$4,000

FINANCIAL IMPACT

Fund allocations needed to develop the capital improvement funds budgets for 2021.

ALTERNATIVES

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

ATTACHMENTS

Capital Improvement Plan Summary 2020-2025
CIP Request forms from departments

City of Big Lake, Minnesota

2021 through 2025 - Summary by Department

Dept	2021	2022	2023	2024	2025	Totals
Administration/Finance	373,500	190,000	125,000	125,000	125,000	938,500
IT Department	135,000	25,500	25,500	25,500	25,500	237,000
Elections	2,000	-	2,000	-	2,000	6,000
Big Lake Community Service Center	17,500	-	-	-	-	17,500
Fire - City Portion only	215,833	648,733	325,000	157,500	208,250	1,555,317
Police Department	81,640	84,280	84,846	87,902	45,524	384,192
Streets Department	270,000	355,000	675,000	425,000	822,000	2,547,000
Streets Improvements	4,218,716	2,627,241	-	3,121,261	-	9,967,218
Parks Department	55,750	100,750	100,750	185,750	55,750	498,750
Park Development- NOT CASH FUNDED	330,000	150,000	450,000	350,000	-	1,280,000
Water Enterprise Fund	3,508,000	108,000	108,000	108,000	108,000	3,940,000
Sewer Enterprise Fund	116,000	50,000	16,600,000	200,000	50,000	17,016,000
Storm Sewer Enterprise Fund	7,500	7,500	7,500	7,500	7,500	37,500
Liquor Store Enterprise Fund	151,000	35,000	50,000	45,000	45,000	326,000
City Debt Payments	4,426,319	4,488,226	4,680,309	4,363,600	3,705,299	21,663,753
Total General Fund and Enterprise Funds	13,908,758	8,870,230	23,233,905	9,202,013	5,199,823	60,414,730

2021 through 2025 - Summary by Funding Source

Funding Source	2021	2022	2023	2024	2025	Totals
General Fund	230,390	141,390	410,750	408,750	425,000	1,616,280
CIP FUND	307,500	475,000	15,000	10,000	30,000	837,500
LGA	679,333	787,873	927,346	597,902	839,024	3,831,479
Bonds	4,218,716	2,627,241	-	3,121,261	-	9,967,218
Park Dedication - NOT CASH FUNDED	330,000	150,000	450,000	350,000	-	1,280,000
Water Operations	118,000	108,000	108,000	108,000	108,000	550,000
Revenue Bonds - Water	3,400,000	-	-	-	-	3,400,000
Revenue Bonds - Sewer	-	-	14,500,000	-	-	14,500,000
Sewer CIP	60,000	-	2,000,000	-	-	2,060,000
Sewer Operations	56,000	50,000	100,000	200,000	50,000	456,000
Storm Operations	7,500	7,500	7,500	7,500	7,500	37,500
Liquor Operations	75,000	35,000	35,000	35,000	35,000	215,000
Debt - GF	1,052,393	823,675	694,003	690,700	577,892	3,838,663
Debt - WF	580,129	579,846	579,235	579,295	-	2,318,505
Debt - SF	980,475	980,380	980,827	980,791	980,272	4,902,745
Debt - SA	152,799	152,538	152,243	152,913	152,531	763,024
Debt - GF/EF	1,389,412	1,390,294	1,404,620	1,164,790	834,035	6,183,151
Debt - FCH	271,111	561,493	869,381	795,111	1,160,569	3,657,665
Total All Funding Sources	13,908,758	8,870,230	23,233,905	9,202,013	5,199,823	60,414,730

