

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

**JUNE 10, 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. City Hall Siding Replacement Proposal
- 7B. AIS Watercraft Inspection Agreement
- 7C. Adjustment of Temporary Wage Change for Non-Exempt Liquor Store Staff
- 7D. Monthly Department Reports

8) ADMINISTRATOR'S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

Sub-Committee Updates (Reports are given only if meeting date was after the last Council Meeting)

Council Member Hansen - CMRRPP
Council Member Johnson – BLEDA, BLCLA
Council Member Knier
Mayor Wallen - BLEDA
Council Member Zettervall

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 NOTICES

Attendance at Meetings: 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 Meeting via telephone or other electronic means on an as needed basis.

- ZOOM VIDEOCONFERENCING ACCESS - to participate via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at gwolbeck@biglakemn.org to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.**
- LIVE STREAMING OF CITY COUNCIL MEETINGS - As always interested persons can watch live broadcasts of Regular Council Meetings from the City's Government Channel on Charter Channel 180, or from the City Website at <https://biglake.viebit.com/?folder=ALL> (live stream video is at the top of the page).

Public Hearing and Open Forum Comments:

- PUBLIC HEARING COMMENTS - Effective May 29, 2020, Public Hearing comments will only be taken in person, or through Zoom. No written Public Hearing comments will be accepted.
- OPEN FORUM COMMENTS - Effective May 27, 2020, Open Forum comments will only be taken in person, or through Zoom. No written Open Forum comments will be accepted.

**BIG LAKE CITY COUNCIL
CONSENT AGENDA
JUNE 10, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of May 27, 2020
- 6C. Approve Regular Council Meeting Minutes of May 27, 2020
- 6D. Approve Fireworks Display Permit to Northern Lighter Pyrotechnics for the July 2, 2020 Music in the Park Freedom Fest Event
- 6E. Approve 2020/2021 Liability Coverage Waiver Form
- 6F. Approve Reclassification of Full-time Lead Liquor Store Clerk Position
- 6G. Approve Resolution Adopting the Sherburne County All-Hazard Mitigation Plan



AGENDA ITEM

Big Lake City Council

Prepared By: Deb Wegeleben, Finance Director	Meeting Date: 6/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6A
Item Description: List of Claims	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: (N/A)		

ACTION REQUESTED

Motion to Approve List of Claims paid dated 05/21/2020 through 06/02/2020 and Approve Payroll No. 11.

BACKGROUND/DISCUSSION

Attached is the List of Claims paid through 06/02/2020. 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 5/21/2020 - 6/2/2020

		Check Amt	Invoice	Comment
1010 US BANK				
Paid Chk# 004719E 5/21/2020 PAYROLL TAXES - FED/FICA				
G 101-2173	FICA Tax Withholding Payable	\$76.50		Federal/FICA Payroll Taxes for Pay Period #5 COMMISSIONERS 05/29/2020
Total PAYROLL TAXES - FED/FICA		\$76.50		
Paid Chk# 004720E 5/26/2020 OPTUM - H.S.A.				
G 101-2184	HSA Contribution payable	\$2,602.46	ACH EE PORT	H.S.A Payment for Period #11 05/27/2020
G 101-2184	HSA Contribution payable	\$1,208.25	ACH ER POR	H.S.A Payment for Period #11 05/27/2020
Total OPTUM - H.S.A.		\$3,810.71		
Paid Chk# 004721E 5/26/2020 PERA				
G 101-2174	PERA Withholding Payable	\$13,267.91	ACH	PERA Payment for Pay Period #11 05/27/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$12,403.34	ACH	PERA Payment for Pay Period #11 05/27/2020
Total PERA		\$25,671.25		
Paid Chk# 004722E 5/26/2020 ICMA				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #
Total ICMA		\$1,849.00		
Paid Chk# 004723E 5/26/2020 TASC				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #
Total TASC		\$165.38		
Paid Chk# 004724E 5/27/2020 COLONIAL LIFE				
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.56	4377404-0513	COLONIAL LIFE DEDUCTIONS FOR MAY 2020
Total COLONIAL LIFE		\$180.56		
Paid Chk# 004725E 5/27/2020 US BANK				
G 101-2020	Accounts Payable	\$231.12		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR MARCH 2020
Total US BANK		\$231.12		
Paid Chk# 004726E 5/27/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$11,612.03		Federal/FICA Payroll Taxes for Pay Period #11 05/27/2020
G 101-2173	FICA Tax Withholding Payable	\$15,670.44		Federal/FICA Payroll Taxes for Pay Period #11 05/27/2020
G 101-2171	Federal Withholding Payable	(\$11,612.03)		Federal/FICA Payroll Taxes for Pay Period #11 05/27/2020
G 101-2173	FICA Tax Withholding Payable	(\$15,670.44)		Federal/FICA Payroll Taxes for Pay Period #11 05/27/2020
Total PAYROLL TAXES - FED/FICA		\$0.00		
Paid Chk# 004727E 5/27/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$5,472.33	ACH	State Payroll Taxes for Pay Period #11 05/27/2020
G 101-2172	State Withholding Payable	(\$5,472.33)	ACH	State Payroll Taxes for Pay Period #11 05/27/2020
Total PAYROLL TAX - STATE		\$0.00		
Paid Chk# 004728E 5/27/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$11,612.03		Federal/FICA Payroll Taxes for Pay Period #11 05/27/2020
G 101-2173	FICA Tax Withholding Payable	\$15,670.44		Federal/FICA Payroll Taxes for Pay Period #11 05/27/2020
Total PAYROLL TAXES - FED/FICA		\$27,282.47		
Paid Chk# 004729E 5/27/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$5,472.33	ACH	State Payroll Taxes for Pay Period #11 05/27/2020
Total PAYROLL TAX - STATE		\$5,472.33		



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Cks 5/21/2020 - 6/2/2020

		Check Amt	Invoice	Comment
Paid Chk# 004730E 5/27/2020 PAYROLL TAXES - FED/FICA				
G 101-2171	Federal Withholding Payable	\$50.00		Federal/FICA Payroll Taxes for Pay Period #6 CITY COUNCIL 06/01/2020
G 101-2173	FICA Tax Withholding Payable	\$321.30		Federal/FICA Payroll Taxes for Pay Period #6 CITY COUNCIL 06/01/2020
Total PAYROLL TAXES - FED/FICA		\$371.30		
Paid Chk# 004731E 5/27/2020 PAYROLL TAX - STATE				
G 101-2172	State Withholding Payable	\$50.00	ACH	State Payroll Taxes for Pay Period #6 CITY COUNCIL 06/01/2020
Total PAYROLL TAX - STATE		\$50.00		
Paid Chk# 082859 5/21/2020 POSTMASTER				
G 301-1551	Prepaid Postage	\$2,700.00		PREPAID POSTAGE UTILITY BILLS
G 401-1551	Prepaid Postage	\$2,700.00		PREPAID POSTAGE UTILITY BILLS
G 601-1551	Prepaid Postage	\$600.00		PREPAID POSTAGE UTILITY BILLS
Total POSTMASTER		\$6,000.00		
Paid Chk# 082860 5/21/2020 MARCO TECHNOLOGIES LLC				
E 101-300-85-25-4208	Copies	\$60.00		APRIL & MAY PYMT
E 101-100-15-25-4208	Copies	\$2,112.50	414587246	APRIL & MAY PYMT
Total MARCO TECHNOLOGIES LLC		\$2,172.50		
Paid Chk# 082861 5/21/2020 SCHARF, SARAH				
E 101-100-05-25-4257	Contractors Hired	\$75.00		VIDEO TAPING CC MTG 5/27/20
Total SCHARF, SARAH		\$75.00		
Paid Chk# 082862 5/21/2020 XCEL ENERGY				
G 101-1150	Accounts Receivable	\$329.97		CREDIT ON ACCOUNT
E 301-000-00-25-4570	Electricity	\$233.76	302709525	PUMPHOUSE 1 APRIL
E 301-000-00-25-4582	Solar	(\$138.69)	302709525	PUMPHOUSE 1 SOLAR CREDIT APRIL
R 301-000-4151	Refunds & Reimbursements	\$0.00	302709525	PUMPHOUSE SERVICE CREDIT OUTAGE
E 401-000-00-25-4570	Electricity	\$177.82	302808445	LIFT 256 CRESCENT APRIL
E 401-000-00-25-4582	Solar	(\$285.94)	302808445	LIFT 256 CRESCENT SOLAR CREDIT APRIL
E 101-200-55-25-4570	Electricity	\$30.68	302963558	SKATING RINK SERVICE APRIL
E 101-200-55-25-4582	Solar	(\$279.74)	302963558	SKATING RINK SOLAR CREDIT APRIL
E 501-000-00-25-4570	Electricity	\$41.23	302987575	621 ROSE DRIVE APRIL
E 501-000-00-25-4582	Solar	(\$83.65)	302987575	621 ROSE DRIVE SOLAR CREDIT APRIL
E 301-000-00-25-4570	Electricity	\$844.09	303069137	PUMPHOUSE 601 MINNESOTA MARCH
E 301-000-00-25-4582	Solar	(\$638.91)	303069137	PUMPHOUSE 601 MINNESOTA SOLAR CREDIT APRIL
R 301-000-4151	Refunds & Reimbursements	\$0.00	303069137	PUMPHOUSE SERVICE CREDIT OUTAGE
E 101-100-15-25-4570	Electricity	\$1,009.48	303085700	CITY HALL MARCH
E 101-100-15-25-4582	Solar	(\$1,666.99)	303085700	CITY HALL SOLAR CREDIT APRIL
E 101-200-50-25-4575	Electricity (Street Lights)	\$19.56	303275744	CROSS WALK SIGN 601 MN APRIL
E 401-000-00-25-4570	Electricity	\$82.26	303456004	SEWER PLANT APRIL
E 401-000-00-25-4580	Natural Gas	\$25.00	303456004	SEWER PLANT APRIL
E 401-000-00-25-4582	Solar	(\$64.57)	303456004	SEWER PLANT SOLAR CREDIT APRIL
E 401-000-00-25-4580	Natural Gas	\$1,030.55	303771827	SEWER PLANT APRIL
E 101-200-55-25-4570	Electricity	\$19.78	303922326	514 FOREST RD APRIL
E 101-200-55-25-4582	Solar	(\$20.88)	303922326	514 FOREST RD SOLAR CREDIT APRIL
E 501-000-00-25-4570	Electricity	\$1,043.37	303997372	615 ROSE DR APRIL
E 501-000-00-25-4582	Solar	(\$2,317.25)	303997372	615 ROSE DR SOLA5R CREDIT APRIL
E 101-200-50-25-4575	Electricity (Street Lights)	\$27.80	304054546	CITY HALL ST LIGHT APRIL
E 101-200-50-25-4582	Solar	(\$23.11)	304054546	CITY HALL ST LIGHT SOLAR CREDIT APRIL
E 101-200-50-25-4575	Electricity (Street Lights)	\$45.65	304166698	ST LIGHTS EAGLE LK RD APRIL
E 401-000-00-25-4580	Natural Gas	\$1,053.38	304229382	SEWER PLANT APRIL
E 101-200-50-25-4575	Electricity (Street Lights)	\$71.76	304242713	10 LAKE ST UNIT SIGNAL APRIL
E 101-200-50-25-4582	Solar	(\$108.39)	304242713	10 LAKE ST UNIT SIGNAL SOLAR CREDIT APRIL



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Cks 5/21/2020 - 6/2/2020

		Check Amt	Invoice	Comment
E 101-200-50-25-4575	Electricity (Street Lights)	\$105.61	304242721	10 LAKE ST UNIT SIGNAL APRIL
E 101-200-50-25-4582	Solar	(\$309.45)	304242721	10 LAKE ST UNIT SIGNAL SOLAR CREDIT APRIL
E 401-000-00-25-4570	Electricity	\$1,386.24	304244893	SEWER LIFT APRIL
E 401-000-00-25-4582	Solar	(\$1,640.42)	304244893	SEWER LIFT SOLAR CREDIT APRIL
Total XCEL ENERGY		\$0.00		

Paid Chk# 082863 5/26/2020 **ARVIG**

E 101-300-75-25-4230	Telephone/Internet	\$371.00	000305939400	POLICE TELEPHONE
Total ARVIG		\$371.00		

Paid Chk# 082864 5/26/2020 **AUTOSTOP INC**

E 101-300-75-25-4430	Vehicle Maintenance	\$102.34	0081276	POLICE UNIT 731
E 101-300-75-25-4430	Vehicle Maintenance	\$594.39	0081639	POLICE K9 UNIT
E 101-300-75-25-4430	Vehicle Maintenance	\$446.25	0081719	POLICE UNIT 735
E 101-300-75-25-4430	Vehicle Maintenance	\$96.56	0081723	POLICE UNIT 732
E 101-300-75-25-4430	Vehicle Maintenance	\$607.81	0081739	POLICE UNIT 726/18
E 101-300-75-25-4430	Vehicle Maintenance	\$539.76	0081740	POLICE UNIT 731/19
E 101-300-75-25-4430	Vehicle Maintenance	\$524.12	0081773	POLICE UNIT 728-17-701
E 101-300-75-25-4430	Vehicle Maintenance	\$261.61	0081776	POLICE UNIT 727
Total AUTOSTOP INC		\$3,172.84		

Paid Chk# 082865 5/26/2020 **AXON ENTERPRISE, INC**

E 101-105-75-25-4132	Electronic Data	\$5,904.00	SI-1655561	ELECTRONIC DATA
Total AXON ENTERPRISE, INC		\$5,904.00		

Paid Chk# 082866 5/26/2020 **BELL BOY CORPORATION-1**

E 501-000-00-25-4210	Operating Supplies	\$205.58		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$3.66		FRT
E 501-000-00-27-4269	Freight - In	\$25.81		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$1,535.02	0084075800	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$154.12	0101352700	MIX
Total BELL BOY CORPORATION-1		\$1,924.19		

Paid Chk# 082867 5/26/2020 **BERNICKS PEPSI**

E 501-000-00-27-4263	Purchases - Beer	(\$16.80)	81153	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$3,312.20	81154	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$158.64	81155	MIX
Total BERNICKS PEPSI		\$3,454.04		

Paid Chk# 082868 5/26/2020 **C&L DISTRIBUTING COMPANY**

E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$340.60		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$14.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$2,601.60	1067001760	BEER
E 501-000-00-27-4263	Purchases - Beer	\$24,040.80	961004463	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$25.93)	96800059	CREDIT
Total C&L DISTRIBUTING COMPANY		\$26,941.07		

Paid Chk# 082869 5/26/2020 **CHARTER COMMUNICATIONS**

E 101-100-15-25-4230	Telephone/Internet	\$324.96	020368505142	CITY HALL MAY
Total CHARTER COMMUNICATIONS		\$324.96		

Paid Chk# 082870 5/26/2020 **CITY OF BIG LAKE**

E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000000010	ENGLEWOOD DR-SANFORD
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000000010	NEDD ST
E 101-200-50-25-4590	Water/Sewer Utilities	\$30.97	04 000001610	PW BLDG METER 2
E 101-100-20-25-4590	Water/Sewer Utilities	\$130.29	04 000416600	POLICE/LIBRARY BLDG
E 101-100-15-25-4590	Water/Sewer Utilities	\$229.99	04 000560200	CITY HALL



***Check Detail Register©**

Cks 5/21/2020 - 6/2/2020

		Check Amt	Invoice	Comment
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000560500	LAKESIDE PARK RESTROOM
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000560700	LAKESIDE PARK WATER FOUNTAIN
E 101-200-50-25-4590	Water/Sewer Utilities	\$69.89	04 000560900	PW BLDG METER 1
E 501-000-00-25-4590	Water/Sewer Utilities	\$51.01	04 000561400	LAKE LIQUOR STORE
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000572400	HUDSON WOODS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000573600	SHORE OF LK MITCHELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000573700	WRIGHTS CROSSING PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000573800	HIGHLINE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000576400	MITCHELL FARMS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000577600	POWELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$140.13	04 000577700	LAKESIDE PARK IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	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	\$30.97	04 000712700	BLUFF PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$147.96	04 000728500	JEFFERSON SQUARE PARK IRRIG
Total CITY OF BIG LAKE		\$1,202.85		
Paid Chk# 082871 5/26/2020 CORE & MAIN LP				
E 301-000-00-25-4387	Water Meters	(\$598.80)	M315282	CREDIT
E 301-000-00-25-4387	Water Meters	\$617.52	M319530	WATER METERS
E 101-200-55-25-4413	Equipment/Accessories	\$835.23	M328409	LAKESIDE PARK NEW WATER METER
E 301-000-00-25-4387	Water Meters	\$3,130.55	M333832	WATER METERS THE CROSSING
Total CORE & MAIN LP		\$3,984.50		
Paid Chk# 082872 5/26/2020 CORNERSTONE FORD				
E 101-300-75-25-4545	Repair/Maintenance Equipm	\$451.29	16294116/1	POLICE REPAIR EQUIPMENT
Total CORNERSTONE FORD		\$451.29		
Paid Chk# 082873 5/26/2020 CRYSTAL SPRINGS ICE				
E 501-000-00-27-4266	Purchases - Misc	\$171.16	005.B000248	ICE/WATER
Total CRYSTAL SPRINGS ICE		\$171.16		
Paid Chk# 082874 5/26/2020 DAHLHEIMER DISTRIBUTING CO				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$244.90		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$78.30		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00		KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$29,415.00	112-03277	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$306.06)	126110	CREDIT
Total DAHLHEIMER DISTRIBUTING CO		\$29,492.14		
Paid Chk# 082875 5/26/2020 DAKOTA SUPPLY GROUP				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$39.97	S100145115.0	IRRIGATION REPAIRS
Total DAKOTA SUPPLY GROUP		\$39.97		
Paid Chk# 082876 5/26/2020 DELEGARD TOOL CO				
E 101-200-50-25-4413	Equipment/Accessories	\$9.78	196330	FREIGHT
Total DELEGARD TOOL CO		\$9.78		
Paid Chk# 082877 5/26/2020 ECM PUBLISHERS, INC.				
E 501-000-00-25-4220	Advertising	\$25.00	775100	LIQUOR
Total ECM PUBLISHERS, INC.		\$25.00		
Paid Chk# 082878 5/26/2020 ENHANCED HOME TECHNOLOGY				
E 501-000-00-25-4540	Repair/Maintenance Building	\$80.00	6851	LIQUOR STORE BLDG MAINT
Total ENHANCED HOME TECHNOLOGY		\$80.00		
Paid Chk# 082879 5/26/2020 GENERAL RENTAL CENTER				
E 401-000-00-25-4255	Rent/Lease	\$169.82	271373	SEWER RENT EQUIPMENT



