AGENDA
BIG LAKE CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS

MAY 20, 2026
5:00 p.m.

1) **CALL TO ORDER**

2) **ROLL CALL**

3) **PROPOSED AGENDA**

4) **BUSINESS**

   4A. Discuss Smith Trust Assessment and Easement Recommendations

   4B. Sherburne County Organics Drop-off Program Discussion

   4C. Discuss Amendment to Farmers Market Vendor Fee

5) **OTHER**

6) **ADJOURN**

THE MAY 20, 2026 COUNCIL WORKSHOP WILL ADJOURN BY 6:00 P.M. FOR CITY OFFICIALS TO ATTEND A RECEPTION RECOGNIZING THE 2026 OUTSTANDING CITIZEN OF THE YEAR BEING HELD IN THE BIG LAKE SENIOR ACTIVITY CENTER.

WORKSHOP ITEM
Big Lake City Council

Prepared By: Hanna Klimmek, City Administrator	*Meeting Date:* 5/20/2026	*Item No.* **4A**
Item Description: Smith Trust Assessment and Easement Recommendations	***Reviewed By:*** *Deb Wegeleben, Finance/HR Director & Layne Otteston, City Engineer* ***Reviewed By:*** *Finance/Public Building Planning Committee (Mayor Paul Knier & Councilmember Ken Geroux)*	

COUNCIL DIRECTION REQUESTED

Staff requests that the City Council discuss the recommendations and provide consensus/direction to staff.

BACKGROUND/DISCUSSION

429 Assessment Recommendation

On June 19, 2025, the Smith Trust submitted a formal petition requesting improvements to Minnesota Avenue. The proposed improvements include grading, drainage, and installation of street, utility, and lighting infrastructure. The Smith Trust has requested that the total project cost be assessed to the benefitting property through the City's 429 Assessment process and has agreed to pay the full cost as approved by the City of Big Lake.

Under the 429 Assessment process, the City Council must approve and initially fund the project. The cost is then assessed to the benefitting property, with the option for deferred repayment. The assessment is repaid to the City either upon sale of the property or after a deferral period of up to ten years, whichever occurs first.

Per the City's Special Assessment Policy, assessments for projects financed through debt issuance are charged an interest rate equal to one and one-half percent (1.5%) above the net interest rate of the bond issue. However, because this project is not anticipated to be funded through debt issuance, the City Council must establish the assessment interest rate.

For reference:

- The 2024 and 2025 Street Projects, which were not funded through debt issuance, established an assessment interest rate of 4.00%.

Additional information for Council consideration includes:

- Current bond rate: 3.10% (resulting assessment rate would be 4.5% under policy)
- Current investment rate: 3.649%

The 429 Assessment Agreement is scheduled for City Council approval on November 18, 2026, alongside the remaining assessment agreements associated with the 2026 Street Project.

The Finance Committee recommends the following terms for the 429 Assessment Agreement with the Smith Trust:

- Repayment upon sale of the property or after a deferral period of ten years, whichever occurs first
- Interest rate of 4.00%

Staff and the Finance Committee are requesting City Council discussion and consensus direction regarding the proposed assessment terms.

Permanent Easement Recommendation

During the site design process for the new Public Safety Facility, it became clear that the 5-acre site does not efficiently or cost-effectively accommodate the required stormwater ponding. As a result, staff has worked collaboratively with the Smith Trust team to develop a regional ponding concept that will serve the Public Safety Facility, Minnesota Avenue infrastructure improvements, and future development opportunities within the surrounding area, including potential long-term expansion needs for the Public Safety Facility.

It is important that the City retain responsibility for operation and maintenance of the regional ponding area to ensure long-term functionality and proper maintenance standards.

The Finance/Public Building Planning Committee recommends that the City offer $40,000 to the Smith Trust in exchange for a 2.5-acre permanent easement associated with the regional ponding area. The Smith Trust has accepted the proposed offer.

Staff and the Finance/Public Building Planning Committee are requesting City Council discussion and consensus direction regarding the proposed permanent easement acquisition.

FINANCIAL IMPACT

For the 429 Assessment Agreement, the total project is cash funded with funds from the street maintenance CIP fund 196. The assessment payments will reimburse the street maintenance CIP fund 196 for a portion of the project.

For the Permanent Easement Agreement, $40,000 would be paid out of Big Lake Economic Development Authority Funds.

STAFF RECOMMENDATION

Staff recommends that the City Council discuss and provide consensus/direction to staff.