City of Big Lake, Minnesota
CIP PLAN - 2020 - 2025

Dept	Description	Funding Source	2020	2021	2022	2023	2024	2025	
Administration/Finance									
see street	Transfer to Street Reconstruction-196	General Fund	199,033	140,000	50,000	*now franchsie fee	-	-	
	CITY BRANDING CAMPAIGN-BLEDA	CIP Fund	25,000	-					
	BLEDA Reveloping Loan Fund (198)	CIP Fund		100,000					
	HWY 25 COALITION STUDY/or other	LGA	15,000	15,000	15,000				
	City Hall Remodel/Repairs	LGA	25,000	10,000	25,000	25,000	25,000	25,000	
	City Hall Vehicle - From Police	LGA	13,000	8,500					
	Transfer to Debt/CIP for Street Reconstruction	LGA	100,000	100,000	100,000	100,000	100,000	100,000	
	Administration/Finance Department Total		377,033	373,500	190,000	125,000	125,000	125,000	
IT									
	Computer Replacement Plan	General Fund	15,000	15,000	15,000	15,000	15,000	15,000	
	Computer Replacement Plan-Council/Comm	General Fund	8,400	-	3,000	3,000	3,000	3,000	
	Financial Software	CIP Fund	150,000						
	Server Update	CIP Fund		120,000					
	Replace Del Squad Computers - Chg to LGA 2020	LGA	7,500	-	7,500	7,500	7,500	7,500	
	IT General Fund Total		180,900	135,000	25,500	25,500	25,500	25,500	
Elections									
	Election Machines Replacement	General Fund		2,000		2,000		2,000	
	Elections Department Total		-	2,000	-	2,000	-	2,000	
BLCSC									
	Police Department - Air Condition Unit	LGA	-	6,000	-				
	Building Painting	CIP Fund		11,500					
	Big Lake Community Service Center Total		-	17,500	-	-	-	-	
Fire - City Portion only									
	Computers - 5 units life 5 yrs	General Fund	3,000					3,250	
	Station Roof Replacement - chg to LGA in 2018	LGA	5,000						
	Station Roof Replacement -	CIP Fund			75,000				
	Thermal Image Cameras	LGA			7,000		7,500		
	Radios - 44 @ 4200	LGA	22,500	22,500	23,400	**Radios purchased w/cares fund - funds used for Roof			
	Radios purchased	CIP Fund			-				
	Side by Side - 15K	LGA					15,000		
	Grass rigs replace 1 (2001) 130K	LGA				65,000			
	Grass rigs replace 1 (2004) 140K	LGA						70,000	
	Grass rigs replace 1 (2000) 120k	LGA		60,000					
	Turnout Equipment - 87.5k	IGA						-	
	Engine 12 repalce (1996) \$800k	LGA	133,333	133,333	133,333				
	Engine 12 replace (1998) \$800k	CIP Fund			400,000				
	Engine 1 replace (2007) \$800k	LGA				10,000	35,000	35,000	
	Ladder 1 (2003) \$600k	LGA			10,000	100,000	100,000	100,000	
	Water Tender 17 (2000) \$300k	LGA				150,000			
	Fire Department Total		163,833	215,833	648,733	325,000	157,500	208,250	
Police									
	Replace Tasers	General Fund	2,640	2,640	2,640				
	Repalce Fleet	LGA	80,500	96,000	49,440	101,846	104,902	54,024	
	Sale of Squad Cars	LGA	(26,000)	(17,000)	(8,500)	(17,000)	(17,000)	(8,500)	
	Replace Motorola Portable Radios	LGA	9,600	-					
	Replace Motorola Squad Radios	LGA	8,200		40,700				
	Police Department Total		74,940	81,640	84,280	84,846	87,902	45,524	
Streets Department									
	Misc Equipment Replacement Fund	General Fund	5,000	5,000	5,000	5,000	5,000	16,000	
	Seal Coat - Fund 198	General Fund	30,000	30,000	30,000	-	-	-	
	Mill/Overlay - FUND 198 FCH FEE	General Fund				350,000	350,000	350,000	
	Roller Purchase used	LGA		40,000					
	Replace 1998 624-H Loader #98	LGA			210,000	Funds original in 2019 but used instead for a sidewalk machine			
	Replaced 2007 Holder Tractor #307	LGA	150,000	will not be purchased until 2021					
	Replace 2008 Floor Sweeper #308	LGA	6,000	moved to 2025				8,000	
	replace 2008 Floor Scrubber #318	LGA	6,000	moved to 2025				8,000	
	Replace 2004 Ford Explorer #24	LGA	50,000		15,000	will need addtl funds as moved to 2022			
	Replace 2002 Ford 550 #02	LGA		75,000					
	Replace 2002 Ford 550 #12	LGA				80,000			
	Replace 2005 Ford 150 #25	LGA			65,000				
	Replace 2002 Chev 2500 #32	LGA					70,000		