***Check Detail Register©**

Cks 5/21/2020 - 6/2/2020

		Check Amt	Invoice	Comment
Total GENERAL RENTAL CENTER		\$169.82		
Paid Chk#	082880 5/26/2020	GRANITE CITY JOBBING		
E 501-000-00-27-4271	Purchases - Cigars	\$140.08		CIGARS
E 501-000-00-25-4210	Operating Supplies	\$27.68		SUPPLIES
E 501-000-00-27-4265	Purchases - Mix/Pop	\$39.43		MIX
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$973.44	183774	TOBACCO
Total GRANITE CITY JOBBING		\$1,184.88		
Paid Chk#	082881 5/26/2020	GUARDIAN FLEET SAFETY		
E 277-000-00-25-4413	Equipment/Accessories	\$658.35	20-0263	POLICE EQUIPMENT
Total GUARDIAN FLEET SAFETY		\$658.35		
Paid Chk#	082882 5/26/2020	IUOE LOCAL 49 FRINGE BENEFIT		
G 101-2185	Union Health Insurance - EE/ER	\$1,265.00		JUNE HEALTH FOR NEW HIRE-BAUTCH
Total IUOE LOCAL 49 FRINGE BENEFIT		\$1,265.00		
Paid Chk#	082883 5/26/2020	LAKES & LEGENDS BREWING CO		
E 501-000-00-27-4263	Purchases - Beer	\$132.00	E-1648	BEER
Total LAKES & LEGENDS BREWING CO		\$132.00		
Paid Chk#	082884 5/26/2020	LUPULIN BREWING LLC		
E 501-000-00-27-4263	Purchases - Beer	\$481.45	29215	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$60.00)	29215	KEG REFUND
Total LUPULIN BREWING LLC		\$421.45		
Paid Chk#	082885 5/26/2020	MIDSTATES EQUIPMENT		
E 101-200-50-25-4360	Sealcoat/Crackfill	\$266.90	220381	AR 3600 ASPHALT
Total MIDSTATES EQUIPMENT		\$266.90		
Paid Chk#	082886 5/26/2020	MN COMPUTER SYSTEMS INC		
E 101-300-75-25-4208	Copies	\$25.58	290632	POLICE COPIES
Total MN COMPUTER SYSTEMS INC		\$25.58		
Paid Chk#	082887 5/26/2020	MN DEPT OF HEALTH		
E 301-000-00-20-4160	Testing	\$9,074.00	QTR 1 2020	STATE WATER TESTING
Total MN DEPT OF HEALTH		\$9,074.00		
Paid Chk#	082888 5/26/2020	SERVPRO OF WRIGHT COUNTY		
G 101-2020	Accounts Payable	\$30.00		OVERCHARGED PERMIT FEE
Total SERVPRO OF WRIGHT COUNTY		\$30.00		
Paid Chk#	082889 5/26/2020	SHERBURNE COUNTY ATTORNEY		
E 101-300-75-20-4181	Court Fines	\$1,312.69	6648	SHARED FINES
Total SHERBURNE COUNTY ATTORNEY		\$1,312.69		
Paid Chk#	082890 5/26/2020	SITEONE LANDSCAPE SUPPLY		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$140.70	99398186-001	IRRIGATION REPAIRS
Total SITEONE LANDSCAPE SUPPLY		\$140.70		
Paid Chk#	082891 5/26/2020	TIME WARNER		
E 101-300-75-25-4230	Telephone/Internet	\$17.16	099338901050	POLICE
Total TIME WARNER		\$17.16		
Paid Chk#	082892 5/26/2020	TOSHIBA FINANCIAL SERVICES		
E 101-300-75-25-4208	Copies	\$175.19	413517012	POLICE COPIES
Total TOSHIBA FINANCIAL SERVICES		\$175.19		



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Paid Chk# 082893 5/26/2020 VERIZON WIRELESS					
E 101-300-75-25-4230	Telephone/Internet		\$31.50		ESSENTIALS SUITE 14 LICENSES
E 101-300-75-25-4230	Telephone/Internet		\$438.21		POLICE PHONES
E 301-000-00-25-4230	Telephone/Internet		\$40.01		PUBLIC WORKS PHONE 763-647-0015
E 101-300-75-25-4230	Telephone/Internet		\$21.13	9853701746	FLEXIBLE BUSINESS AUTO PLAN
	Total VERIZON WIRELESS		\$530.85		
Paid Chk# 082894 5/27/2020 ALL AMERICAN TITLE CO., INC.					
G 401-2059	Unapplied Payments		\$10.66		W/S REFUND 1541 KASOTA ST
	Total ALL AMERICAN TITLE CO., INC.		\$10.66		
Paid Chk# 082895 5/27/2020 BOEDEKER, RYAN & FRANCIS					
G 401-2059	Unapplied Payments		\$8.55		W/S REFUND 671 FOREST RD
	Total BOEDEKER, RYAN & FRANCIS		\$8.55		
Paid Chk# 082896 5/27/2020 BROWN BENJAMIN & JODIE					
G 401-2059	Unapplied Payments		\$30.28		W/S REFUND 371 MINNESOTA AVE
	Total BROWN BENJAMIN & JODIE		\$30.28		
Paid Chk# 082897 5/27/2020 BURNET TITLE					
G 401-2059	Unapplied Payments		\$57.10		W/S REFUND 1050 KILBIRNIE RD
G 401-2059	Unapplied Payments		\$63.56		W/S REFUND 3055 LAKE RIDGE DR
	Total BURNET TITLE		\$120.66		
Paid Chk# 082898 5/27/2020 CENTRAL LAND TITLE GUARANTEE					
G 401-2059	Unapplied Payments		\$29.63		W/S REFUND 809 POWELL ST N
	Total CENTRAL LAND TITLE GUARANTEE		\$29.63		
Paid Chk# 082899 5/27/2020 EDGEWATER TITLE GROUP LLC					
G 401-2059	Unapplied Payments		\$127.13		W/S REFUND 20132 204TH AVE
G 401-2059	Unapplied Payments		\$48.12		W/S REFUND 4650 PONDVIEW DR
	Total EDGEWATER TITLE GROUP LLC		\$175.25		
Paid Chk# 082900 5/27/2020 EXECUTIVE TITLE					
G 401-2059	Unapplied Payments		\$8.37		W/S REFUND 1000 KILBIRNIE RD
	Total EXECUTIVE TITLE		\$8.37		
Paid Chk# 082901 5/27/2020 GJERSTAD, JOSHUA & NATASHA					
G 401-2059	Unapplied Payments		\$67.53		W/S REFUND 5005 BLUFF RD
	Total GJERSTAD, JOSHUA & NATASHA		\$67.53		
Paid Chk# 082902 5/27/2020 HOLMGREN, TIMOTHY					
G 401-2059	Unapplied Payments		\$74.00		W/S REFUND 423 DONNA CT
	Total HOLMGREN, TIMOTHY		\$74.00		
Paid Chk# 082903 5/27/2020 LAKE TITLE LLC					
G 401-2059	Unapplied Payments		\$41.02		W/S REFUND 480 LAKE ST S
	Total LAKE TITLE LLC		\$41.02		
Paid Chk# 082904 5/27/2020 LENDSERV					
G 401-2059	Unapplied Payments		\$48.72		W/S REFUND 140 OAK AVE
	Total LENDSERV		\$48.72		
Paid Chk# 082905 5/27/2020 MANZKE AARON & MEGAN					
G 401-2059	Unapplied Payments		\$17.72		W/S REFUND 4025 LAKE RIDGE DR
	Total MANZKE AARON & MEGAN		\$17.72		
Paid Chk# 082906 5/27/2020 PREFERRED TITLE INC					
G 401-2059	Unapplied Payments		\$15.36		W/S REFUND 20859 PACIFIC CIR



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Total PREFERRED TITLE INC		\$15.36		
Paid Chk# 082907	5/27/2020	PROGRESSIVE BUILDERS		
G 401-2059	Unapplied Payments	\$39.58		W/S EFUND 17114 TILLIUM LN
Total PROGRESSIVE BUILDERS		\$39.58		
Paid Chk# 082908	5/27/2020	SCHALLER, RUTH		
G 401-2059	Unapplied Payments	\$92.23		W/S REFUND 560 WESTWOOD DR
Total SCHALLER, RUTH		\$92.23		
Paid Chk# 082909	5/27/2020	YEVDOKIMOV, MIKHAIL & LYUDMILA		
G 401-2059	Unapplied Payments	\$76.70		W/S REFUND 485 SHANNON DR
Total YEVDOKIMOV, MIKHAIL & LYUDMILA		\$76.70		
Paid Chk# 082910	5/28/2020	AFLAC		
G 101-2183	Other Pre-Tax Insurance Payabl	\$180.96	999478	MAY PREMIUMS
Total AFLAC		\$180.96		
Paid Chk# 082911	5/28/2020	BANYON DATA SYSTEMS		
E 301-000-00-25-4130	Computers/Software	\$121.25		2020 POS MAINT
E 401-000-00-25-4130	Computers/Software	\$121.25		2020 POS MAINT
E 601-000-00-25-4130	Computers/Software	\$121.25		2020 POS MAINT
E 101-105-15-25-4130	Computers/Software	\$121.25	00160288	2020 POS MAINT
Total BANYON DATA SYSTEMS		\$485.00		
Paid Chk# 082912	5/28/2020	BELL BOY CORPORATION-1		
E 501-000-00-27-4264	Purchases - Wine	\$182.00		WINE
E 501-000-00-27-4269	Freight - In	\$13.20		FRT
E 501-000-00-27-4269	Freight - In	\$2.60		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$534.15	0084167900	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$128.55	0101388600	MIX
Total BELL BOY CORPORATION-1		\$860.50		
Paid Chk# 082913	5/28/2020	BERNICKS PEPSI		
E 501-000-00-27-4263	Purchases - Beer	\$1,992.25	82910	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$80.44	82911	MIX
Total BERNICKS PEPSI		\$2,072.69		
Paid Chk# 082914	5/28/2020	BREAKTHRU BEVERAGE		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$122.10		MIX
E 501-000-00-27-4262	Purchases - Liquor	\$9,817.12		LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,294.70	1081134973	WINE
E 501-000-00-27-4263	Purchases - Beer	\$232.00	1081135074	BEER
Total BREAKTHRU BEVERAGE		\$11,465.92		
Paid Chk# 082915	5/28/2020	C&L DISTRIBUTING COMPANY		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$24.25		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$14.00		MIX
E 501-000-00-27-4263	Purchases - Beer	(\$60.03)	1320000103	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$15,577.95	961004489	BEER
E 501-000-00-27-4263	Purchases - Beer	\$1,332.30	961004491	BEER
Total C&L DISTRIBUTING COMPANY		\$16,888.47		
Paid Chk# 082916	5/28/2020	CARLOS CREEK WINERY		
E 501-000-00-27-4264	Purchases - Wine	\$168.00	19285	WINE
Total CARLOS CREEK WINERY		\$168.00		
Paid Chk# 082917	5/28/2020	CENTRAL MCGOWAN INC		
E 101-200-50-25-4385	Shop Materials	\$111.71	00358471	SHOP MATERIALS



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Total		CENTRAL MCGOWAN INC	\$111.71		
Paid Chk#	082918	5/28/2020	CRYSTAL SPRINGS ICE		
E	501-000-00-27-4266	Purchases - Misc	\$381.24	005.B000330	ICE/WATER
Total		CRYSTAL SPRINGS ICE	\$381.24		
Paid Chk#	082919	5/28/2020	DAHLHEIMER DISTRIBUTING CO		
E	501-000-00-27-4265	Purchases - Mix/Pop	\$34.00		MIX
E	501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$60.00)		KEG RETURN
E	501-000-00-27-4263	Purchases - Beer	\$24,344.80	112-03325	BEER
Total		DAHLHEIMER DISTRIBUTING CO	\$24,318.80		
Paid Chk#	082920	5/28/2020	DELEGARD TOOL CO		
E	101-200-50-25-4385	Shop Materials	\$41.95	198385	SHOP MATERIALS
Total		DELEGARD TOOL CO	\$41.95		
Paid Chk#	082921	5/28/2020	DISGRUNTLED BREWERY. LLC		
E	501-000-00-27-4263	Purchases - Beer	\$57.60	644	BEER
Total		DISGRUNTLED BREWERY. LLC	\$57.60		
Paid Chk#	082922	5/28/2020	FLAGSHIP RECREATION		
E	101-200-55-25-4413	Equipment/Accessories	\$402.80	F4266	PLAYGROUND EQUIP
Total		FLAGSHIP RECREATION	\$402.80		
Paid Chk#	082923	5/28/2020	GOPHER STATE ONE CALL		
E	101-200-50-25-4257	Contractors Hired	\$86.40	0040221	PUBLIC WORKS LOCATES
E	301-000-00-25-4257	Contractors Hired	\$86.40	0040221	PUBLIC WORKS LOCATES
E	401-000-00-25-4257	Contractors Hired	\$86.40	0040221	PUBLIC WORKS LOCATES
Total		GOPHER STATE ONE CALL	\$259.20		
Paid Chk#	082924	5/28/2020	INBOUND BREWCO		
E	501-000-00-27-4263	Purchases - Beer	\$188.00	7002	BEER
Total		INBOUND BREWCO	\$188.00		
Paid Chk#	082925	5/28/2020	INDIAN ISLAND WINERY		
E	501-000-00-27-4264	Purchases - Wine	\$258.24	3206	wine
Total		INDIAN ISLAND WINERY	\$258.24		
Paid Chk#	082926	5/28/2020	JOHNSON BROTHERS WHOLESALE		
E	501-000-00-27-4264	Purchases - Wine	(\$20.70)	100680	CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$53.79)	100681	CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$8.27)	100682	CREDIT
E	501-000-00-27-4262	Purchases - Liquor	(\$16.17)	100683	CREDIT
E	501-000-00-27-4262	Purchases - Liquor	(\$44.60)	100684	CREDIT
E	501-000-00-27-4262	Purchases - Liquor	\$1,374.48	1559591	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$246.72	1559592	WINE
E	501-000-00-27-4262	Purchases - Liquor	\$54.00	1559645	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$76.90	1562105	WINE
E	501-000-00-27-4262	Purchases - Liquor	\$13,509.94	1562106	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$6,522.39	1562107	WINE
E	501-000-00-27-4265	Purchases - Mix/Pop	\$260.00	1562108	MIX
E	501-000-00-27-4262	Purchases - Liquor	\$4,912.49	1562109	LIQUOR
E	501-000-00-27-4262	Purchases - Liquor	\$250.85	1562110	LIQUOR
E	501-000-00-27-4264	Purchases - Wine	\$1,352.50	1562111	WINE
E	501-000-00-27-4263	Purchases - Beer	\$2,157.75	1562801	BEER
E	501-000-00-27-4262	Purchases - Liquor	(\$56.25)	599986	CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$13.79)	599987	CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$4.00)	600641	CREDIT
E	501-000-00-27-4264	Purchases - Wine	(\$143.00)	600995	CREDIT