ATTACHMENTS

N/A

WORKSHOP ITEM
Big Lake City Council

Prepared By: Norman Michels, Streets/Parks/Fleet Superintendent	**Meeting Date:** 5/20/2026	**Item No.** 4B
Item Description: Sherburne County Organics Drop-Off Program Discussion	**Reviewed By:** Hanna Klimmek, City Administrator **Reviewed By:** Dan Childs, Water/Wastewater Superintendent	

COUNCIL DIRECTION REQUESTED

Staff is looking for direction from the City Council on whether there is interest in reconsidering participation in the Sherburne County Recycling Drop-Off Program.

BACKGROUND/DISCUSSION

The City Council previously considered participation in the Sherburne Couty Organics Recycling Drop-Off Program in January 2025. At that time, the Council chose not to move forward with implementing the program.

Sherburne County has since re-engaged with the city to revisit the opportunity, and has provided additional information regarding program administration and implementation.

Sherburne County is proposing to place an organics recycling dumpster in Big Lake for use by enrolled participants and worked with staff on a potential location near the Yard Waste Site.

A few points about how the program works:

- Sherburne County handles all participant enrollment.
- There is no cost or administrative responsibility for the city.
- Participants receive a collection kit (including compostable bags) from Sherburne County.
- Materials must be bagged, except for larger compostable items like pizza boxes and egg cartoons.
- A two-yard dumpster would be placed on an impervious surface.
- The dumpster can be locked to limit use to enrolled participants. Access would be provided to both users and the city.
- Sherburne County's contracted hauler services the dumpster weekly (currently Mondays).
- Sherburne County provides signage and monitors the site for proper use.
- Any issues that come up are handled directly by Sherburne County Staff.

This program would be fully managed by Sherburne County, but it would involve placing a dumpster on city property and will bring additional activity to the Public Works Facility/Yard Waste Site.

Potential Benefits:

- Provides residents with an additional recycling option.
- Supports waste reduction and resource recovery efforts.
- No direct cost or administrative burden to the city.
- Sherburne County-led oversight, monitoring, and issue resolution.

Potential issues to consider:

- Placement of a dumpster on city property.
- Increased traffic/site activity.
- Risk of misuse or contamination, even with monitoring.
- Visual or operational impacts at the Yard Waste Site.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff is looking for direction from the City Council on whether there is interest in reconsidering participation in the Sherburne County Organics Recycling Drop-Off Program.

ATTACHMENTS

Attachment A – Example of Dumpster
Attachment B – Map/Potential Placement at Big Lake Public Works Facility/Yard Waste Site.

ATTACHMENT A

Example of Dumpster – Dumpster in Picture is Currently Located at the Elk River Yard Waste Site

ATTACHMENT B

Map Showing Potential Placement of Dumpster at the Big Lake Public Works Facility/Yard Waste Site

WORKSHOP ITEM
Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *5/20/2026*	***Item No.*** **4C**
Item Description: *Amendment to Fee Schedule regarding Farmers Market Vendor Fees*	***Reviewed By:*** *Hanna Klimmek, City Administrator* ***Reviewed By:*** *Norm Michels, Superintendent Streets/Fleet/Parks*	

COUNCIL DIRECTION REQUESTED

Discuss proposed amendment to the Farmer Market Vendor Fees and provide direction.

BACKGROUND/DISCUSSION

In December 2025, the City Council approved changes to the city fee schedule, which took effect January 1, 2026. One of the changes was to the Farmers Market vendor fees. Since that time, staff has received feedback from vendors concerned about elimination of the daily fee option. It was also found that the Farmers Market marketing information recently distributed had not been fully updated and didn't include the change to the vendor fee.

After receiving vendor feedback, staff researched farmers market vendor fee structures in surrounding communities. Based on that research, it appears that many comparable markets offer a variety of vendor participation options including guest space fees, daily fees, partial season fees, and full season fees.

To provide additional flexibility and encourage vendor participation, staff is proposing Council consider the following revision (in red font) to the 2026 Farmers Market Vendor Fee Schedule:

Farmers Market ~~- Full season passes only~~

Farmers Market Application Fee - For full Summer Season	$140.00
Farmers Market Application Fee - For full Winter Season	$60.00
Farmers Market Application Daily Fee (must be prepaid prior to the market)	$10.00
Farmers Market Application Fee - Business/Organization -fundraising for Nonprofit - per year	$50.00
Farmer Market Bags - Per Bag (includes sales tax)	$2.00
Farmers Market Application Fee Refunded	$5.00

If Council directs staff to amend the fee schedule, staff will move forward with scheduling a public hearing to consider an amendment to the city fee schedule at the June 17, 2026 City Council meeting.

FINANCIAL IMPACT

Farmer Market Vendor fees are included in the special revenue fund for Farmers Market

STAFF RECOMMENDATION

Direct Staff to move forward with the proposed change or any recommendations from Council

ATTACHMENTS

N/A