City of Big Lake, Minnesota
CIP PLAN - 2020 - 2025

Dept	Description	Funding Source	Funding					
			2020	2021	2022	2023	2024	2025
	Lakeside Park (Parking Lot Improvements)	LGA	60,000					
	Parks Department (General Fund) Total		94,000	55,750	100,750	100,750	185,750	55,750
	<u>Park Development - NOT FUNDED AT THIS TIME</u>			NOT FUNDED AT THIS TIME				
	New Southside Park - Brom Ln	Park Dedication	150,000					
	Powell Park Improvements	Park Dedication	80,000	80,000				
	Lake Ridge Park - playground equipment	Park Dedication	150,000			150,000		
	Shores of Lake Mitchell Park - playground equipment	Park Dedication	150,000			150,000		
	Mitchell Farms Park - Playground Equipment	Park Dedication	100,000	100,000				
	Wright Crossing Park - Playground Equipment	Park Dedication				150,000		
	Highline Park - Playground Equipment	Park Dedication	-				150,000	
	Hudson Woods - Playgroun Equipment	Park Dedication		150,000				
	Bluff Park - Playground Equipment	Park Dedication			150,000			
	Skate Board Equipment	Park Dedication	200,000				200,000	
to Park	Skate Rink Improvement Fund	Park Dedication						
to Park	Lakeside Park (Parking Lot Improvements)	Park Dedication						
	Park Development Fund Total		830,000	330,000	150,000	450,000	350,000	-
	<u>Water Enterprise Fund</u>							
	Well #8	Revenue Bonds - Water		1,200,000				
	Well #9 as needed	Revenue Bonds - Water		1,200,000				
	Water Meters	Revenue Bonds - Water		1,000,000				
	Misc Equipment Replacement Fund	Water Operations	10,000	15,000	15,000	15,000	15,000	15,000
	Well Maintenance	Water Operations		30,000	30,000	30,000	30,000	30,000
	Water Tower Maintenance	Water Operations	-	50,000	50,000	50,000	50,000	50,000
	Water Meter replacement Fund	Water Operations	10,000	10,000	10,000	10,000	10,000	10,000
	Replace 2005 Chev 2500 #45	Water Operations	50,000	10,000				
	Computer replacement fund	Water Operations	3,000	3,000	3,000	3,000	3,000	3,000
	Water Enterprise Fund Total		73,000	3,518,000	108,000	108,000	108,000	108,000
	<u>Sewer Enterprise Fund</u>							
	WWTP Expansion - Phase II	Revenue Bonds - Sewer				14,500,000		
	WWTP Expansion - Phase II	SEWER CIP				2,000,000		
	Lift Station SCADA Upgrade	CIP Fund		60,000				
	Misc Equipment Replacement Fund	Sewer Operations	20,000	50,000	50,000	50,000	50,000	50,000
	Replace 1981 trailer jet machine #180	Sewer Operations	100,000					
	Replace 1981 Generator #80	Sewer Operations		-			150,000	
	Replace 1981 Generator #81	Sewer Operations						
	Replace 2011 John Deere Mower #311	Sewer Operations				50,000		
	Replace Floor Sweeper #308	Sewer Operations		6,000				
	Replace Ford Dump Truck #196	Sewer Operations	170,000					
	Sewer Enterprise Fund Total		290,000	116,000	50,000	16,600,000	200,000	50,000
	<u>Storm Sewer Enterprise Fund</u>							
	Misc Equipment Replacement Fund	Storm Operations	7,500	7,500	7,500	7,500	7,500	7,500
	Jet Vac Machine \$350K (sewer/storm sewer)	Storm Operations						
	GPS Mapping \$30K split 5 dept	Storm Operations						
	Replace 2006 Sweeper #126	Storm Operations	150,000					
	Used Pickup \$10K split 5 dept	Storm Operations						
	Storm Sewer Enterprise Fund Total		157,500	7,500	7,500	7,500	7,500	7,500
	<u>Liquor Store Enterprise Fund</u>							
	Misc Building/Lot Repairs	Liquor Operations	-	75,000	35,000	35,000	35,000	35,000
	New Condenser Unit	CIP Fund	8,000					
	New Security System	CIP Fund		4,000				
	New Coolers	CIP Fund		72,000				
	New Cash Registers	CIP Fund					10,000	
	New HVAC	CIP Fund				15,000		
	New LF - Sign	CIP Fund						10,000
	Resurface Parking Lot	CIP Fund						
	New Shelving	CIP Fund						
	Liquor Store Enterprise Fund Total		8,000	151,000	35,000	50,000	45,000	45,000
	<u>City Debt Payments</u>							
	250 2004c GO Taxable Increment - 2016A refunded	DEBT - GF	-	-	-	-	-	-
	301 2004 PFA Water MPFA Loan	DEBT - WF	580,082	580,129	579,846	579,235	579,295	-
	209 2009A GO Capital Improvement Bonds	DEBT - GF	-	-	-	-	-	-
	401 2009 MPFA Loan Wastewater Expansion	DEBT - SF	981,135	980,475	980,380	980,827	980,791	980,272