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E 501-000-00-27-4262	Purchases - Liquor	(\$313.00)	602259	CREDIT
Total JOHNSON BROTHERS WHOLESALE		\$30,044.45		
<hr/>				
Paid Chk# 082927	5/28/2020	KWIK TRIP - CREDIT DEPT		
E 101-300-75-25-4405	Motor Fuel	\$2,512.22		POLICE MOTOR FUEL
E 101-200-50-25-4405	Motor Fuel	\$318.98		PUBLIC WORKS MOTOR FUEL
Total KWIK TRIP - CREDIT DEPT		\$2,831.20		
<hr/>				
Paid Chk# 082928	5/28/2020	LUPULIN BREWING LLC		
E 501-000-00-27-4263	Purchases - Beer	\$220.00	29328	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$30.00	29328	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	(\$7.69)	961393	CREDIT
Total LUPULIN BREWING LLC		\$242.31		
<hr/>				
Paid Chk# 082929	5/28/2020	M&M EXPRESS SALES & SERVICE		
E 101-200-55-25-4255	Rent/Lease	\$27.60	252130	AUTOCUT HEAD RENTAL
Total M&M EXPRESS SALES & SERVICE		\$27.60		
<hr/>				
Paid Chk# 082930	5/28/2020	MIDWAY IRON INC.		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$36.00	458881	PARKS PARTS
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$111.89	458881	WWTP PARTS
Total MIDWAY IRON INC.		\$147.89		
<hr/>				
Paid Chk# 082931	5/28/2020	MIDWEST MACHINERY CO		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$293.45	2148134	MOWER PARTS
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$869.49	2148137	MOWER WINDSHIELD
Total MIDWEST MACHINERY CO		\$1,162.94		
<hr/>				
Paid Chk# 082932	5/28/2020	OFFICE DEPOT		
E 101-100-10-25-4210	Operating Supplies	\$2.19		PLANNING SUPPLIES
E 101-200-40-25-4210	Operating Supplies	\$2.19		ENGINEERING SUPPLIES
E 101-100-25-25-4210	Operating Supplies	\$4.38		EDA SUPPLIES
E 101-100-30-25-4210	Operating Supplies	\$4.38		BUILDING SUPPLIES
E 101-100-15-25-4210	Operating Supplies	\$28.55		CITY HALL SUPPLIES
E 101-200-50-25-4210	Operating Supplies	(\$29.99)	481965444001	CREDIT
E 101-100-05-25-4210	Operating Supplies	\$2.19	489888724001	MAYOR/COUNCIL SUPPLIES
E 101-100-25-25-4210	Operating Supplies	\$19.29	489888802001	EDA SUPPLIES
E 101-100-30-25-4210	Operating Supplies	\$92.63	491980137100	BUILDING SUPPLIES
E 101-100-05-25-4210	Operating Supplies	\$36.74	491980137100	MAYOR/COUNCIL SUPPLIES
Total OFFICE DEPOT		\$162.55		
<hr/>				
Paid Chk# 082933	5/28/2020	OMANN BROTHERS INC		
E 101-200-50-25-4340	Hot Mix	\$123.00	14368	PATCHING STREETS
Total OMANN BROTHERS INC		\$123.00		
<hr/>				
Paid Chk# 082934	5/28/2020	PAUSTIS WINE COMPANY		
E 501-000-00-27-4264	Purchases - Wine	\$281.33		WINE
E 501-000-00-27-4269	Freight - In	\$8.75		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$80.00	90390	LIQUOR
Total PAUSTIS WINE COMPANY		\$370.08		
<hr/>				
Paid Chk# 082935	5/28/2020	PHILLIPS WINE & SPIRITS		
E 501-000-00-27-4268	Purchases - Non Alcoholic	\$72.00		NA WINE
E 501-000-00-27-4264	Purchases - Wine	\$58.00	6029675	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$114.60	6037085	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$1,853.65	6037086	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$1,101.75	6037087	WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$198.80	6037088	MIX
E 501-000-00-27-4266	Purchases - Misc	(\$13.28)	604869	CREDIT



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Total PHILLIPS WINE & SPIRITS			\$3,385.52		
Paid Chk#	082936	5/28/2020	QUALITY REFRIGERATION		
E	501-000-00-25-4540	Repair/Maintenance Building	\$300.00	0077357	LIQUOR BUILDING MAINT
E	501-000-00-25-4540	Repair/Maintenance Building	\$300.00	0077358	LIQUOR BUILDING MAINT
Total QUALITY REFRIGERATION			\$600.00		
Paid Chk#	082937	5/28/2020	RMR SERVICES		
E	401-000-00-25-4257	Contractors Hired	\$1,002.51		UB METER READS MAY
E	601-000-00-25-4257	Contractors Hired	\$222.78		UB METER READS MAY
E	301-000-00-25-4257	Contractors Hired	\$1,002.51	2020145	UB METER READS MAY
Total RMR SERVICES			\$2,227.80		
Paid Chk#	082938	5/28/2020	SMALL LOT MN		
E	501-000-00-27-4269	Freight - In	\$9.00		FRT
E	501-000-00-27-4264	Purchases - Wine	\$144.00	MN36369	WINE
Total SMALL LOT MN			\$153.00		
Paid Chk#	082939	5/28/2020	SOUTHERN WINE & SPIRITS OF MN		
E	501-000-00-27-4262	Purchases - Liquor	\$10,495.89	1954673	LIQUOR
E	501-000-00-27-4265	Purchases - Mix/Pop	\$36.14	1954674	MIX
E	501-000-00-27-4264	Purchases - Wine	\$282.00	1954675	WINE
Total SOUTHERN WINE & SPIRITS OF MN			\$10,814.03		
Paid Chk#	082940	5/28/2020	UNIQUE PAVING MATERIALS		
E	101-200-50-25-4340	Hot Mix	\$260.55	50548	HOT MIX
Total UNIQUE PAVING MATERIALS			\$260.55		
Paid Chk#	082941	5/28/2020	VIKING COCA-COLA		
E	501-000-00-27-4265	Purchases - Mix/Pop	\$394.45	2528181	MIX
E	501-000-00-27-4263	Purchases - Beer	\$52.00	2528182	BEER
Total VIKING COCA-COLA			\$446.45		
Paid Chk#	082942	5/28/2020	WILD MOUNTAIN WINERY		
E	501-000-00-27-4264	Purchases - Wine	\$263.64	114	WINE
Total WILD MOUNTAIN WINERY			\$263.64		
Paid Chk#	082943	5/28/2020	WINE MERCHANTS		
E	501-000-00-27-4264	Purchases - Wine	\$648.00	7279479	WINE
E	501-000-00-27-4264	Purchases - Wine	\$594.00	7284933	WINE
Total WINE MERCHANTS			\$1,242.00		
Paid Chk#	082944	5/29/2020	HINRICHS, RICHARD & SUSAN		
G	150-2055	Escrow Payable	\$26,812.50		REFUND ESCROW BIG LAKE CAR CONDO
Total HINRICHS, RICHARD & SUSAN			\$26,812.50		
Paid Chk#	082945	5/29/2020	SMALL LOT MN		
E	501-000-00-27-4269	Freight - In	\$18.00	MN35963	FRT
E	501-000-00-27-4264	Purchases - Wine	\$432.00	MN35963	WINE
Total SMALL LOT MN			\$450.00		
Paid Chk#	082946	6/2/2020	CENTRAL MINNESOTA HOUSING		
E	118-000-00-20-4180	Other Consultants	\$474.15	BL-17-05	SCDP ADMIN - LAUNDRY DRAW 6
Total CENTRAL MINNESOTA HOUSING			\$474.15		
Paid Chk#	082947	6/2/2020	EHTS		
E	120-000-00-25-4257	Contractors Hired	\$265.00	BL-17-05	SCDP CLEARANCE INSPECTION - LAUNDRY
Total EHTS			\$265.00		



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Paid Chk# 082948 6/2/2020 IUOE LOCAL 49 FRINGE BENEFIT				
G 101-2185	Union Health Insurance - EE/ER	\$17,710.00	JULY INS	PW HEALTH INSURANCE - JULY
Total IUOE LOCAL 49 FRINGE BENEFIT		\$17,710.00		
Paid Chk# 082949 6/2/2020 MINNESOTA HOME IMPROVEMENTS				
E 118-000-00-25-4257	Contractors Hired	\$3,274.00	BL17-05	SCDP REHAB - BL 17-05 LAUNDRY
Total MINNESOTA HOME IMPROVEMENTS		\$3,274.00		
Paid Chk# 082950 6/2/2020 MN DEPT OF FINANCE				
E 276-000-00-20-4180	Other Consultants	\$17.00	19009627	CASE 19009627 BUDZIAK 6.1.20
E 276-000-00-20-4180	Other Consultants	\$44.00	19009718	CASE 19009718 EGGEN 3.16.20
E 276-000-00-20-4180	Other Consultants	\$108.13	200001179	CASE 20001179 BRENTESON 6.1.20
Total MN DEPT OF FINANCE		\$169.13		
Paid Chk# 082951 6/2/2020 MUNICIPAL BUILDERS, INC				
G 499-1600	Construction WIP	\$571,295.00	PAY #4	WWTP EXPANSION PAY ESTIMATE 4
G 499-2065	Retainage Payable	(\$28,564.75)	PAY #4	WWTP EXPANSION PAY ESTIMATE 4
Total MUNICIPAL BUILDERS, INC		\$542,730.25		
Paid Chk# 082952 6/2/2020 SHERBURNE COUNTY ATTORNEY				
E 276-000-00-20-4170	Legal	\$34.80	19009627	CASE 19009627 BUDZIAK 6.1.20
E 276-000-00-20-4170	Legal	\$88.00	19009718	CASE 19009718 EGGAN 3.16.2020
E 277-000-00-20-4170	Legal	\$379.50	20000102	CASE 20000102 HASE 2.28.20
E 276-000-00-20-4170	Legal	\$216.27	20001179	CASE 20001179 BRENTESON 6.1.2020
Total SHERBURNE COUNTY ATTORNEY		\$718.57		
Paid Chk# 082953 6/2/2020 SUNNY VANBROCKLIN				
E 281-000-00-25-4257	Contractors Hired	\$100.00	1	FARMER MARKETS MUSIC 6.3.20
Total SUNNY VANBROCKLIN		\$100.00		
Paid Chk# 082954 6/2/2020 T MOBILE				
E 101-300-75-25-4230	Telephone/Internet	\$508.80	MAY STATEM	APRIL CELL SERVICE
E 101-300-75-25-4230	Telephone/Internet	(\$1,400.00)	MAY STATEM	L CELL SERVICE - CREDIT
E 401-000-00-25-4230	Telephone/Internet	\$9.36	MAY STATEM	APRIL CELL SERVICE
E 101-100-30-25-4230	Telephone/Internet	\$48.72	MAY STATEM	APRIL CELL SERVICE
E 101-100-30-25-4230	Telephone/Internet	(\$100.00)	MAY STATEM	APRIL CELL SERVICE - CREDIT
E 101-100-10-25-4230	Telephone/Internet	\$28.29	MAY STATEM	APRIL CELL SERVICE
E 101-100-10-25-4230	Telephone/Internet	(\$100.00)	MAY STATEM	APRIL CELL SERVICE - CREDIT
E 101-400-56-25-4230	Telephone/Internet	\$28.29	MAY STATEM	APRIL CELL SERVICE
E 101-400-56-25-4230	Telephone/Internet	(\$100.00)	MAY STATEM	APRIL CELL SERVICE - CREDIT
E 101-300-75-25-4230	Telephone/Internet	\$21.46	MAY STATEM	APRIL CELL SERVICE-ONE TIME CHARGE
G 101-1150	Accounts Receivable	\$1,055.08	MAY STATEM	APRIL CELL SERVICE-CREDIT ON ACCOUNT
Total T MOBILE		\$0.00		
1010 US BANK		\$872,567.43		



*Check Detail Register©

Cks 5/21/2020 - 6/2/2020

Check Amt Invoice Comment

Fund Summary

1010 US BANK

101 GENERAL FUND	\$105,894.37
118 SMALL CITIES DEVELOP PROGRAM	\$3,748.15
120 PARK DEVELOPMENT	\$265.00
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$26,812.50
276 NARCOTIC FORFEITURE	\$508.20
277 DWI FORFEITURE	\$1,037.85
281 VETERANS & OTHER MEMORIAL FUND	\$100.00
301 WATER ENTERPRISE FUND	\$16,473.69
401 SEWER ENTERPRISE FUND	\$6,821.81
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$542,730.25
501 LIQUOR ENTERPRISE FUND	\$167,231.58
601 STORM SEWER ENTERPRISE FUND	\$944.03
	<hr/>
	\$872,567.43



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 6/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6B
Item Description: May 27, 2020 City Council Workshop Minutes		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the May 27, 2020 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The May 27, 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**

MAY 27, 2020

1. CALL TO ORDER

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

2. ROLL CALL

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

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Small Cell Aesthetic Guidelines Discussion

Hanna Klimmek discussed the Small Cell Wireless Facility Aesthetic Requirements that were approved by Council in April 2019. The City's intention was to protect the look and location of Small Cell installations within public rights-of-way. Klimmek noted that with evolving technology and the new 5G network, it is anticipated that an increase in small cell facilities will be installed throughout the City in the coming years. Staff is asking for continued discussion on whether Council feels that adopting additional standards will be beneficial for the City. Klimmek reviewed additional design requirements that could be added to our current standards. Klimmek also informed Council that the first small cell application was submitted to the City for review in April. The equipment will be located on school property, out of the public right-of-way. That application will not have to adhere to any design requirements adopted after their submission, only what is existing at time of application. Klimmek reviewed sample design standards adopted by other municipalities and asked for feedback from Council.

Council Member Knier stated that he is in favor of implementing aesthetics standards, but he is more concerned about limiting this technology for the safety of our community, and safety of our families. Knier stressed that there hasn't been one scientific study that shows how 5G will affect the human body, especially in children. This product was fast tracked and is highly suspect. The burden of proof should be on the technology companies. Knier stated his concern with Electro Smog hitting us 24/7 once this all implemented. Knier clarified that he understands that, we as a City are just talking about aesthetics, but stated that there are other alternatives to 5G for faster

downloads. Knier stressed that he would like us to use an abundance of caution on 5G, and would like to make our aesthetic guidelines as stringent as possible, would like to restrict allowing 5G in front of residential structures, and would like the City to consider implementing a moratorium.

Mayor Wallen clarified that we need to focus on aesthetics only, as that is what is under our control. Wallen also stated that he prefers we allow blending in of the equipment instead of attempting to cover it.

Council Member Hansen discussed his concerns with the cost impact the City could face if we try to take on the telecommunications industry to fight implementation of 5G. We could also take a chance on limiting placement in front of residences as some citizens could potentially want 5G service. Hansen stressed that we need to implement additional aesthetic measures so these areas will look nice.

Council Member Johnson stated that our aesthetic rules would be in addition to what the utility companies already require. Layne Otteson discussed the large amount of small cell technology around the U.S. Bank Stadium area noting that it blends in well with the infrastructure. Council Member Johnson stressed that from a legal perspective, the City does not have the authority to stop 5G. The only way to change the policy, is to change the FCC. This legislation was completely pre-empted by the FCC and we should make the aesthetics guidelines as robust as we can with straight and clear guidelines.

Council Member Zettervall discussed that he prefers the fully concealed designs, and possibly matching if at a higher elevation. Zettervall also stated that he feels local government shouldn't be responsible for fighting to restrict 5G and this should be turned over to higher level agencies. Otteson discussed that each location is an investment of approximately \$150,000 so they will build it right, with the right rules in place.

Council directed Staff to move forward with drafting additional small cell aesthetic guidelines into Chapter 10, Section 1022 and Chapter 14 for future Council review.

4B. Lakeside Park Food Truck Discussion

Corrie Scott discussed the current process for approving permitting food trucks to exclusively operate at Lakeside Park. Originally the minimum bid amount was \$3,000 but was reduced to \$1,000 in 2018 due to lack in interest from food truck vendors. Scott reviewed other options available including 1) changing from a minimum bid amount to a daily profit percentage, 2) lowering the base fee to entice vendors to apply for a permit, and 3) the option to use the regular food truck fee schedule along with an additional charge of \$20 per day and \$20 if they request electric hookups. Staff recommended Option 3 as this option would help cover administrative costs toward this program. This would be done through an application process and could potentially include a stipulation that the food truck vendor live within a certain mile radius to Big Lake. Staff also recommended that for 2020, this program begins in July and runs through August with food trucks having the ability to set up on Fridays and Saturdays and with priority

given to local food trucks. For future years, the program can be updated to become more streamlined and potentially include the months of June through August.

Council member Zettervall discussed his concern that Food Trucks compete with our brick and mortar companies. Enabling food trucks could be at the expense of tax paying businesses and would like to leave our current policy in place. Zettervall also suggested that we consider restrictions on loud generator use at the lake.

Council Member Johnson discussed the same concerns shared by Council Member Zettervall. Our brick and mortar businesses are really struggling with COVID-19 restrictions. There is a lot of activity at the lake and part of the benefits of having this recreational option in our community is that those that come into town for this amenity, provide additional business to our local establishments.

Scott noted that Staff understands there could be benefits to waiting to implement any changes to the program until next year due to COVID-19 concerns, and agreed that it would be beneficial to restrict the use of loud generators at the lake.

Mayor Wallen stated that he likes option 3 as he has witnessed the need for food vendors out at the lake. Suggested we treat this as a trial year and Staff will monitor.

The general consensus of the Council was to implement option C for July and August 2020 and report back to Council on how the program worked.

4C. AIS Inspection Update

Layne Otteson discussed Aquatic Invasive Species (AIS) inspections that will be taking place at Lakeside Park this summer. The City, the Big Lake Community Lakes Association (BLCLA), and the Sherburne Soil and Water Conservation District (SSWCD) planned to provide 350 hours of on-site inspection using a combination of Level 1 inspectors and volunteers. This plan would have provided coverage on weekends and holidays during the summer months. The City and the BLCLA have both dedicated 100 volunteer hours each, and the SSWCD has dedicated 150 Level 1 inspectors. The BLCLA has asked the City to provide an additional 400 hours of summer inspection. These additional hours would essentially cover the hours between 6:00 a.m. to 6:00 p.m., during weekdays. The estimated cost to do this would range from \$6,000 to \$7,600. Otteson noted that availability of personnel to perform this work may be challenging due to DNR limitations is likely not viable. Otteson explained that the DNR is only re-certifying Level 1 inspectors for companies such as WaterGuards through teleconferencing. There are no 2019 volunteer inspectors that are being reapproved at this time and the DNR has not indicated when or if they will provide training for past or new volunteers. There is also a concern that getting volunteer inspectors from the BLCLA may be problematic this year due to health concerns. With COVID-19 causing planning issues, Staff requested that SSWCD use their dedicated 150 inspection hours in Big Lake over the Memorial Day weekend and during the month of June. They have indicated that they prefer to spread their hours over the summer months. This will serve as a buffer through June and allow Staff to better understand the DNR's response and

boat launch usage. Otteson discussed budgeted dollars that are available to use part-time seasonal employees at Lakeside Park to monitor parking and perform the facility survey through June 10th. This would be utilized when the SSWCD is not providing AIS inspections. Otteson noted that Staff believes that by June 10th, the DNR may make a decision regarding the training of volunteer level inspectors. Otteson reviewed four viable options for addressing AIS inspection needs. Staff recommended Option C which includes utilizing 150 hours of seasonal employees to provide full time coverage at peak times which would be 42 hours per week estimated at a cost of \$6,000 which would also utilize the remaining Michelob Grant dollars. This staff would be wearing high visibility vests and would perform a short facility survey of boat launchers. This information would be valuable in identifying improvements and raising the level of service at the park. Staff recommended Council direct staff to bring back a plan that identifies hiring additional part-time seasonal staff, inspection levels, cost, and funding sources.

Council Members Hansen, Knier, and Zettervall stated they are in favor of Option C, noting that there are no dollars out of the budget.

Council Member Johnson discussed that it is extremely important that we have coverage at the landing. Johnson indicated that Option C would be the minimum coverage she would be in favor of, and wishes the DNR would resume trainings and certifications.

Mayor Wallen stated that he is in favor of option C, noting that we need to continue discussing future AIS needs during budget discussion time.

Council directed Staff to bring back a plan that identifies staffing needs, inspection levels, cost, and funding sources for future Council consideration.

4D. New Ideas Discussion

Council Member Knier discussed that he has taken feedback from citizens that the audio is not picking up sound very well during workshops and meetings with how the room is set up in response to COVID-19. Gina Wolbeck informed Council that the Sherburne Wright Cable Commission installed a new microphone just before the start of the workshop so the audio recordings should be greatly improved with the new equipment.

5. OTHER

Hanna Klimmek introduced new Building Official Lenny Rutledge.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:48 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 6/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6C
Item Description: May 27, 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 May 27, 2020 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The May 27, 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
MAY 27, 2020**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Lenny Rutledge, Liquor Store Manager Greg Zurbey, and Consultant City Planner Kevin Shay from Landform.

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:01 p.m.

Bettina Potter, 120 Edgewater Place – thanked Council, Commissioners, and Staff for being more than willing to listen to citizen comments and suggestions. Potter encouraged citizens to contact public officials with their concerns or suggestions noting that the City has offered numerous communication sources and provides multiple ways to be heard.

Paul Seefeld, 3090 Lake Ridge Drive –announced that he was recently elected to be the new Big Lake American Legion Commander. Seefeld thanked community members for attending the virtual Memorial Day ceremony, and informed the public that a retired flag deposit box made by Alexander Wangerin for his Eagle Scout Project has been placed at City Hall.

Shanna Berres, Township resident – supported 5G comments made by Council Member Knier, noting the lack of safety data, and that there are more questions than answers. Berres stated that she fully supports a moratorium due to the lack of safety data.

Mayor Wallen closed the Open Forum at 6:06 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Johnson motioned to approve the Consent Agenda as presented. 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 May 13, 2020, 6C. Approve Regular Council Meeting Minutes of May 13, 2020, 6D. Approve Lawn Maintenance / Snow and Ice Removal Contract with Sharpline Lawn Care, LLC, 6E. Approve Year-End Council Meeting Schedule, 6F. Approve Employment Status Change for Lead Liquor Clerk Tara Hintz, 6G. Approve a One-day Temporary Liquor License to the Big Lake Lions Club on July 2, 2020, and 6H. Approve Draft ADA Transition Plan.

7. BUSINESS

7A. PUBLIC HEARING – Sandhill Villa’s Easement Vacation and Development Application for Rezoning, Final Plat, and Final PUD Approval

Kevin Shay reviewed the planners report for the Development Application for Final Plat, Final PUD and Easement Vacation for the Sandhill Villas project submitted by Modern Construction of Minnesota. The application is for a 12-unit detached townhome development on 2.5 acres of vacant land located at the intersection of 205th Avenue NW and 172nd Street NW. The Planning Commission and City Council approved Preliminary Plat, Development Stage PUD, and Rezoning in April 2020 and conditions identified at these meetings have been met. Shay noted that the final site plan is substantially consistent with the approved preliminary site plan and revisions required have been met by the Applicant. Shay discussed the Easement Vacation that is required as part of the Plat. The site was originally platted as part of the Sandhill Acres plat and was platted with a drainage and utility easement around the perimeter of the lot. The Applicant is required to vacate this easement as part of platting “Sandhill Villas”, and new drainage and utility easements will be put in place with the new final plat. Shay noted that a public hearing is required to be held to take public comment specifically on the vacation of the easement.

Council Member Knier asked if drainage concerns have been addressed. Shay indicated that the Applicant is working through final comments from the engineering memo to make final adjustments to the drainage, and that these changes will address the drainage concerns raised previously.

Mayor Wallen opened the public hearing at 6:11 p.m.

Jon Tschida, 17267 205th Avenue – indicated that he owns the property to the west of the project. Tschida stressed that his interpretation of the City Code is that it allows for PUD approval only if the plan meets a majority of 13 criteria, of which this project only meets 4. Tschida also stated that a PUD should not be granted based solely on making profits for the landowner. Tschida stressed that the proposed project does not fit the location, noting that this development will be a small pocket of high-density residential development sitting in the middle of low density residential development. Tschida discussed aesthetic concerns asking where the buffer is along his property line, and how will the impact on his property be mitigated. Tschida asked that drainage issues be addressed, stressed that setbacks are an issue, and noted that future development will call for a turn lane or a roundabout.

Dan and Janette Moores, 17369 205th Avenue – Dan Moores stated that they are 40-year residents of the land west of Tschida's and noted that they purchased an additional 5 acres in anticipation of selling it in the future when they retire. They made this purchase under the assumption that the surrounding lots would have single-family homes built on them in the future. Moores stated that by allowing spot zoning in this location for this townhome villas project will wreck their nice quiet neighborhood. Moores stated that they are 100% opposed to this project.

Samantha Tschida, 17267 205th Avenue, submitted written comments that were read aloud – the letter stated her opposition to the project, noting that it is not feasible for 12 homes to fit on a 2.5-acre parcel of land. Tschida's letter also indicated that she feels the project does not meet setback requirements, that snow removal will be a concern, that water drainage has not been addressed, and that landscaping requirements aren't being met.

Mayor Wallen closed the public hearing at 6:22 p.m.

Mayor Wallen asked for a motion and a second to approve all items as presented. Council Member Zettervall motioned to approve, and Council Member Hansen seconded. Mayor Wallen opened the floor for further Council discussion prior to vote.

Council Member Johnson asked how our Planning Commission responded to the assertion that only 4 criteria were met. Council Member Zettervall reviewed Planning Commission and Staff discussions on the design criteria of PUD approval, noting the code lists a number of purposes which is a list of reasons why a project would qualify for a PUD, and

stated that the design criteria for the proposed project are met, and does meet the definition of the PUD. Zettervall also reviewed various discussion points that occurred at Planning Commission. The density for profit was questioned and it was noted that Townhomes and Villas are required to go through a PUD process due to the nature of the development. Discussion was also held on density and requirements of the Comprehensive Plan. During their initial review, the Planning Commission had discussed possibly scaling the project back to 8 units, but that was never an implemented requirement. Zettervall also indicated that the City Engineer did not have an issue with setbacks in relation to the possible need for a turn-lane and stormwater plans. Zettervall also discussed the landscaping with flexibility to allow one tree in the front yard and one tree in the back yard, instead of two trees in the front yard. Layne Otteson reviewed that Engineering had asked for additional drainage improvements on the west side which have been incorporated into the plan on the west, north and east side of the development. Engineering had also asked for an adjustment to the street width along 172nd Street, and Otteson noted that snow removal has also been addressed.

Council Member Hansen stated that he feels concerns were addressed at the Planning Commission level. Council Member Zettervall indicated that they had a number of conditions that were brought forward by the Planning Commission, and that those conditions appear to have been met.

Council Member Knier discussed the proposed setback along 205th Avenue and asked for law enforcement to comment on the setback. Joel Scharf stated that from a law enforcement perspective, he is comfortable with the setback.

With no further discussion, Mayor Wallen asked for a vote on the motions on the table.

Council Member Zettervall motioned to approve Resolution No. 2020-46 approving an Easement Vacation for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Ordinance No. 2020-12 establishing a Planned Unit Development zoning district for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Resolution No. 2020-47 approving summary publication for Ordinance No. 2020-12 for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Resolution No. 2020-48 approving the Final Plat and Final Planned Unit Development for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the draft Development Agreement for the Sandhill Villas project and authorize the City Attorney to finalize the Agreement prior to signature. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the draft Stormwater Maintenance Agreement for the Sandhill Villas project and authorize the City Engineer to finalize the Agreement prior to signature. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. CommonBond Development Application – Concept Plan Review

Hanna Klimmek reviewed the planners report for the CommonBond Development Application. The Applicant, CommonBond Communities has submitted a Concept Plan, requesting City review and comment for the proposed 120-unit mixed income project. The project will consist of two (2) 60-unit apartment buildings and is proposed to be constructed in two phases on a 7.49-acre parcel at the northwest corner of Marketplace Drive and 168th Street. Following concept review, the next step in the application process would be to apply for a Planned Unit Development (PUD), Preliminary Plat, Rezone, and Site Plan. The Applicant has communicated with Staff that the Concept Plan is preliminary in terms of timing of the development, and that the project is applying for subsidized tax credits through the Minnesota Housing Tax Credit Program due to the mixed-income aspect of the development. If awarded, the Applicant plans to submit development applications to the City in December 2020. Klimmek reviewed the original concept plan submitted by the Applicant and reviewed by the Planning Commission on April 1, 2020. The Commission did not support the location of the project due to the guided use of Commercial. The request was planned to be reviewed by the City Council on April 22, 2020 but the Applicant withdrew their application. The Applicant is now proposing to locate their project on a parcel that is currently guided in the City's Comprehensive Plan as Medium and High Density Residential use. The Concept Plan was reviewed by the Planning Commission on May 20, 2020 which in general, supported the new location of the apartment project due to the guided use of the property and they felt the site plan was satisfactory. Klimmek discussed that the current zoning of the property is General Business (B-3) and the Applicant will be required to rezone the parcel to match the Comprehensive Plan to High Density Residential (R-3). Currently the subject property is an Outlot of the Big Lake Marketplace North addition. The developer is proposing to plat the property into two (2) parcels. The west 60-unit apartment complex would be constructed as Phase I, and the east 60-unit apartment complex would be constructed as Phase II. The current plan reflects the apartments being constructed in 3-stories. The units will mostly consist of 60% Area Median Income, with some market rate units. Roughly 50% of the units will be two-bedroom, with the remaining units split between one-bedroom and three-bedroom units. The Applicant indicated that the units will have high-end amenities and on-site management. Klimmek reviewed PUD flexibility which will include reduced parking, lack of

a loading area, and lot coverage standards.

Council Member Zettervall reviewed discussions at the Planning Commission relating to no covered parking, and noted that the developer presented their original plan on a different location, but due to comments from the Planning Commission, they have moved to a different site. Zettervall stated that the new site received unanimous support of the Planning Commission.

Council Member Johnson stated that she is a little concerned about limited parking and asked the developer to provide feedback on their parking calculations. Andy Hughes reviewed their parking calculations and stated that they do believe the proposed parking plan will provide an appropriate level of parking and reviewed a recent project they completed that has the same level of parking calculations. They will continue to monitor parking needs and if Council wishes, they would be willing to add a couple more spots in between the two buildings to provide additional guest parking.

Zettervall noted that parking was discussed during meetings of the Comprehensive Plan Taskforce, noting that the Comprehensive Plan now guides toward giving developers more flexibility on parking based on their needs.

7C. CommonBond – Resolution of Support

Hanna Klimmek reviewed the CommonBond multifamily housing project located on the north side of US Highway 10 in the Marketplace North area. The project will be named Marketplace Crossing I and II and will consist of 120-units of both market rate and affordable rental units. The 120-units will be made up of two 60-unit buildings and will have amenities such as shared walking paths, stormwater features, and playgrounds. The two units will be constructed in two phases, and CommonBond is asking for a Resolution of Support for Phase I at this time. Klimmek noted that Staff is in support of the project along with the Planned Unit Development (PUD) flexibility the Applicant is requesting. CommonBond will be submitting a tax credit application to Minnesota Housing this year, and if awarded will begin Phase I construction in 2021. Klimmek also noted that the Applicant is not asking for any local incentives other than flexibility through a PUD. Klimmek discussed the May 11, 2020 Big Lake Economic Development Authority (BLEDA) meeting where the BLEDA unanimously recommended Council approval of the Resolution of Support.

Council Member Johnson motioned to approve Resolution No. 2020-49 in Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. Great River Federal Credit Union Development Application – Rezoning, Preliminary Plat, and Site Plan Review

Hanna Klimmek reviewed the planners report for the development application submitted by Vanman Architects & Builders for the proposed Great River Federal Credit Union project. The application consists of a Preliminary Plat, a Rezone from Agriculture (Ag) to General Business (B-3), and site plan review for the development of a vacant parcel located south of US Highway 10 and east of County Road 43. The Applicant is proposing to plat the property into one parcel to be known as Lot 1, Block 1, Great River Addition. The site will consist of one office building with two access points off 198th Avenue. Klimmek reviewed that Staff has negotiated with the Applicant that the required sidewalk for the property should be altered to extend from the development to the intersection of 198th Avenue/CR 43 rather than installing the sidewalk adjacent to the property with no connection to the intersection. The subject site is a 2.13-acre parcel that is currently guided as Commercial in the City's Comprehensive Plan. The parcel was annexed by the City in September 2019, and at that time was given an automatic zoning designation of Agriculture (Ag). The rezoning of the site to General Business (B-3) is consistent with surrounding districts and the Comprehensive Plan. Klimmek reviewed general site information, lot coverage and surface water, parking and site circulation, building materials, and landscaping requirements. Klimmek noted that the Planning Commission held a public hearing on May 6, 2020 and no public comment was submitted. The Planning Commission unanimously recommended approval of the application.

Council Member Knier motioned to approve Ordinance No. 2020-13 to rezone parcel no. 10-120-3400 from Agriculture (Ag) to General Business (B-3). Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Knier motioned to approve Resolution No. 2020-50 approving the Great River Preliminary Plat and Site Plan Review. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Knier motioned to approve Resolution No. 2020-51 authorizing summary publication of Ordinance No. 2020-13. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7E. Big Lake Car Condo's Phase I Request – First Amendment to Development Contract

Clay Wilfahrt presented a request from Richard Hinrichs for the return of escrow dollars the City is holding for the Big Lake Car Condo's Phase I project. The developer is currently waiting to proceed with the project during the COVID-19 pandemic. For this reason, Hinrichs has asked if the City can return his escrow money until he decides to continue

development. Wilfahrt explained that part of the escrow is held to pay for legal, engineering, and planning services. The other portion is held for landscaping. Since no construction or landscaping has commenced, Staff is comfortable returning the escrow as long as the developer executes a First Amendment to the Development Agreement between the City and Richard Hinrichs that was drafted by the City Attorney. The amount that would be returned to the developer would be less any expenses already incurred by the City. Deb Wegeleben noted that we will retain some of the escrow dollars to pay all outstanding payments.

Council Member Johnson motioned to approve a First Amendment to the Development Agreement between the City of Big Lake and Richard Hinrichs. Seconded by Council Member Knier, unanimous ayes, motion carried.

7F. Reject Bids for the 2020 Street and Utility Improvement Project No. ST2020-1

Layne Otteson reviewed bids that were publicly opened on April 7, 2020 for the 2020 Street and Utility Improvement Project ST2020-1. The low bid was submitted by Minnesota Paving and Materials of St. Cloud, MN. Otteson also reviewed several discussions Staff and Council have had since the bid opening noting shared concerns regarding project cost impacts to the City and residents during these uncertain financial times. The general consensus was to delay the award decision and continue monitoring the economic impacts of COVID-19, and prepare to address immediate 2020 needs. Staff was directed to bring back an update and recommendation within the 60-day window allowance to award after opening the bids. Otteson reviewed resident comments on how they would like the City to proceed with the project which included three that want the project to move forward this year, a couple comments were indifferent, and six residents that would prefer to wait for a year to complete the project. The consensus of those commenting was that they want the project to happen, and if it isn't completed this year, they would like to fix bad areas such as potholes and flooding issues. Concerns with State funding in the coming year was also discussed, and the type of road construction the City is planning to construct. Otteson reviewed the potential cost risk in delaying the project, and reviewed the Preliminary Engineering Report that was ordered by Council at the last meeting that will most likely include repairs to the CR 81 water main break, addressing issues at Euclid and Leighton, water service insulation repairs on Mount Curve, and ADA pedestrian ramp upgrades. Otteson noted that Staff is recommending Council reject all bids due to the uncertain economic times which may burden the City and residents, and for Council to direct Staff to revise the scope and schedule for future consideration.

Council Member Johnson discussed that there are numerous streets throughout the City that are in very poor condition, noting that the areas included in the 2020 street project are abysmal, and stated her concern that project costs are not going to get cheaper. Johnson stated that she understands the vulnerability of the bond market and the sensitivity of our

economy, but noted that she is concerned that if the City piece meals the project, it will add to the cost of the overall project. Johnson stated that she doesn't want to scale the project back, and feels the project as a whole is a good project. COVID-19 is a temporary problem, while the street project would be a 25 to 30 year project that could be derailed. Johnson stated that we would just be stacking up the problem.