City of Big Lake, Minnesota
CIP PLAN - 2020 - 2025

Dept	Description	Funding Source						
			2020	2021	2022	2023	2024	2025
212	2010A G.O. Improvement Bonds = 2016C refund	DEBT - GF	-	-	-			
211	2010 PFA Loan - State Aid	DEBT - SA	153,026	152,799	152,538	152,243	152,913	152,531
214	2011A G.O. Improvement Refunding Bonds	DEBT - GF	415,023	-	-			
216	2011B G.O. Improvement Refunding Bonds	DEBT - GF	447,440	441,750	223,080			
217	2012A G.O. Refunding Bonds	DEBT - GF/EF	503,813	236,750	236,969	237,020	192,240	187,560
221	2014A GO Tax Abatement Bonds	DEBT - GF/EF	124,525	122,325	119,988	122,313	119,438	121,500
222	2015A GO Refunding Bonds	DEBT - GF/EF	1,041,662	1,030,337	1,033,337	1,045,287	853,112	524,975
223	2016A Taxable G.O. Refunding Bonds	DEBT - GF	301,478	316,918	311,720	315,940	309,500	193,930
224	2016B G.O. CIP BOND	DEBT - GF	57,900	57,275	56,525	50,813	55,100	54,162
226	2016C GO REFUNDING BOND	DEBT - GF	235,500	236,450	232,350	327,250	326,100	329,800
227	2017-2018 STREET PROJECT DEBT PAYMNT	Debt - FCH	200,200	196,300	197,325	198,200	194,000	194,725
228-on	2019-2026 STREET PROJECT DEBT PAYMENT	Debt - FCH	-	74,811	364,168	671,181	601,111	965,844
			5,041,784	4,426,319	4,488,226	4,680,309	4,363,600	3,705,299
Total General Fund ,Enterprise Funds and City Debt			11,977,706	9,700,042	8,870,230	23,233,905	9,202,013	5,199,823



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
FLEET	CITY HALL FLEET	CH FLEET	

Description and justification of project and funding sources:

To replace one city hall vehicle that was currently being used by the engineering department. The vehicle was a 2014 Ford Explorer that had been purchased from the Police Department and due to extensive repairs needed and the value of the vehicle it was determined that it was best to just send to auction. This left City Hall short one vehicle for the engineering department to use. The City always tries to purchase a vehicle from the Police department that is scheduled to be replaced. By doing this the vehicles are utilized for over 5 years and it minimized the impact to tax payers. This vehicle will be replaced using LGA funds and routine maintenance is budgeted in the general fund operating budget.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

REVENUE	How is this project going to be funded:							Funded in Prior Years
	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	LGA SALE OF FIXED ASSETS	199-15-3155	8,500					
EXPENSE	How is this project going to be spent:							Spent in Prior Years
	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)	199-15-70-4316	\$ 8,500.00					
F. Equipment Costs								
G. Other								

OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:							Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	Personnel							
	Supplies							
	Purchased Services	101-200-40-25-4545	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
	Fixed Charges							
	Capital Outlay							
Debt Service								

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Deb Wegeleben	Finance	09/25/2020	09/25/2020		35



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:				10 Project #
FLEET	2021 FLEET REPLACEMENT				
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 3			5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 3			4	12
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 0			3	0
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2			4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 0			4	0
Total Score					35



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
TRANSFER	BLEDA REVOLVING LOAN	BLEDA	

Description and justification of project and funding sources:

Big Lake Economic Authorities (BLEDA) main objective is to promote development within the City. Staff believes that by transferring funds from the CIP unallocated balance to BLEDA in the amount of \$100,000 would enable BLEDA to establish a revolving loan fund. These funds would be specifically designated for only that purpose and allow BLEDA to help promote additional development or expansion within the City. BLEDA already has a revolving loan program establish but does not have the funds to market it. With new development it is a benefit to all in the City; it helps with the city tax rate, it can lead to new employment as well as additional children in the schools. In addition, these funds could also be used to help existing businesses within the city, especially due to the heartbreak COVID has caused.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are there any site requirements:

N/A

REVENUE	How is this project going to be funded:							Funded in Prior Years
	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	CIP Unallocated Fund (198)	198-2530	\$100,000					

EXPENSE	How is this project going to be spent:							Spent in Prior Years
	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	
A. Land Cost								
B. Construction Cost								
C. Contingencies (10% of B)								
D. Design & Engineering (15% of B)								
E. Percent for Art (1% of B)								
F. Equipment Costs								
G. Other	198-000-00-71-4612	\$ 100,000.00						

OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:							Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	
Personnel								
Supplies								
Purchased Services								
Fixed Charges								
Capital Outlay								
Debt Service								

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Deb Wegeleben	Finance	09/29/2020	09/29/2020	dw	35