Council Member Hansen stated that the consensus of the residents is that they want the project done, noting that the Powell Street area is terrible, especially by the park area. Hansen stated that he is sensitive to economic conditions with COVID-19, but stressed that he is not in favor of carrying assessments for a year. He would rather rebid or take the low bid, and is in favor of doing the project this year.

Council Member Zettervall stated that while he really wants to move forward with the project, he is not sure if it's the most fiscally responsible thing to do with the economic downturn. Zettervall stated that he feels we will be back on track financially by 2022. Zettervall also discussed the extremely poor condition of the Leighton Drive/Euclid Avenue street area.

Council Member Knier stated that while he would like to move forward with the project, he recognizes that economic times are too uncertain for both the City and its citizens. Knier discussed that he would prefer to reject the bids, rebid at a later date, and put the project off at least one year.

Mayor Wallen discussed that we don't have a clue what the economic impact will be and how that will affect the City's finances as well as residents. We know the project needs to be done, but stated that he isn't comfortable going \$3,000,000 into debt at this time. Wallen suggested scaling the project down to only vital improvements for this year, and using cash instead of debt. Wallen stated that he prefers to reject all bids now and bring back in 2021.

Council Member Knier motioned to receive bids and reject all bids for the 2020 Street and Utility Project No ST2020-1 and direct Staff to reevaluate options. Seconded by Council Member Zettervall, motion passed with a vote of 3 to 2 with Mayor Wallen and Council Members Knier and Zettervall voting aye, and Council Members Hansen and Johnson voting nay. Motion carried.

7G. Donations towards Big Lake Community Events

Corrie Scott reviewed donations submitted and/or committed to fund various City events including the Movie in the Park series, Farmer's Market, and Backyard and Beyond programs. Donations have been received and/or committed by Big Lake Spud Fest, the Becker/Big Lake Knights of Columbus, CentraCare Health, Old National Bank, Minnesota Limited, Sherburne County, and Climb Theatre towards these community events.

Council Member Zettervall motioned to approve Resolution No. 2020-52 accepting cash donations and in-kind contributions towards the Big Lake Movie in the Park Series, Big Lake Farmers Market, and Backyard and Beyond Programs with a correction to the donated amount towards the Farmers Market program. Seconded by Council Member Knier, unanimous ayes, motion carried.

7H. Donations towards the Big Lake Police Department

Joel Scharf reviewed donations submitted to the Big Lake Police Department. Cash donations included a \$1,000 anonymous donation and a \$500 anonymous donation that will both be used to fund unbudgeted purchases within the Department, and a 2016 Whelen Lightbar that was donated by the Clay County Sheriff's Office valued at approximately \$1,000 that the Department will donate to the Big Lake Fire Department.

Council Member Johnson motioned to approve Resolution No. 2020-53 accepting donations to the Big Lake Police Department as presented. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Scharf also discussed the incident that occurred in the City of Minneapolis earlier this week, and how the actions of some police officers can have a negative impact on all law enforcement departments and personnel. Scharf reviewed the Big Lake Police Department's hiring procedures, on-going training requirements, and mental health awareness of our officers. Scharf stressed that our values and standards are high in staffing our Police Department.

7I. Correspondence to Governor Walz Regarding the Closure of Businesses Due to COVID-19

Mayor Wallen reviewed past Council discussions on generating a letter or resolution to Governor Walz regarding business closures. At that time, Council directed Staff to work with Councilmembers Knier and Johnson to develop a letter to send to the Governor upon City Council approval. Councilmembers Johnson and Knier came to a consensus on the language to include in the letter, and are recommending Council approval on the finalized letter to Governor Walz.

Council Members Knier and Johnson both noted their appreciation for each-others collaborative efforts and willingness to compromise on drafting the letter to Governor Walz. Council Member Zettervall thanked Mayor Wallen for allowing the full Council to come to a consensus on the letter.

Council Member Hansen motioned to approve correspondence to Governor Walz regarding the closure of businesses due to COVID-19. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7J. Resolution Authorizing Temporary Capacity Expansion for Big Lake Bars and Restaurants

Clay Wilfahrt reviewed Governor Walz' most current Executive Order for bars and restaurants to begin to re-open and the limitations that have been put into place. It is Staff's understanding that outdoor dining, along with the rules that must be followed, will be very burdensome to Big Lake bars and restaurants. Staff has discussed this issue with local establishments and the owners are extremely concerned that they don't have the proper accommodations for the limitations set forth by the Governor, and that the City's zoning rules could prohibit them from opening in an outdoor setting. The City is being asked to allow bars/restaurants to expand their capacity into adjoining areas, such as into their own property or into their parking lot areas. Wilfahrt reviewed discussions during statewide conference calls with the MCPA and the MSA relating to the physical expansion of the establishments and how that affects liquor licensing. Statutes regulate that the licensed premise can include physically connected attachments to the main structure such as patios, decks, or pavilions. The space would have to be owned and/or leased by the licensee and be part of the business. The City would have to approve any compact and contiguous additions to the licensed premises and include such additions in the license files and on documentation defining the licensed premises. Wilfahrt clarified that local zoning and building codes would apply. Staff recommended that Council consider offering Big Lake bars and restaurants a temporary solution to provide relief with the most recent restrictions that have been placed upon these types of businesses. Staff is prepared to work with establishments to allow them to serve food, beverages, and alcohol on an expanded portion of their premises provided they comply with state and local laws. Wilfahrt presented a draft resolution prepared by the City Attorney that would temporarily permit outdoor customer service areas and outdoor liquor sales through December 31, 2020 in response to COVID-19 State of Minnesota limitations placed on bars and restaurants. The resolution also requires that affected businesses provide a liquor insurance certificate that indicates the expanded capacity is covered by their insurance.

Mayor Wallen asked for a motion and a second to approve the resolution as presented. Council Member Knier motioned to approve, and Council Member Johnson seconded. Mayor Wallen opened the floor for further discussion prior to vote.

Jeff Zierdt, owner of Lupulin Brewing clarified that they are considered a brewery, not a bar or restaurant, but that the State directive was to include breweries in the June 1st reopening of bars and restaurants. Zierdt commented how important it is for communities to work with their businesses to accommodate outside sales and service, noting that we all need to work together to figure out how to make this work. Issues will need to be addressed regarding staffing, reservations, and inclement weather concerns that the establishments will need to work through. Zierdt informed Council that Lupulin Brewing has plans to reopen on Friday, June 5th.

With no further discussion, Mayor Wallen asked for a vote on the motion on the table.

Council Member Knier motioned to approve Resolution No. 2020-54 to temporarily permit outdoor customer service areas and outdoor liquor sales through December 31, 2020 in response to COVID-19 State of MN limitations placed on bars and restaurants. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7K. Monthly Department Reports

Deb Wegeleben provided a year-to-date financial report, discussed the unassigned fund balance and reviewed allocated funds identified in the City's Capital Improvement Plan (CIP) Fund. Wegeleben also discussed that allocated items from the CIP Funds for 2020 that a contract has not been entered into have been placed on hold until further notice, and informed Council that the 2020 Local Government Aid pending amount is \$720,974. Council Member Johnson discussed her surprise that tax collections are on track. Wegeleben stated that most likely a lot of businesses had already paid their first half property tax before COVID-19, noting that we may see a decline in tax payments when the second half comes due in October.

Greg Zurbey provided an update on the Municipal Liquor Store operations for April 2020. Zurbey noted that the store was closed on Easter Sunday, and reviewed a year to date financial comparison between 2019 and 2020.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also reviewed a year to date 2019/2020 permit activity comparison, provided a status update on the Community Branding and Identity Design project, and noted that Staff continues to support the Big Lake business community by advertising for them and providing updates on relief loans as well as pertinent information they need to be aware of.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the implementation of summer hours this week which will be in effect through Labor Day. Wilfahrt also reviewed the launch of the parking kiosk at Lakeside Park this past weekend. Council Member Johnson discussed the need for additional signage so park users can better locate the kiosk. Joel Scharf also discussed the need to remove the old pay box as it was confusing for park users. Otteson noted that double signage is on order and that public works Staff will be removing the old pay box.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed the annual Recycling Day event that was held last Saturday.

Council Member Knier: Reviewed the May Big Lake Beyond the Yellow Ribbon meeting.

Council Member Zettervall: Discussed the May 20th Planning Commission Meeting.

10. OTHER

11. ADJOURN

Council Member Knier motioned to adjourn at 7:51 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: 06/10/20	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6D
Item Description: Northern Lighters Pyrotechnics Fireworks Permit Request for the July 2, 2020 Music in the Park "Freedom Fest" Event		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: Joel Scharf, Police Chief and Seth Hansen, Fire Chief	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Fireworks Display Permit to Northern Lighters Pyrotechnics for the July 2, 2020 Music in the Park "Freedom Fest" Event Fireworks Display (rain date of Friday, July 3, 2020) to be detonated from the Big Lake Ball Fields area at a location approved by the Big Lake Fire Chief, contingent upon approval from the Big Lake Police Chief and Fire Chief.

BACKGROUND/DISCUSSION

A Fireworks Display Permit Application has been submitted by Patrick Wandersee from Northern Lighters Pyrotechnics. They have been hired by the Big Lake Legacy Foundation to organize and discharge the Thursday, July 2, 2020 (rain date of Friday, July 3, 2020) Music in the Park "Freedom Fest" Event Fireworks Display between 4:00 p.m. and 10:30 p.m. The discharge will occur at the identified site near the Big Lake High School ball fields (shown on attached site map), unless otherwise directed by the Fire Chief.

The Applicant is pulling together the final required paperwork. The Applicant has submitted all required documents and fees, and Big Lake Schools has provided written permission for the detonation to occur on their property.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Approve application as presented contingent upon approval from the Big Lake Police Chief and Fire Chief.

ATTACHMENTS

- Application
- Operator Certificate
- Site Map
- Insurance Certificate



160 Lake Street North
Big Lake, MN 55309

PUBLIC DISPLAY OF FIREWORKS/PYROTECHNIC SPECIAL EFFECTS APPLICATION

CHECKLIST

(These items must be submitted before staff will send to City Council for approval.)

APPLICANT REQUIREMENTS

- Fee: \$25.00/day
- Copy of pyrotechnic operator certificate (required by State Fire Marshal).
- A copy of certificate of insurance coverage:
 - General liability, bodily injury, and property damage in the minimum amount of \$1 million single limit.
 - The City of Big Lake shall be named as an additional insured on the policy.
- Diagram of the grounds, or facilities (for indoor displays) at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the following:
 - Point at which the fireworks/pyrotechnic special effects are to be discharged.
 - Location of ground pieces.
 - Location of all buildings, highways, streets, communication lines and other possible overhead obstructions.
 - The lines behind which the audience will be restrained.
 - For proximate audience (e.g. indoor) displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.

Sponsoring Organization Northern Lighter Pyrotechnics

Address of Sponsoring Organization 5989 Wyoming Trail Wyoming MN 55092
Street City State Zip

Sponsoring Organization Phone 651-303-8956

Applicant Name Patrick Henry Wandersee
First Middle Last

Applicant Address 22423 County Road 73 NW Big Lake MN 55309
Street City State Zip

Applicant Phone _____

Certified Pyrotechnic Operator Name Patrick Henry Wandersee
First Middle Last

Date of Display July 2, 2020 raindate July 3, 2020 Time of Display 4-10:30

Location of Display (*Specify Address or Park*) Big Lake High School Ballfields

Manner and place of storage of fireworks/pyrotechnic special effects prior to display
In Storage Magazine

Type & number of fireworks/pyrotechnic special effects to be discharged 1.4G and 1.3G fireworks

Minnesota state law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of Supervising Operator Patrick Wandersee Certificate No 0834

Names and ages of all assistants that will be participating in the display

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance. I hereby submit application for a Big Lake Public Display of Fireworks License and attest that all reported information is true and accurate.

Signature of applicant (or agent)

Date 6/1/20



OFFICE USE ONLY

Council Approval Date _____

Fire Chief Approval Granted

Police Chief Approval Granted

Approved Denied

Conditions Detonation is only allowed at Shoot Site identified on attached site map.

All participants in detonation must be at least 18 years of age.

Big Lake Schools has provided written authorization via email on 06/02/2020.

Signature of City Clerk _____ Date _____

State of Minnesota

License Applicant Information

Under Minnesota law (M.S. 270C.72, subd. 4), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your **Minnesota business tax identification number** and the **Social Security number of each license applicant (person signing the application)**.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties, or interest;
- The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do **not** return this form to the Department of Revenue.

(Please print or type)

TYPE OF LICENSE BEING APPLIED FOR OR RENEWED: Already have License

LICENSING AUTHORITY: City of Big Lake

Personal Information:

<u>Wandersee</u>	<u>Patrick H</u>		
Applicant's last name	First name and initial		Social Security number
<u>22423 County Road 73 NW</u>	<u>Big Lake</u>	<u>MN</u>	<u>55309</u>
Applicant's address	City	State	Zip Code

Business information (if applicable):

Business name _____

Business address _____ City _____ State _____ Zip Code _____

Minnesota tax identification number: Do Not Collect Sales Tax

If a Minnesota tax identification number is not required, please explain on the reverse side of this form.

Federal tax identification number: 46-5174679

	<u>Director</u>	<u>6/1/2020</u>
Signature	Title	Date



**FIREWORK OPERATOR
CERTIFICATE**

Certificate Type: 0
NFPA 1123

Certificate No: 0834
Patrick Henry Wandersee
22423 Co. Rd. 73 NW
Big Lake, MN 55309

Effective Date
3/3/2020

Expiration Date
3/2/2024

10-117-3110

Viewing



Public Viewing

Fallout



Shooting site

943.8

420.9

848

843.8

423

523

423

Viewing



Public Viewing

65-589-0105

65-019-1400

65-019-1415

65-019-1405

65-019-1410

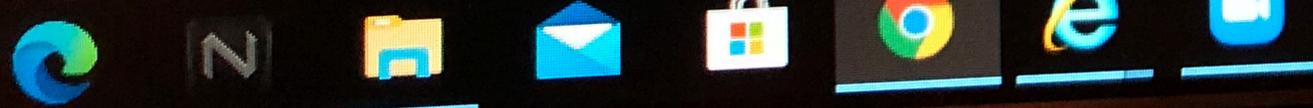
65-019-1402

10-120-2403

10-553-0105

10-120-2401

65-0





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/20/2020

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 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 Ryder Rosacker McCue & Huston (MGD by Hull & Compa 509 W Koenig St Grand Island NE 68802	CONTACT NAME: Kristy Wolfe	
	PHONE (A/C, No, Ext): 308-382-2330	FAX (A/C, No): 308-382-7109
E-MAIL ADDRESS: kwolfe@ryderinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : SCOTTSDALE INS CO		41297
INSURED Northern Lighter Pyrotechnics, Inc. 5989 Wyoming Trail Wyoming MN 55092	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 1239311174

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.

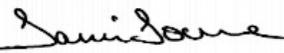
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPS3952739	5/11/2020	5/11/2021	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Blanket Additional Insured applies to the entities listed below per attached form GLS-150s when required by written agreement. Waiver of Subrogation applies to the entities listed below per attached form CG 24 04 when required by written agreement.

ADDITIONAL INSURED: BIG LAKE HIGH SCHOOL; ISD727
 : CITY OF BIG LAKE
 LOCATION: BIG LAKE HIGH SCHOOL, BIG LAKE, MN
 DATE: 7/2/20 RAIN DATE: 7/3/20

CERTIFICATE HOLDER**CANCELLATION**

CITY OF BIG LAKE MN 160 LAKE ST NORTH BIG LAKE MN 68802	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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AGENDA ITEM

Big Lake City Council

Prepared By: Deb Wegeleben, Finance Director	Meeting Date: 6/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6E
Item Description: Liability Coverage Waiver Form- Plan Year 2020-2021		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: N/A	

ACTION REQUESTED

By approving this item on Consent Agenda, Council would be approving not waiving the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 on the City’s upcoming general liability insurance renewal for plan year 2020-2021.

BACKGROUND/DISCUSSION

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- Member **does not waive** the statutory tort limits – an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,00.00
- Member **does waive** the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. The total of all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.

Historically the City has chosen **NOT** to waive the \$500,000 monetary limits on the municipal tort liability as described above.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Approve not waiving the monetary limits on municipal tort liability on the 2020-2021 general liability insurance.

ATTACHMENTS

- LMC Liability Coverage – Waiver Form.
- LMC Liability Coverage Guide, pages 5-7



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

RELEVANT LINKS:

See Section II.D.3,
*Purchasing higher liability
limits.*

See Section III.B, *Data
security breach and
computer-related risks.*

See Section III.J, *Land use
and special risk litigation.*

See Section III.D,
*Employees' activities in
outside organizations.*

See Section III.J, *Land use
and special risk litigation.*

[Land Use Incentive
Program.](#)

[Minn. Stat. § 466.04.](#)

Second, it's increasingly more common to see contracts require more than the statutory limit of \$1.5 million; a more common figure is \$2 million. LMCIT's higher limit meets this requirement, but if even higher limits are required, there is the option to carry LMCIT's excess liability coverage to meet the additional requirements. In some cases LMCIT, in partnership with its reinsurers, can also issue an endorsement to increase the city's coverage limit only for claims relating to a particular contract.

In addition to the LMCIT coverage limit of \$2 million per occurrence, there are annual aggregate limits (that is, limits on the total amount of coverage for the year regardless of the number of claims), for certain specific risks.

Aggregate limits apply to claims arising out of the following:

- Products \$3 million annually
- Failure to supply utilities \$3 million annually
- Data security breaches \$3 million annually
- Electromagnetic fields \$3 million annually
- Limited contamination \$3 million annually
- Land use/special risk litigation \$1 million annually
- Activities in outside organizations \$100,000 annually

Failure to supply utilities applies to the failure to supply water, electricity, gas, or steam service. It also applies to damages arising out of the failure to supply phone and internet or other electronic data transmission services.

Data security breach coverage carries a \$250,000 annual aggregate/sublimit (part of and not in addition to the \$3 million data security breach aggregate) for Payment Card Industry (PCI) fines and penalties and data security breach regulatory fines and penalties resulting from a data security breach claim.

Limited contamination includes the sudden and accidental release of pollutants; herbicide and pesticide applications; sewer ruptures, overflows, and backups; lead and asbestos claims; mold claims; organic pathogen claims; hostile fire claims; and excavation and dredging claims. Excavation and dredging claims are subject to an annual \$250,000 sublimit. These limits apply to both damages and defense costs.

Land use litigation coverage is provided on a sliding scale percentage basis, which is based on participation in LMCIT's land use incentive. Coverage applies to both damages and litigation costs.

2. Statutory liability limits

The statutory municipal tort cap is limited to a maximum of \$500,000 per claimant and \$1.5 million per occurrence.

RELEVANT LINKS:

See [Summary of LMCIT Liability Coverage Options](#) and the effects of choosing the various coverage structure options.

See Section II.D.3, [Purchasing higher liability limits](#).

See Section II.D.3, [Purchasing higher liability limits](#).

These limits apply whether the claim is against the city, against the individual officer or employee, or against both. The LMCIT liability coverage provides a standard limit of \$2 million per occurrence.

At the city's coverage renewal each year, it must decide whether to waive or not waive the statutory limits. There is no right or wrong answer on this point. It's a discretionary question of city policy that each city council needs to decide for itself.

a. Waiving the statutory limit

Members who choose to waive the statutory limits are waiving the protection of the statutory limits, up to the amount of coverage the city has. Someone with a claim against a city that has waived the statutory limits would be able to recover up to the LMCIT standard limit of \$2 million, rather than the statutory limit of \$500,000 per claimant. Because the waiver increases the exposure, the premium is a few percentage points higher for coverage under the waiver option.

A city may choose to pay more in premium for the waiver option because the statutory liability limit only comes into play in a case where the city is in fact liable and the injured party's actual proven damages are greater than the statutory limit. Some cities as a matter of public policy may want to have more assets available to compensate their citizens for injuries caused by the city's negligence. Waiving the statutory liability limits is a way to do that.

There is no increase in risk if the city waives the statutory liability limits. In other words, there is no risk for the city to end up with liability if LMCIT doesn't cover it. The LMCIT waiver form specifically says the city is waiving the statutory tort caps only to the extent of the city's coverage. That's not to say there is no risk the city's liability could exceed its coverage limits. There are certain situations in which this could happen, but the waiver doesn't increase that risk.

In those cases where the city waives the statutory limit, but also purchases the LMCIT excess liability coverage, a claimant could potentially recover more. For example, if the city has \$1 million of excess coverage and chooses to waive the statutory tort caps, the claimants (whether it's one claimant or several) could then potentially recover up to \$2.5 million in damages in a single occurrence. If the city carries higher excess coverage limits, the potential maximum recovery per occurrence is correspondingly higher.

Carrying LMCIT's excess coverage under the waiver option is a way to address an issue that some cities find troubling, and that's: the case where many people are injured in a single occurrence caused by city negligence. An example is if a city vehicle negligently ran into a school bus full of children causing multiple serious injuries.

RELEVANT LINKS:

See Section II.D.3,
*Purchasing higher liability
limits.*

See Section II.D.3.a,
*Statutory limits may not
apply.*

[Minn. Stat. § 3.736.](#)

The statutory limit of \$1.5 million divided 50 ways may not go far in compensating those injuries. Excess coverage under the waiver option makes more funds available to compensate the victims in this kind of situation.

The cost of the excess liability coverage is about 25 percent greater if the city waives the statutory tort caps. The cost difference is proportionally greater than the cost difference at the primary level because for a city that carries excess coverage, waiving the statutory tort caps increases both the per claimant exposure and the per occurrence exposure.

b. Not waiving the statutory limit

For cities who choose not to waive the statutory limits, the city's liability is limited by the statute to no more than \$500,000 per claimant and \$1.5 million per occurrence. LMCIT's higher coverage limits would only come into play on those types of claims that aren't covered by the statutory limit.

3. Purchasing higher liability limits

LMCIT makes available the option of carrying higher coverage limits than the basic limit of \$2 million per occurrence. This coverage, called excess liability coverage, is available in \$1 million increments up to a maximum of \$5 million.

There are several different reasons why cities may consider carrying LMCIT's excess liability coverage.

a. Statutory limits may not apply

The statutory tort caps either do not or may not apply to several types of claims. Some examples include:

- *Claims under federal civil rights laws.* These include Section 1983, the Americans with Disabilities Act, and so on.
- *Claims for tort liability the city has assumed by contract.* This occurs when a city agrees in a contract to defend and indemnify a private party.
- *Claims for actions in another state.* This might occur in border cities that have mutual aid agreements with adjoining states or when a city official attends a national conference or goes to Washington to lobby.
- *Claims based on liquor sales.* This mostly affects cities with municipal liquor stores, but it could also arise in connection with beer sales at a fire relief association fundraiser, for example.
- *Claims based on a "taking" theory.* Suits challenging land use regulations frequently include an "inverse condemnation" claim, alleging the regulation amounts to a "taking" of the property.



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: 6/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6F
Item Description: <i>Reclassification of Full-time Lead Liquor Store Clerk Position from Grade 4 to Grade 5.</i>		Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
		Reviewed By: <i>Personnel Committee</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the reclassification of the Full-time Lead Liquor Store Clerk position from a grade 4 to a grade 5 on the City of Big Lake’s pay scale.

BACKGROUND/DISCUSSION

During the budget process staff always reviews the pay grades with communities of the same size to verify that the City’s pay scale is still in-line with the market. Currently staff reviewed the Full-time Lead Liquor Store Clerk position prior to posting and determined that the current City’s pay scale for this position is below the market. Staff scored the position based on the Class Evaluation System that was provided by Springsted and is used for the biennial pay equity reporting that the City must do for the State. The scoring indicated that this position should in fact be at a grade higher. By moving this position to the correct grade the pay will be more in line with the current market rate and will be beneficial for the current replacement of this position. The current pay range for this position is \$13.41 to \$16.99; with the reclassification to grade 5 the pay range would be \$14.21 to \$18.01.

FINANCIAL IMPACT

No impact on 2020 Budget, future budgets could see an increase in personnel expenditures

STAFF RECOMMENDATION

To approve the reclassification of the position on the City’s Pay Scale

ATTACHMENTS

- 2020 Proposed Pay Scale with Change
- Job Description Score Card
- Job Description

2020 Rates w 2.5% Increase - Non Public Works Union

102.5% 2080 hours in year

2020 Rates Public Works Union 3% Increase

103.0% 2080 Public Works

SEASONAL / PT EMPLOYEES

Hourly Range

10 2020 Minimum Wage

Public Works	Parks Seasonal - hrly range - just COLA	\$10 to \$16
Public Works	Parks Lead Attendants - hrly range -just COLA	\$14.25 to \$16
Public Works	PW Seasonal - hrly range- just COLA	\$10 to \$16
Public Works	PW PT - hrly range- just COLA	\$16 to \$20
Police	CSO PT - hrly range - just COLA	\$15.38
Community Dev	Seasonal Farmers Market Coordinator -set amount	\$15.88

Points	Regular FT and PT Employees		ADOPTED																		
			STEP	Annual 1		Annual 2		Annual 3		Annual 4		Annual 5		Annual 6		Annual 7		Annual 8		Annual 9	
			Grade	1	RATE	2	RATE	3	RATE	4	RATE	5	RATE	6	RATE	7	RATE	8	RATE	9	RATE
83	Liquor	Liquor Store Stock Clerk - PT -	2	24,821.33	11.93	25,565.98	12.29	26,332.95	12.66	27,122.94	13.04	27,936.63	13.43	28,774.73	13.83	29,637.98	14.25	30,527.12	14.68	31,442.93	15.12
101	Liquor	Liquor Store Clerk - PT -	3	26,310.61	12.65	27,099.94	13.03	27,912.93	13.42	28,750.32	13.82	29,612.83	14.24	30,501.22	14.66	31,416.25	15.10	32,358.74	15.56	33,329.50	16.02
122	Liquor	Lead Liquor Store Clerk - PT	4	27,889.25	13.41	28,725.93	13.81	29,587.70	14.22	30,475.34	14.65	31,389.60	15.09	32,331.29	15.54	33,301.23	16.01	34,300.27	16.49	35,329.27	16.99
143	Liquor	Lead Liquor Store Clerk - FT	5	29,562.60	14.21	30,449.49	14.64	31,362.96	15.08	32,303.86	15.53	33,272.97	16.00	34,271.17	16.48	35,299.30	16.97	36,358.28	17.48	37,449.03	18.01
148	Finance	Receptionist	6	41,781.82	20.09	43,035.27	20.69	44,326.33	21.31	45,656.12	21.95	47,025.80	22.61	48,436.58	23.29	49,889.67	23.99	51,386.37	24.70	52,927.96	25.45
190	Police	Police Specialist I	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
490	Finance	Accounting Technicians	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Public Works	Administrative Assistant - Public Works	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Administrative Assistant - Comm Dev	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Code Inspector - Community Development	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
190	Community Dev	Building Permit Tech/Admin Assist	7	44,288.73	21.29	45,617.39	21.93	46,985.91	22.59	48,395.49	23.27	49,847.35	23.97	51,342.77	24.68	52,883.06	25.42	54,469.55	26.19	56,103.63	26.97
196	Public Works- Union	Streets/Parks Employee - Public Works I	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
198	Police	Police Specialist II	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
200	Finance	Accounting Technicians	8	46,946.05	22.57	48,354.43	23.25	49,805.06	23.94	51,299.22	24.66	52,838.19	25.40	54,423.34	26.17	56,056.04	26.95	57,737.72	27.76	59,469.85	28.59
220	Public Works- Union	Water/Wastewater Operator I	8	46,944.93	22.57	48,353.28	23.25	49,803.88	23.94	51,298.00	24.66	52,836.94	25.40	54,422.04	26.16	56,054.70	26.95	57,736.55	27.76	59,468.44	28.59
225	Public Works- Union	Streets/Parks Employee - Public Works II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
250	Public Works- Union	Water/Wastewater Operator II	9	49,761.63	23.92	51,254.48	24.64	52,792.11	25.38	54,375.88	26.14	56,007.15	26.93	57,687.37	27.73	59,417.99	28.57	61,200.53	29.42	63,036.54	30.31
251	Finance	Accounting Clerk	9	49,762.81	23.92	51,255.70	24.64	52,793.37	25.38	54,377.17	26.14	56,008.48	26.93	57,688.74	27.73	59,419.40	28.57	61,201.98	29.42	63,038.04	30.31
264	Liquor	Assistance Liquor Store Manager - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
270	Public Works- Union	Fleet Maintenance Worker	10	52,747.33	25.36	54,329.75	26.12	55,959.64	26.90	57,638.43	27.71	59,367.58	28.54	61,148.61	29.40	62,983.07	30.28	64,872.56	31.19	66,818.73	32.12
270	Community Dev	Recreation & Communication Coord- Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
275	Finance	Accounting Clerk/Deputy City Clerk - Exempt	10	52,748.58	25.36	54,331.04	26.12	55,960.97	26.90	57,639.80	27.71	59,368.99	28.54	61,150.06	29.40	62,984.56	30.28	64,874.10	31.19	66,820.32	32.13
325	Administration	City Clerk - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
321	Police - Union	Police Officer	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
318	Public Works- Union	Foreman - Parks & Streets	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
323	Public Works- Union	Foreman - Water/Wastewater	12	59,266.90	28.49	61,044.90	29.35	62,876.25	30.23	64,762.54	31.14	66,705.41	32.07	68,706.58	33.03	70,767.77	34.02	72,890.81	35.04	75,077.53	36.09
310	Community Dev	City Planner - Exempt	12	59,268.31	28.49	61,046.36	29.35	62,877.75	30.23	64,764.08	31.14	66,707.00	32.07	68,708.21	33.03	70,769.46	34.02	72,892.54	35.04	75,079.32	36.10
345	Police - Union	Police Investigator	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Union	Police Corporal	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
345	Police - Non Union	Police Sergeant	13	62,824.40	30.20	64,709.14	31.11	66,650.41	32.04	68,649.92	33.00	70,709.42	34.00	72,830.70	35.01	75,015.62	36.07	77,266.09	37.15	79,584.08	38.26
383	Police - Non Union	Police Captains	14	66,593.87	32.02	68,591.68	32.98	70,649.44	33.97	72,768.92	34.99	74,951.99	36.03	77,200.55	37.12	79,516.56	38.23	81,902.06	39.38	84,359.12	40.56
428	Public Works-Non Union	Superintendent - Water/Waster Water - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
428	Public Works-Non Union	Superintendent - Parks & Street - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
423	Building Inspections	Chief Building Official - Exempt	15	70,589.50	33.94	72,707.19	34.96	74,888.40	36.00	77,135.05	37.08	79,449.11	38.20	81,832.58	39.34	84,287.56	40.52	86,816.18	41.74	89,420.67	42.99
478	Liquor	Liquor Store Manager - Exempt	16	74,824.87	35.97	77,069.62	37.05	79,381.71	38.16	81,763.16	39.31	84,216.05	40.49	86,742.53	41.70	89,344.81	42.95	92,025.15	44.24	94,785.91	45.57
515	Police - Non Union	Deputy Police Chief - Exempt	17	79,314.36	38.13	81,693.79	39.28	84,144.61	40.45	86,668.95	41.67	89,269.01	42.92	91,947.09	44.21	94,705.50	45.53	97,546.66	46.90	100,473.06	48.30
565	Community Dev	Community Dev Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
570	Public Works	Public Works Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
595	Finance	Finance Director - Exempt	19	89,117.62	42.85	91,791.15	44.13	94,544.88	45.45	97,381.23	46.82	100,302.66	48.22	103,311.74	49.68	106,411.10	51.16	109,603.43	52.69	112,891.53	54.27
	Fire	Fire Position - Exempt	20	94,464.68	45.42	97,298.62	46.78	100,217.57	48.18	103,224.10	49.63	106,320.82	51.12	109,510.45	52.65	112,795.76	54.23	116,179.64	55.86	119,665.03	57.53
610	Engineering	City Engineer - Exempt	20	94,464.68	45.42	97,298.62	46.78	100,217.57	48.18	103,224.10	49.63	106,320.82	51.12	109,510.45	52.65	112,795.76	54.23	116,179.64	55.86	119,665.03	

Position or Class Title: LEAD LIQUOR STORE CLERK – FT/PT

Skill Level: II Semiskilled

Grade Level 5

Factor	Value
I. Training and Ability HS	20
II. Experience Moderate	20
III. Level of Work Intermediate	20
IV. Human Relations Skills Reactive	15
V. Physical Demands Medium	20
VI. Working Conditions and Hazards	5
VII. Independence of Action – directed	20
VIII. Impact on End Results Operational	20
IX. Supervision Exercised 5*.5	2.5
Point Total	142.50

2020 Grade 4 - \$13.41 - \$16.99

2020 Grade 5

6% increase \$14.21 – \$18.01



TITLE: Liquor Store Clerk - Lead
DEPARTMENT: Liquor Store
ACCOUNTABLE TO: Liquor Store Manager and/or Assistant Liquor Store Manager
JOB STATUS: Full Time/Non-Exempt

JOB OBJECTIVES

Lead Liquor Store Clerk performs intermediate semiskilled work accurately managing money received, maintaining cleanliness of the building and products, providing leadership and work direction to staff, assuming Store Manager duties in his/her absence, promoting good public relations and customer satisfaction and communicating customer and employee needs to management. Work is performed under the limited supervision of the Store Manager. Limited oversight is exercised over assigned staff.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS:

- a. Strictly controls and maintains the sale of beverage alcohol, assuring that all laws and regulations are enforced.
- b. Assist the Liquor Store Manager with the day-to-day operations of the liquor store; communicate objectives and goals for operation to subordinate personnel and aid them in obtaining desired results.
- c. Greet customers; operate cash register in selling liquor store merchandise.
- d. Verify age identification of customers; code sales category and make change; bag merchandise; carry heavy merchandise for customers as necessary.
- e. Assist customers in selecting merchandise and advise as to proper utilization.
- f. Maintain surveillance for shoplifting prevention.
- g. Stock shelves and coolers with merchandise; price bottles and other merchandise.
- h. Dust and clean shelves; prepare and maintain displays; check incoming deliveries.
- i. Perform routine maintenance and cleaning work as necessary.
- j. Assure customer satisfaction by ensuring that customer requests and complaints are handled in a friendly, competent manner.
- k. Must have a complete, thorough knowledge of a computerized cash register and point of sale system.
- l. Responsible for proper store opening and closing procedures; assuring that all cash and daily receipts are secured in safe, all store duties have been completed, all doors secured, alarm is set, etc.
- m. Assist with the implementation of the safety program in the department/member of the City Safety Committee and ensure compliance with applicable rules and regulations.
- n. Provide guidance and direction to employees when Store Manager is not present.
- o. Maintain cleanliness, customer convenience and proper traffic flow, assuring proper display placement and shelf sets.
- p. Orders product and tracks inventory; maintain daily accounting and operation records.
- q. Checks merchandise invoices for accuracy and inputs necessary information into computer system.
- r. Works a flexible, rotating schedule, including days, evenings, weekends and holidays.
- s. Prepare daily receipts and reports for finance department.
- t. Perform all other necessary duties as apparent or assigned.