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:			10 Project #	
Transfer	BLEDA Revolving Loan			BLEDA	
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Quantitative Analysis		Raw Score Range	Comments		Weight
5. Does the project result in maximum benefit to the community from the investment dollar?		(0-3) 3	with the promoting of encouraging development or expansion within the City limits		5
6. Does the project require speedy implementation in order to assure its maximum effectiveness?		(0-3) 1			4
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?		(0-3) 0			3
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?		(0-2) 1			4
9. Does the project specifically relate to the City's strategic planning priorities or other plans?		(0-3) 3	Small study growth within the City is beneficial.		4
Total Score					35



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
Equipment Upgrade	Server Upgrade	21SERVER	

Description and justification of project and funding sources:

As of today we have 4 servers that are being run on the current hardware. By the end of the year that will only be 3 and 1 will be hosted in the cloud. if the current hardware were to fail we would lose: E-mail, Banyon (soon to be cloud), all printing abilities, all remote access, Laser Fiche, all login abilities for the local computers. Without the ability to login to the local network that would shutdown business for all things electronic. This replacement project gets us back under hardware maintenance and support and gives our systems redundancy so that 1 server failure would not cause business interruption.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

REVENUE	How is this project going to be funded:							Funded in Prior Years
	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	
	CIP FUNDS	Unallocated Computer replacement funds	120000					

EXPENSE	How is this project going to be spent:						Spent in Prior Years
	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	
A. Land Cost							
B. Construction Cost							
C. Contingencies (10% of B)							
D. Design & Engineering (15% of B)							
E. Percent for Art (1% of B)	194-106-15-70-4316		\$ 120,000.00				
F. Equipment Costs							
G. Other							

OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:						Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	
Personnel							
Supplies							
Purchased Services							
Fixed Charges							
Capital Outlay							
Debt Service							

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Scott Shingledecker	IT	09/21/2020	09/21/2020	SS	47



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:		10 Project #		
Equipment Upgrade	Server		21Server		
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 3			5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 3			4	12
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 0			3	0
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2			4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 3			4	12
Total Score					47



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #		
Building Upgrade	Painting - Police/Library Building			

Description and justification of project and funding sources:

The BLCC which houses the Police Department and Library, is a building that was constructed in phases. It has stucco facing 2 sides, a mixture of metal siding around the remainder in 3 colors and 3 designs. The stucco grows mold, which has to be cleaned annually and looks poorly. The aluminum is fading, and again looks poorly. We propose painting all surfaces a universal color, the same as City Hall. This would make a aging building look new, remove the mold issue, and bring a consistent theme to City of Big Lake Office Buildings.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	Capitol Improvement	Unallocated CIP Funds from prior years LGA funds		\$11,500				

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
B. Construction Cost								
C. Contingencies (10% of B)		199-000-20-25-4540	\$ 11,500.00					
D. Design & Engineering (15% of B)								
E. Percent for Art (1% of B)								
F. Equipment Costs								
G. Other								

Does this project have any additional impact on the operating budget:

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
Supplies								
Purchased Services								
Fixed Charges								
Capital Outlay								
Debt Service								

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Joel Scharf	BLCC	09-18-2020	09-18-2020	JS	28



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:			10 Project #	
building upgrade	painting				
Qualitative Analysis	Yes	No	Comments		
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 3			5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 0			4	0
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 3	MOLD ISSUES		3	9
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 1			4	4
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 0			4	0
Total Score					28



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
FLEET	POLICE FLEET	PD FLEET	

Description and justification of project and funding sources:

To replace two fleet vehicles for the police department to maintain the 3 years replacement schedule. Allowing for a 3 years replacement schedule insurances that the City is minimizing the cost of maintaining police squad cars. The police department will be selling the two vehicles that are in line to be replace that will offset the use of LGA funds. The general maintenance is built into the operating budget each year for fleet maintenance.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

REVENUE	How is this project going to be funded:							Funded in Prior Years
	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	
LGA	199-75-3155	96,000	49,440	101,846	104,902	54,024		
SALE OF FIXED ASSETS	199-75-3910	17,000	8,500	17,000	17,000	8,500		

EXPENSE	How is this project going to be spent:							Spent in Prior Years
	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	
A. Land Cost								
B. Construction Cost								
C. Contingencies (10% of B)								
D. Design & Engineering (15% of B)								
E. Percent for Art (1% of B)	199-75-70-4316	\$ 96,000.00	\$ 49,440.00	\$ 101,846.00	\$ 104,902.00	\$ 54,024.00		
F. Equipment Costs								
G. Other								

OPERATING BUDGET COSTS	Does this project have any additional impact on the operating budget:							Spent in Prior Years
	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	
Personnel								
Supplies								
Purchased Services	199-75-25-4430	\$ 19,570.00	\$ 20,157.00	\$ 20,762.00	\$ 21,385.00	\$ 22,026.00		
Fixed Charges								
Capital Outlay								
Debt Service								

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
CHIEF SCHARF	POLICE DEPT	07/16/2020	07/16/2020		39



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:			10 Project #	
FLEET	2021 FLEET REPLACEMENT				
Qualitative Analysis	Yes	No	Comments		
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 3			5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 3			4	12
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 0			3	0
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2			4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 1			4	4
Total Score					39



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
Fleet	Fire Fleet	Fire Grass Rigs	

Description and justification of project and funding sources:

Grass rigs to replace the current units that were purchased in 2000, 2001 and 2004. The current grass units are 16-20 years old. They are not rated for the amount of water we carry and need to carry for brush fires. They are also meant to just be ran off an improved surface (gravel or paved road). Moving forward the grass rigs are being replaced with brush rigs to carry more water (which they will be rated for) and to be able to access tougher terrain in our coverage area, (forest, wildlife, and sandy soil areas).

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA City's portion only	199-85-3155	60000		65000		70000	

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)	199-000-85-70-4316	\$ 60,000.00		\$ 65,000.00		\$ 70,000.00	
	F. Equipment Costs							
G. Other								

Does this project have any additional impact on the operating budget:

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay Debt Service							

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Chief Hanson	Fire Dept	07/08/2020	08/25/2020		35



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:				10 Project #
Fleet	Fire Fleet				Fire Grass Rigs
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 3			5	15
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 1			4	4
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 0			3	0
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2			4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 2			4	8
Total Score					35



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
Equipment Replacement	Streets/ Parks	Skid Steer	

Description and justification of project and funding sources:

Streets and Parks will be replacing unit #200 John Deere skid steer. this unit is over 20 years old and is not operator friendly, the heat in the cab does not work very well, the cab is not sealed at all and is very difficult to get in and out of which is safety concern. It also does not have two speed so getting around town is very very slow when we need to blow snow. The new Case SV 280 is very easy to get in and out of safely with a sealed cab and dust control. It also has a back up camera that will help the operators safely maneuver the machine when out on the streets and in the park. It also has two speed which will allow us to get around town in a more efficient manor. The attachments we are looking at getting will help us in maintaining our Streets and parks by us doing the work instead of hiring it out or renting. The stump grinder is going to be a very handy and save us allot of money because we have alway hired someone or rented one and have allot of trees every year to cut down that have died or split. Would like to purchase now in 2020 and routine maintenance would be part of general operating budget.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA funds - 2019 Trade in 2000 JD 250 Unit 200	199-50-3155	200000 in 2019	8500 Trade In 2020				

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	2020	F	Spent in Prior Years
	A. Land Cost				
	B. Construction Cost				
	C. Contingencies (10% of B)				
	D. Design & Engineering (15% of B)				
	E. Percent for Art (1% of B)	199-000-50-70-4316	\$ 72,000.00		
	F. Equipment Costs				
G. Other					

Does this project have any additional impact on the operating budget:

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay Debt Service							

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Nick Abel	Streets/Parks	09/24/2020	10/02/2020		21



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:		10 Project #
EQUIPMENT REPLACEMENT	Streets/Parks Skid Steer		Skid Steer

Qualitative Analysis	Yes	No	Comments
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Quantitative Analysis	Raw Score Range	Comments	Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 2		5	10
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 0		4	0
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 1		3	3
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 1		4	4
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 1		4	4

Total Score

21

Quotation



14375 James Rd.
Rogers, Mn. 55374
Phone: 763-428-5099
Fax:763-428-5051

9/24/2020

City of Big lake
18041 198th Ave.
Big Lake, MN. 55309
320 241-4653

Prepared by:
Bill Greeley
Sales Representative
Mobile: 612-865-3052

Quantity	Description	Total
1	We are pleased to quote (1) new Case SV280B Skid	
	Steer per the State of MN. Contract #170696.	
	Base price	\$ 61,132.00
	E/H Controls	STD.
	Two speed travel for E/H controls.	\$ 2,095.00
	Enclosed cab with heat and a/c and radio.	\$ 7,742.00
	Demo Door.	\$ 1,781.00
	Air ride heated cloth seat.	\$ 582.00
	HD Lights.	STD.
	HD rear door.	STD.
	HD Hydraulic quick attach.	\$ 1,051.00
	Block Heater.	STD.
	High Flow plus package,w self leveling,ride control.	\$ 3,047.00
	12X16.5 HD tires	STD.
	Low profile, long lip 72" bucket.	\$ 1,004.00
	72" bolt on cutting edge.	\$ 241.00
		Continued

If you have any questions concerning this quotation, please contact me at the number noted above.