MINIMUM REQUIREMENTS:

High school diploma or equivalent and moderate retail liquor experience, prefer three (3) or more years, preferably in a municipal liquor store operation with staff oversight and supervision, or equivalent education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- a. Thorough knowledge of the retail industry; various brands and types of liquors, and liquor store stocking and sales techniques.
- b. Skill in the operation of a cash register and other office machinery.
- c. Ability to operate a cash register.
- d. Ability to perform simple mathematics.
- e. Ability to work effectively with minimal direction.
- f. Ability to effectively handle a high volume of public contacts.
- g. Ability to use tact, courtesy and good judgment with those contacted in the course of work.
- h. Ability to establish and maintain effective working relationships with employees, vendors and public.
- i. Ability to understand and follow direction and written instructions.
- j. Ability to work independently in the absence of a supervisor.
- k. Ability to maintain regular attendance.
- l. Skills in the use of computers and related office programs.
- m. Ability to input and verify accuracy of data efficiently.

PHYSICAL REQUIREMENTS

This work requires the regular exertion of up to 50 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires speaking or hearing and occasionally requires sitting, climbing or balancing and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and operating motor vehicles or equipment; work occasionally requires working near moving mechanical parts and exposure to outdoor weather Conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

SPECIAL REQUIREMENTS

Valid Class D Driver's License.
Annual Alcohol Server training.

REVIEWED BY:

Employee

Date

Supervisor

Date



AGENDA ITEM

Big Lake City Council

Prepared By: Joel Scharf, Police Chief	Meeting Date: 6/10/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	Item No. 6G
Item Description: Resolution adopting the Sherburne County All-Hazard Mitigation Plan		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION adopting the Sherburne County All-Hazard Mitigation Plan.

BACKGROUND/DISCUSSION

Sherburne County, in partnership with all of the jurisdictions within, undertook an extensive review and update of its All-Hazard Mitigation Plan. Through this process, all aspects of the plan were reviewed, including those within the City of Big Lake. Areas identified as risks, and critical infrastructure were reviewed. Remediation for all avenues of disaster were reviewed and updated with the Chief of Police/Emergency Manager, and the Fire Chief participating in this process. The amount of time dedicated to this process was long, and the report robust. We are including a condensed version of the Plan in the packet. The full report is available upon request.

FINANCIAL IMPACT

\$0 at this time, but participation does make the City of Big Lake eligible for potential grant funding in the future

STAFF RECOMMENDATION

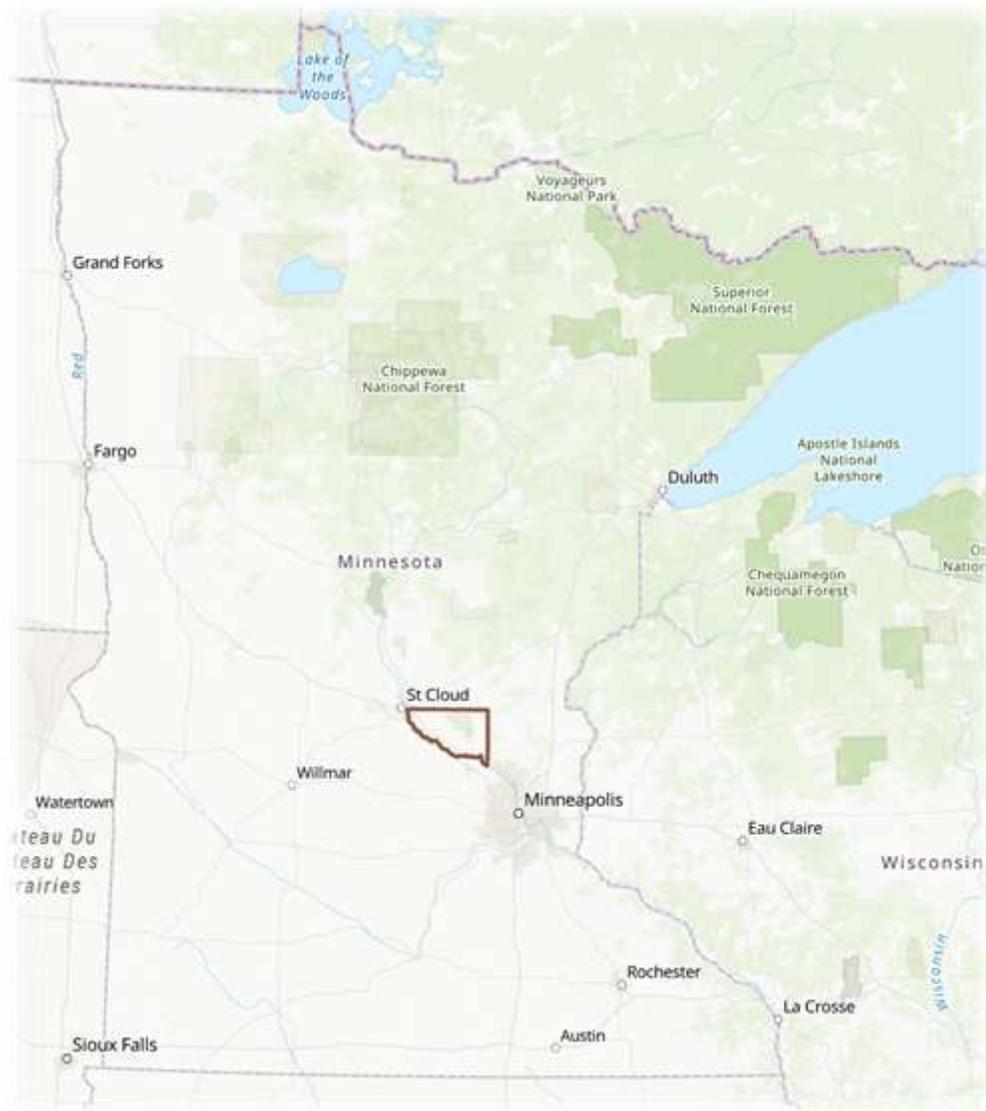
Staff is recommending Council approve the Resolution adopting the Sherburne County All-Hazard Mitigation Plan.

ATTACHMENTS

- Resolution
- Sherburne County All-Hazard Mitigation Plan 2020 (condensed version; full version available upon request)

Multi-Hazard Mitigation Plan

Sherburne County, Minnesota, 2020



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Section 1 – Introduction

1.1 Introduction

Hazard mitigation is defined as any sustained action to reduce or eliminate long-term risk to human life and property from hazards. The Federal Emergency Management Agency (FEMA) has made reducing hazards one of its primary goals; hazard mitigation planning and the subsequent implementation of resulting projects, measures, and policies is a primary mechanism in achieving FEMA’s goal.

From 1980-2018, the cost of damages due to natural disasters in the U.S. has exceeded \$1.6 trillion. 2017 was a record year with \$306 billion in damage (NOAA, n.d.). While the costliest disasters may occur in the coastal states, in 2018, wildfires, hailstorms, drought, and tornadoes caused many billion-dollar disasters across the nation.

Hazard mitigation planning and preparedness will be the most effective instrument to diminish losses by reducing the impact of disasters upon people and property. Although mitigation efforts will not eliminate all disasters, each county shall endeavor to be as prepared as possible for a disaster.

The Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000 (DMA 2000). The development of a local government plan is required in order to maintain eligibility for federal hazard mitigation grant funding programs. In order for communities to be eligible for future mitigation funds, they must adopt an MHMP.

Researchers at the National Institute of Building Sciences looked at the results of 23 years of federally funded mitigation grants provided by the Federal Emergency Management Agency (FEMA), U.S. Economic Development Administration (EDA) and U.S. Department of Housing and Urban Development (HUD) and found mitigation funding can save the nation \$6 in future disaster costs, for every \$1 spent on hazard mitigation (National Institute of Building Sciences, 2017).

Sherburne County is vulnerable to a variety of potential natural disasters, which threaten the loss of life and property in the county. Hazards such as tornadoes, flooding, wildfires, blizzards, straight-line winds, ice storms and droughts have the potential for inflicting vast economic loss and personal hardship. In 2013, Minnesota had some of the highest weather-related disaster claims in the country (MN Environmental Quality Board, 2014).

This Multi-Hazard Mitigation Plan represents the efforts of Sherburne County and its local governments to fulfill the responsibility for hazard mitigation planning. The intent of the plan is to reduce the actual threat of specific hazards by limiting the impact of damages and losses.

1.1.1 Scope

The Sherburne County Emergency Management Director and U-Spatial@UMD have combined efforts to update the 2013 Sherburne County Multi-Hazard Mitigation Plan. U-Spatial@UMD contracted with Hundrieser Consulting LLC for additional emergency management planning expertise and facilitation.

This Multi-Hazard Mitigation Plan evaluates and ranks the major natural hazards affecting Sherburne County as determined by frequency of event, economic impact, deaths and injuries. Mitigation recommendations are based on input from state and local agencies, public input and national best practices.

U-Spatial@UMD performed the hazard risk assessment for 1% annual chance floods using the FEMA Hazus GIS tool. The Minnesota Homeland Security and Emergency Management (HSEM) office has determined that Hazus should play a critical role in Minnesota's risk assessments.

This is a multi-jurisdictional plan that covers Sherburne County, including the cities of Becker, Big Lake, Clear Lake, Elk River and Zimmerman, as well as the townships of Baldwin, Becker, Big Lake, Blue Hill, Clear Lake, Haven, Livonia, Orrock, Palmer and Santiago. The plan additionally covers the portions of the cities of St. Cloud and Princeton that are located within Sherburne County. These cities have adopted the Sherburne County plan as well as the primary county in which they reside (Stearns and Mille Lacs). The Sherburne County risks and mitigation activities identified in this plan also incorporate the concerns and needs of school districts and other agencies participating in this plan.

Members from each of these jurisdictions actively participated in the planning process by attending workgroup meetings, providing information, suggesting mitigation strategies and reviewing the plan document. *Appendix K – Local Mitigation Survey Report* includes jurisdictionally-specific input. The information in these forms was used to help identify mitigation actions for local implementation (see also Section 2.2). Each jurisdiction will adopt the plan by resolution after approval by FEMA. County and local city resolutions will be added by Sherburne County after final approval by FEMA, in Appendix D in the back of the plan.

Sherburne County has specified the following goals for this Multi-Hazard Mitigation Plan update:

- Include more recent data documenting the critical infrastructure and hazards faced by Sherburne County.
- Reformat and reorganize the plan to reflect definitions of hazards as expressed in the 2014 State of Minnesota Multi-Hazard Identification and Risk Assessment Plan.
- Reflect current hazard mitigation priorities in Sherburne County.

1.1.2 Hazard Mitigation Definition

Hazard mitigation may be defined as any action taken to eliminate or reduce the long-term risk to human life and property from natural hazards. Following are examples of hazard mitigation measures that fall within one of five types of mitigation strategies:

- *Planning* – Development of mitigation standards, regulations, policies, and programs.
- *Structure and Infrastructure Projects* – Structural retrofits, property acquisition, local flood reduction projects, and safe room construction.
- *Natural Systems Protection* – Sediment and erosion control, stream corridor restoration, forest and vegetative management, floodplain and stream restoration.

- *Education and Awareness Programs* – Outreach programs, hazard awareness campaigns, real estate disclosure, and promotion of family/personal emergency preparedness.
- *Mitigation Preparedness & Response Support* – Emergency planning and services such as warning siren systems, CodeRED, and installing generators for critical facilities.

1.1.3 Benefits of Mitigation Planning

The benefits of hazard mitigation planning include the following:

- Saving lives, protecting the health of the public, and reducing injuries
- Preventing or reducing property damage
- Reducing economic losses
- Minimizing social dislocation and stress
- Reducing agricultural losses
- Maintaining critical facilities in functioning order
- Protecting infrastructure from damage
- Protecting mental health
- Reducing legal liability of government and public officials

1.2 State Administration of Mitigation Grants

FEMA currently has three mitigation grant programs that are administered by the State of Minnesota: the Hazard Mitigation Grant Program (HMGP), the Pre-Disaster Mitigation program (PDM), and the Flood Mitigation Assistance (FMA) program. The HMGP, PDM and FMA programs are administered through the state of Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management. All applicants must have or be covered under an approved Hazard Mitigation Plan. Eligible applicants include state and local governments; certain private non-profit organizations or institutions; and tribal communities.

Section 2 – Public Planning Process

2.1 Steering Committee Information

The Sherburne County multi-hazard mitigation plan steering committee is headed by the Sherburne County Emergency Management Director, who is the primary point of contact. Members of the Sherburne County MHMP steering committee include representatives from the public and governmental sectors. Table 1 identifies the steering committee individuals and the organizations they represent.

Table 1. Multi-Hazard Mitigation Steering Committee

Name	Agency/Organization	Participant Title
Kyle Breffle	Sherburne County	Emergency Management Director
Derek Baas	Sherburne County	Emergency Management Deputy Director
Jason Kern	Mn DNR Forestry	Resource Protection Program Forester
Brent Baloun	City of Becker (Police Department)	Chief of Police
Larry Alford	Big Lake Township	Supervisor
Erin Tuft	City of St. Cloud / Stearns County	City of St. Cloud Emergency Manager / Stearns County Emergency Management Director
Bryan Adams	Orrock Township	Supervisor
Seth Hansen	City of Big Lake / Wright County Sheriff's Office	Assistant Fire Chief & Councilman
Dan Andren	Sherburne County	Captain
Bob Kluntz	City of Elk River (Police Department)	Captain
Paul Talbot	Mn DNR	NRF Fire Response Lead
Shelly Maloney	Sherburne County Assessor's office	Office Supervisor
Jenny Norton	Sherburne County	Risk Management Specialist
Cody Engelhaupt	Sherburne County	Lead Community Health Coordinator
Jayne Swenson	Town of Big Lake	Deputy Clerk
Scott Case	Baldwin Fire	Fire Chief
Dave Lucas	Sherburne County	Solid Waste Admin
Nancy Riddle	Sherburne County	Planning and Zoning Admin
Doug Maschler	Sherburne County	Building Officer
Kathleen Heaney	Sherburne County	Co. Attorney
Brett Forbes	Sherburne County	GIS Coordinator

Name	Agency/Organization	Participant Title
Mark Dickinson	City of Elk River (Fire Department)	Fire Chief/Emergency Manager
Andrew Witter	Sherburne County	Public Works Director
Dan Weber	Sherburne County	Assistant County Administrator
Dave Unze	Sherburne County	Media Specialist
Ryan Maloney	City of Zimmerman (Fire Department)	Fire Chief
Ron Lawrence	City of Princeton	Fire Chief/Emergency Management Director
Staci Hecht	Sherburne County	Risk Management Specialist

Jurisdictional representatives participating on the steering committee were contacted throughout the plan update process to help facilitate local participation and provide feedback on the hazards of concern to their community. Information was used to develop local mitigation actions which they would seek to implement upon plan adoption (see Section 5.3.2 and Appendix G Mitigation Actions by Jurisdiction).

2.2 Review of Existing Plans, Capabilities & Vulnerabilities

Sherburne County and its local communities utilized a variety of planning documents to direct community development. These documents include a Comprehensive/Master Plan, Emergency Operations Plan, Continuity of Operations Plan, Stormwater Management Plan, Transportation Plan, etc. (see Appendix J for a full listing of plans and programs in place in Sherburne County). The planning process also incorporated the existing natural hazard mitigation elements from previous planning efforts. In addition, the 2019 Minnesota All-Hazard Mitigation Plan was consulted.

In the development of the Sherburne County Multi-Hazard Mitigation Plan, U-Spatial@UMD consultants reviewed and incorporated a variety of planning documents that direct community development and influence land use decisions for the county and its jurisdictions. In addition, U-Spatial@UMD consultants worked closely with the Sherburne County Emergency Management Director, other key county staff, and local city officials to collect specific feedback on local mitigation capabilities and vulnerabilities that either support or hinder the ability to mitigate against natural hazards at the county and local level. Following is a summary of the assessment tools used to gather information on local capabilities and vulnerabilities during the planning process:

Capabilities Assessment (hazard specific) – In this assessment, detailed information was collected on current *Plans and Programs in Place* and *Program Gaps or Deficiencies* that currently exist to mitigate destruction caused by each natural hazard addressed in the plan. This information was used to inform where there were current mechanisms in place to incorporate or implement mitigation measures (i.e., existing programs, plans or policies) and where there were areas that needed to be addressed. *Section 4.3 Hazard Profiles* identifies current gaps and deficiencies for mitigation and *Section 5.1.3 Plans and*

Programs in Place to Address Natural Hazards describes the mitigation capabilities that are in place to support mitigation.