Approved By: _____ Date: _____

THANK YOU FOR YOUR BUSINESS!

Quotation



14375 James Rd.
 Rogers, Mn. 55374
 Phone: 763-428-5099
 Fax:763-428-5051

9/24/2020

City of Big lake
 18041 198th Ave.
 Big Lake, MN. 55309
 320 241-4653

Prepared by:
Bill Greeley
Sales Representative
Mobile: 612-865-3052

Quantity	Description	Total
1	We are pleased to quote (1) new Case SV280B Skid	
	Steer per the State of MN. Contract #170696.	
	Page 2.	
	Total list price	\$ 78,675.00
	Less state discount 38.25%	\$48,581.81
	Option:	
735007006	4-corner LED strobe .	\$ 500.00
	Strobe install	\$200.00
	Total	\$700.00
	Trade:	
	2000 JD 250, S/N KVO250E252159 with 72" Bucket.	(\$8,500.00)
	1900 hours.	
	Total	\$ 40,781.81

If you have any questions concerning this quotation, please contact me at the number noted above.

Approved By: _____ Date: _____

THANK YOU FOR YOUR BUSINESS!

Quotation



14375 James Rd.
 Rogers, Mn. 55374
 Phone: 763-428-5099
 Fax:763-428-5051

9/24/2020

City of Big lake
 18041 198th Ave.
 Big Lake, MN. 55309
 320 241-4653

Prepared by:
Bill Greeley
Sales Representative
Mobile: 612-865-3052

Quantity	Description	Total
	We are pleased to quote the following Virnig	
	Attachments: Contract price	
1	RBV78-25 78" std. flow brush mower.	6,124.25 \$ 5,490.00
1	PUB72 Hopper broom.	4,777.00 \$ 4,400.00
1	VAB72 Angle Broom.	5,990.00 \$ 5,990.00
1	LL78 Grading Bar.	1,921.00 \$1,870.00
1	VBW72-HF42 HF Snow Blower for Case SV280A	9,617.75 \$ 8,800.00
1	Erskine 900551 High Flow Stump Grinder	N/A \$5,690.00
	Sub Total	\$32,240.00
	Please allow 8 weeks for delivery.	
	Trade:	
	Erskine 2418 HF snow blower.	(\$750.00)
	Sweepster S32P6 angle broom.	(\$750.00)
	Please subtract from above if traded.	
	Total	\$ 30,740.00

If you have any questions concerning this quotation, please contact me at the number noted above.

Approved By: _____ Date: _____

THANK YOU FOR YOUR BUSINESS!



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
Equipment Replacement	Streets/Park Roller	21-roller	

Description and justification of project and funding sources:

The Streets and Parks Department will be purchasing a roller for asphalt patching. Due to the age of our streets we have been doing allot of patching and overlaying our selves. This roller will help us compact the tar for better adhesion and smoother patches that hold up longer. This roller will be purchased with 2021 CIP funds and all routine maintenance will be part of the general operating budget.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA Funds - 2021	199-000-50-7 0-4316	40000					

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)	199-000-50-70-4316	\$ 40,000.00					
	F. Equipment Costs							
G. Other								

Does this project have any additional impact on the operating budget:

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay Debt Service							

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Nick Abel	Streets/Park	07/08/2020	09/17/2020		26



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:			10 Project #	
Equipment Replacement	Street/Parks Roller				
Qualitative Analysis	Yes	No	Comments		
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.	<input type="checkbox"/>	<input type="checkbox"/>			
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.	<input type="checkbox"/>	<input type="checkbox"/>			
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.	<input type="checkbox"/>	<input type="checkbox"/>			
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.	<input type="checkbox"/>	<input type="checkbox"/>			
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 2			5	10
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 1			4	4
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 0			3	0
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2			4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 1			4	4
Total Score					26



CAPITAL IMPROVEMENT PROGRAM
City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
Vehicle Replacement	Streets/Park Vehicle	21-Mini Dump	

Description and justification of project and funding sources:

The Streets and Parks Department will be replacing our 2002 F-550 mini dump with a new mini dump truck. we will also be trading/ selling this vehicle with the new purchase. There has been many issues with this vehicle and is getting to the point were it is more expensive to hold on to it and fix. It has been used for many years for tar patching and is really starting to rust out and become unreliable. This vehicle will be purchased with the 2021 CIP funds. The routine maintenance will be budgeted in the general operating budget. This purchase would also include a snow plow to attach to the front of this unit.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA Funds - 2019 Remaining from allocation of Skid Steer	199-50-3155	Part of the 200000 in 2019					

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)	199-000-50-70-4316	\$ 75,000.00					
	F. Equipment Costs							
G. Other								

Does this project have any additional impact on the operating budget:

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay							
	Debt Service							

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Nick Abel	Streets/Park	07/08/2020	09/17/2020		26



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:		10 Project #
Equipment Replacement	Street/Parks Roller		

Qualitative Analysis	Yes	No	Comments
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.	<input type="checkbox"/>	<input type="checkbox"/>	

Quantitative Analysis	Raw Score Range	Comments	Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 2		5	10
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 1		4	4
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 0		3	0
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 2		4	8
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 1		4	4

Total Score

26



CAPITAL IMPROVEMENT PROGRAM
 City of Big Lake CIP Project Request Form FY 2021-2025

Program Category:	Project Title:	Project #	
Equipment Replacement	Streets/Parks	Toolcat	

Description and justification of project and funding sources:

In the CIP Plan there was a recommendation to replace the 1985 Case 850 Loader for \$120,000. Per recommendation of both the Fleet mechanic and the Streets & Parks Superintendent there is not a need to replace the 1985 Case 850 Loader with a new loader, instead there are other purchases that would better suit the City's equipment needs at this time. The allocated funds would be used to purchase a Bobcat 5600 Tool-cat with attachments. This piece of equipment will help us all year long with snow removal on sidewalks and hockey rinks, Zamboni ice rinks, moving dirt in the parks, spraying weeds, picking garbage, weed wiping, brush cutting, pulling weeds in flower beds in parks for part time help. Routine maintenance would be budget in the general fund operating budget.

Is this equipment prioritized on an equipment replacement schedule?	Yes	No	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are there any site requirements:

How is this project going to be funded:

REVENUE	Funding Source	Accounting Code	FY1	FY2	FY3	FY4	FY5	Funded in Prior Years
	LGA Funds 2021	199-50-3155	\$120,000					

How is this project going to be spent:

EXPENSE	Budgeted Funds	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	A. Land Cost							
	B. Construction Cost							
	C. Contingencies (10% of B)							
	D. Design & Engineering (15% of B)							
	E. Percent for Art (1% of B)	199-000-50-70-4316	\$ 85,000.00					
	F. Equipment Costs							
G. Other								

Does this project have any additional impact on the operating budget:

OPERATING BUDGET COSTS	Expense Object	Accounting Code	FY1	FY2	FY3	FY4	FY5	Spent in Prior Years
	Personnel							
	Supplies							
	Purchased Services							
	Fixed Charges							
	Capital Outlay Debt Service							

Responsible Person:	Responsible Department:	Date Submitted to Finance	Today's Date and Time	Preparer's Initials	Total Score
Nick Abel	Streets/Parks		10/02/2020		21



CAPITAL IMPROVEMENT PROGRAM

Project Rating

(See C.I.P. Instructions For Explanation of Criteria)

Program Category:	Project Title:				10 Project #
Equipment Replacement	Streets/Parks				Backhoe
Qualitative Analysis		Yes	No	Comments	
1. Is the project necessary to meet federal, state, or local legal requirements? This criterion includes projects mandated by Court Order to meet requirements of law or other requirements. Of special concern is that the project be accessible to the handicapped.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2. Is the project necessary to fulfill a contractual requirement? This criterion includes Federal or State grants which require local participation. Indicate the Grant name and number in the comment column.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3. Is this project urgently required? Will delay result in curtailment of an essential service? This statement should be checked "Yes" only if an emergency is clearly indicated; otherwise, answer "No". If "Yes", be sure to give full justification.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Does the project provide for and/or improve public health and/or public safety? This criterion should be answered "No" unless public health and/or safety can be shown to be an urgent or critical factor.		<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Quantitative Analysis	Raw Score Range	Comments		Weight	Total Score
5. Does the project result in maximum benefit to the community from the investment dollar?	(0-3) 2			5	10
6. Does the project require speedy implementation in order to assure its maximum effectiveness?	(0-3) 0			4	0
7. Does the project conserve energy, cultural or natural resources, or reduce pollution?	(0-3) 1			3	3
8. Does the project improve or expand upon essential City services where such services are recognized and accepted as being necessary and effective?	(0-2) 1			4	4
9. Does the project specifically relate to the City's strategic planning priorities or other plans?	(0-3) 1			4	4
Total Score					21



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date 10/14/2020	Item No. 4C
Item Description New Ideas Discussion	Reviewed By: N/A	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

None

BACKGROUND/DISCUSSION

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

FINANCIAL IMPACT

None

ALTERNATIVES

None

ATTACHMENTS

None