Local Mitigation Surveys – As part of Sherburne County’s 2020 Multi-Hazard Mitigation Plan update, participating jurisdictions and key county personnel were asked to fill out a two-part “Local Mitigation Survey” (LMS) form. *Part A: “Past Events & Vulnerability Assessment”* collected detailed information from each jurisdiction on the following: 1) Severe weather or disaster events & impacts that have occurred within the last five years; 2) Actions taken within the last five years that have helped reduce local vulnerabilities to future disaster events; 3) Any changes within the last five years that have increased local vulnerabilities to future disaster events; and 4) Any concerns or specific ideas for mitigation projects to help reduce or eliminate risk resulting from future severe weather or disaster events. *Part B: “Local Mitigation Capabilities Assessment”* collected detailed information on each jurisdiction’s capabilities in place to help support mitigation in the community, including: 1) Plans, authorities, or policies; 2) Staff (organizational capacity); 3) Programs; and 4) Funding or other resources. Information was further collected on what program gaps or deficiencies exist that are a barrier to accomplishing mitigation in the community.

Information from the LMS forms was used to inform Section 4, Risk Assessment and the development of local-level mitigation actions (see *Appendix G: Mitigation Actions by Jurisdiction*).

2.3 Planning Process Timeline and Steps

In order to update the 2013 Sherburne County Multi-Hazard Mitigation Plan, U-Spatial@UMD consultants worked in coordination with the Sherburne County Emergency Management Director and members of the steering committee. The updated plan includes not only new data documenting the types of hazards faced by Sherburne County residents and emergency planning officials, but also new thinking about how to best address these hazards.

2.3.1 Sherburne County Stakeholder Coordination

On January 3, 2019, U-Spatial@UMD hosted a kickoff meeting online that was attended by the Sherburne County Emergency Management Director. The webinar included a project overview, U-Spatial@UMD background, the roles and responsibilities of the Emergency Management Director, contents of the Multi-Hazard Mitigation Plan, planning process and projected timeline (see Appendix E for webinar slides).

On January 3, 2019, Sherburne County issued a news release inviting public feedback and participation for the Sherburne County MHMP update (for complete documentation, see *Appendix F: Public Outreach & Engagement Documentation*).

A steering committee meeting took place on May 31, 2019, at the Sherburne County Sheriff’s Office in Elk River, which included the Sherburne County MHMP steering committee and members of the U-Spatial@UMD planning team. The steering committee was provided with an overview of the purpose, process and timeline for the Sherburne County Multi-Hazard Mitigation Plan update, as well as the role

and responsibilities of steering committee members. Appendix E provides documentation of steering committee meeting summaries, including participant sign-in sheets and presentation slides.

Steering committee members were engaged in providing feedback on plans and programs in place as they relate to hazards facing the county, and they discussed potential mitigation actions to be added to the plan. This information was used to inform the development of mitigation strategies in the updated plan.

On December 17, 2019, members of the steering committee convened again with the U-Spatial@UMD planning team to conduct a review of the risk assessment presented in the plan and discussion of the draft mitigation action charts developed for Sherburne County and each of the city jurisdictions participating in the plan. See Appendix E for a full meeting summary.

In order to provide opportunity for public input, Sherburne County issued a second new release on January 13, 2020, inviting public review and feedback on the draft plan. The news release provided information on where the plan could be viewed and comments submitted. U-Spatial@UMD hosted a webpage to post the full draft Sherburne County MHMP, including excerpts of the Sherburne County Master Mitigation Action Chart, each of the jurisdictional mitigation action charts, and an electronic feedback form.

Appendix F provides documentation of the public outreach for feedback on the draft plan by Sherburne County and jurisdictions. The public feedback period for the draft plan was open from January 13, 2020, to January 27, 2020, for a total of 15 days.

Table 2. Sherburne County Hazard Mitigation Update Meetings and Public Outreach

Meeting Type	Date	Location
Public Outreach	1/3/2019	News release inviting public feedback and participation.
Kickoff Webinar	1/3/2019	Hosted online by U-Spatial@UMD in Duluth
Steering Committee	5/31/2019	Sherburne County Sheriff's Office, Elk River, MN
Steering Committee	12/17/2019	Sherburne County Sheriff's Office, Elk River, MN
Public Outreach	1/13/2020 – 1/27/2020	Public review period for draft plan

At the close of the public outreach period, the U-Spatial@UMD consultants worked with the Sherburne County Emergency Management Director and members of the steering committee to incorporate comments from the public into the Multi-Hazard Mitigation Plan.

For more information on the planning process, see sections 5 and 6.

2.3.2 Overview of Jurisdictional Participation

Throughout the planning process, Sherburne County requested the participation of city representatives for the provision of local-level information, review and feedback to the plan update. Table 3 provides an

overview of the participation of each city that took part in the Sherburne County MHMP update planning process, with reference to the location of supporting documentation.

Table 3. Jurisdictional Participation in Planning Process

Jurisdiction	Local Mitigation Survey, (Appendix K)	5-31-19 Planning Team Mtg. #1 (Appendix E)	Local Mitigation Action Chart Review (Section 5.3.2)	12-17-19 Planning Team Mtg. #2 (Appendix E)	Draft MHMP Review (Appendix F)
Sherburne County	X	X	X	X	X
City of Becker	X	X	X	X	X
City of Big Lake	X	X	X	X	X
City of Clear Lake	X		X		
City of Elk River	X	X	X	X	X
City of Princeton	X		X	X	X
City of St. Cloud	X	X	X		X
City of Zimmerman	X	X	X	X	X

Remainder of Plan is available from the Big Lake Police Department

**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, June 10, 2020. The following Council Members were present: Seth Hansen, Rose Johnson, 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**

**ADOPTION OF THE
SHERBURNE COUNTY ALL-HAZARD MITIGATION PLAN**

WHEREAS, the City of Big Lake has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Sherburne County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Sherburne County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Sherburne County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Sherburne County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Sherburne County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Big Lake supports the hazard mitigation planning effort and wishes to adopt the Sherburne County All-Hazard Mitigation Plan.

Adopted by the Big Lake City Council this 10th day of June, 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 June, 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: Deb Wegeleben, Finance Director	Meeting Date: 6/10/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7A
Item Description: City Hall Siding Replacement Needs		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: (N/A)	

ACTION REQUESTED

Motion to Approve the Construction Proposal submitted by Ken Geroux Construction dated June 1, 2020 for the replacement of siding at the Big Lake City Hall facility.

BACKGROUND/DISCUSSION

In January 2020, Council approved the replacement of the windows and employee entrance doors at City Hall. This project has begun and during the installation of the windows some structural deficiencies were noticed. These deficiencies need to be addressed and are as follows:

- A large amount of the siding, predominately on the south side, is failing. Several locations are rotten, cracked and deformed.
 - This allows exterior moisture, which can lead to damage of the structural components of the building.
- There is no exterior moisture barrier installed on the building, meaning the siding is the only barrier that is protecting the wall sheathing. With the siding failing there is no secondary protection to the structure.
- The fiber sheathing under the windows has failed and needs to be replaced.
- There is substantial air movement between the interior and exterior through the wall cavity under the windows.
- Possibility that the insulation is also failing under the windows.

Ken Geroux Construction is recommending that all existing cedar planks and trim be removed, to inspect exterior sheathing and visible structure. Mr. Geroux is also recommending the following:

- Replace sheathing under windows as required
- Install flashing over all openings
- Install adhesive window wrap
- Install Tyvek House wrap with taped seams
- Install cladding to transitions as needed
- Install Certinteed Monogram 0.46 vinyl siding in a Natural Clay color to match with the bricks and other building

Staff is also asking Mr. Geroux to include in the proposal replacing the Southside entrance, by the senior center, weather-strip the main door and remove the window in the Council Chambers. Staff believes that it would be in the City's best interest to reside the entire building at this time instead of attempting repairs in limited areas as well as updating the entrances doors and removing the window in the Council Chambers.

FINANCIAL IMPACT

The cost of the siding replacement and doors will be taken out of the CIP Funds 199 from prior year funds that were allocated for City Hall improvements. Although staff is unable to quantify the savings on energy cost, staff does believe that the City will see a savings. The proposal that has been received is \$39,462.33.

ALTERNATIVES

Do not look at doing any of the improvements at this time and try to put back on old siding.

ATTACHMENTS

Letter from Ken Geroux

Proposal from Ken Geroux Construction



Ken Geroux Construction Corporation

17211 198th Avenue NW P.O. Box 677 Big Lake, MN 55309

Office: 763-263-6878 Fax: 763-263-5686

Deb,

During the installation of the windows at City Hall some structural deficiencies were noticed and should be brought to your attention.

A large amount of siding, predominately on the south side of the building is failing. Several locations have rotten, cracked and deformed (cupped) siding. This allows exterior moisture a path to the building envelope, causing damage to structural components of the building. To add to the potential problems is the fact that there is no exterior moisture barrier installed on the building (house wrap). This means that the siding is the only barrier to protect the wall sheathing. When the siding fails there is no secondary protection to the structure.

Most of the fiber sheathing (built-rite) under the windows on the south side has failed and needs to be replaced. There is also substantial air movement between the interior and exterior through the wall cavity under the windows, which leads me to believe that the insulation in those areas is failing also.

It should also be noted that, in my opinion, 1" x 10" cedar boards, installed at an angle or horizontal is not the proper installation method for the product. The current siding is not beveled as horizontal siding should be.

It is impossible to know the extent of damage to areas that were not being worked on during the replacement of the windows, but the amount of failed siding is concerning.

I am providing an estimate to replace the siding on the entire portion of the building that the city owns. It may be to your advantage to consider residing the building at this time, instead attempting repairs in limited areas, which will have to be replaced in the near future.

I am aware of budget constraints, future planning, and all of the other items that need to be considered when making these decisions, however the truth is the exterior protection is failing, and investing money attempting to correct limited areas may not be the best value for the city.

Please let me know if you have questions or would like further details.

Thanks,
Ken Geroux



Lic.# 2757

Ken Geroux Construction Corporation

17211 198th Avenue NW P.O. Box 677 Big Lake, MN 55309

Office: 763-263-6878 Fax: 763-263-5686

Construction Proposal

June 1, 2020
City of Big Lake Siding
160 Lake Street North
Big Lake, MN 55309

Ken Geroux Construction Corporation
17211 198th Ave NW
Big Lake, Minnesota 55309
763-263-6878 Office
763-263-5676 Fax

Proposal

June 1, 2020

Between the Owner: **City of Big Lake**
 160 Lake Street North
 Big Lake, MN 55309
 (763) 263-2107

And the Contractor: **Ken Geroux Construction Corporation**
 17211 198th Ave NW
 Big Lake, Minnesota 55309
 BC-002757
 763-263-6878 Office

For the Project: **City of Big Lake Siding**
 160 Lake Street North
 Big Lake, MN 55309

SCOPE OF WORK: Replacement of Siding on City Hall to Include:

- Remove all existing cedar planks and trim
- Inspect exterior sheathing and visible structure
- Replace sheathing and insulation under windows as required
- Install flashing over all openings
- Remove window in Council Chambers
- Frame, insulate and drywall opening
- Replace southwest entrance door with panic hardware
- Install center weatherstripping on main entrance on north side
- Replace door closers on Food Shelf doors
- Install adhesive window wrap
- Install Tyvek House wrap with taped seams
- Install cladding to transitions as needed
- Install Certinteed Monogram .046 vinyl siding
- Clean up and disposal of construction debris

SPECIAL CONDITIONS:

Estimate is for the scope of work as listed above. Any additions or deletions to the scope of work may affect final project costs.
Estimate does not include correction of structural damage if discovered during construction and not listed in the scope of work.

TOTAL BASE PRICE:

\$39,462.33

Building Calculations

Total Wall surface

5745 sq. ft.

Brick coverage

2270 sq ft.

Glass coverage

609 sq.ft

Siding coverage

2866 sq.ft

Allowable siding coverage 2872.5 sq. ft

Acceptance of Agreement

Contractor Signature

Owner Signature



AGENDA ITEM

Big Lake City Council

Prepared By: Layne R. Otteson P.E., PWD & CE PW20-042	Meeting Date: 6/10/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7B
Item Description: Agreement for AIS watercraft inspection services with the Sherburne Soil and Water Conservation District		Reviewed By: Clay Wilfahrt, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

Motion to approve entering into an agreement with Sherburne County Soil and Water Conservation District to provide 632 hours of watercraft inspection at Lakeside Park boat launch in 2020.

BACKGROUND/DISCUSSION

Aquatic Invasive Species (AIS) inspections have been taking place at Lakeside Park for several years under the direction of the Sherburne Soil and Water Conservation District. The City of Big Lake, the Big Lake Community Lake Association (BLCLA) and Sherburne Soil and Water Conservation District (SSWCD) had **planned** to provide inspection using a combination of Level 1 inspectors and volunteers to provide an inspection and education program to assist in preventing AIS from entering Big Lake and Lake Mitchell. Due to COVID-19, the DNR has suspended certifying AIS volunteers and have not indicated that they will resume any time soon. Thus, the City and BLCLA can't provide trained personnel (volunteers) to perform inspections. AIS inspection allocated by the SSWCD is limited and will conclude mid-June.

At the last Council work session, Council concurred with Staff's preference to provide a presence using part-time seasonal employees to perform a Park survey and provide some AIS outreach. Using part-time seasonal employees at a lower hourly rate provided more presence throughout the summer but without inspection capability. Since the Workshop, BLCLA expressed strong support for Level 1 inspection rather than a presence and they offered to provide some cost share coverage by WaterGuards, LLC. I have been closely monitoring WaterGuards, LLC and interacting with the on-site AIS inspectors over the last few weeks. **I have become confident that they will deliver services as promised.**

Staff has had several discussions and a meeting with BLCLA representatives. This has resulted in:

- Understanding that BLCLA desires higher level of inspection than the preferred option as discussed at last Council workshop.
- BLCLA is committed to 252 hours of Level 1 inspection and will reimburse the City for 252 hours.
- City Staff recommending contribution of 380 hours of Level 1 inspection (within our budget).
- A combined 632 hours provides coverage Wednesday through Sunday (mid-June through Labor Day).
- Saturdays are expected to be the busiest day and will have a double shift.
- Due to weather, some hours will likely be saved and could be applied toward September weekends after Labor Day.
- Staff found significant value that AIS inspections through SSWCD will benefit the Lakes.

The attached agreement is the same agreement from 2018 and 2019 with revisions to hours and costs. The 2018 agreement had been reviewed by the City Attorney. **If it moves forward, the AIS inspector performance will be monitored by Staff and BLCLA closely this summer.**

FINANCIAL IMPACT

The agreement is for \$12,008 and the City's portion is \$7,220 and is within budget. After this year, the remaining funds from the Michelob Celebrate Your Lakes Grant will be used up. The BLCLA will provide reimbursement of \$4,788 as part of a forthcoming agreement.

ALTERNATIVES

The following alternatives presented to Council are subject to adjustment based on Council discussion.

1. Direct staff to bring forth agreement with SSWCD for AIS inspection services.
2. Direct staff to have part-time seasonal employees provide a presence without inspection capabilities.

STAFF RECOMMENDATION

The BLCLA has provided a significant contribution towards AIS inspections. Their contribution has changed Staff's previous position regarding the preferred alternate. The City's costs for Alternate 1 are only slightly more than Alternate 2, but gain a Level 1 inspector protecting the Lakes over the same duration of the summer. Staff recommends Alternate 1.

ATTACHMENTS

Agreement with SSWCD

Agreement for Services

This agreement for sub-contracting for watercraft inspection services shall be made between the City of Big Lake (CITY) and the Sherburne County Soil & Water Conservation District (Sherburne SWCD).

RECITALS

WHEREAS, the Sherburne SWCD has a Delegation Agreement with the Minnesota Department of Natural Resources; and

WHEREAS, the Sherburne SWCD conducts a county-wide watercraft inspection program contracted through WaterGuards, LLC; and

WHEREAS, the CITY has requested for an additional 632 hours of inspections beyond what the Sherburne SWCD has budgeted for Lakeside Park (Big Lake access).

NOW, THEREFORE, the parties hereby agree as follows:

Services as requested by the CITY, Sherburne SWCD shall contract for up to additional 632 hours of watercraft inspections through WaterGuards LLC to be provided at Lakeside Park (Big Lake access).

2. Consideration.

- a. **Rate:** Sherburne SWCD will schedule inspection time at Lakeside Park at a rate of \$19 per hour, towards a maximum total of 632 hours (not to exceed \$12,008). WaterGuards LLC's 2020 hourly rate is \$19 per hour. SWCD will invoice the City for services.
- b. **Location:** The 632 additional hours of watercraft inspection time are to be completed at the public access location on Big Lake, Lakeside Park, Big Lake MN.
- c. **Unforeseen Circumstances:** The SWCD and CITY understand that this agreement is up to, but not to exceed 632 hours. Flexibility may be necessary to account for extreme weather, scheduling challenges, or other unforeseen circumstances. Sherburne SWCD and WaterGuards LLC will make a good faith effort to reach as close to 632 hours as possible.

3. Term:

This Agreement shall commence upon signature by both parties and shall be reviewed by December 31, 2020, unless earlier terminated by either party hereto. Either party may terminate this Agreement at any time with thirty (30) days prior written notice.

4. Independent Contractor Status.

The CITY and the Sherburne SWCD are to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of agents, partners, joint ventures or associates between the parties hereto or as constituting either party as the employee of the other for any purpose or in any manner whatsoever.

5. Liability.

Each party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees or agents. Liability of the CITY and Sherburne SWCD shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable law.

6. Data Privacy.

All data created, collected, received, stored, used, maintained or disseminated by the parties in performing this Agreement shall be subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Minnesota Rules implementing the Act, now in force or hereafter adopted, as well as federal laws on data

privacy. The parties shall strictly comply with these statutes and rules. All subcontracts shall contain the same or similar data practices compliance requirements. This provision shall survive termination of this Agreement.

7. Record Disclosures/Monitoring Procedures:

The CITY and Sherburne SWCD bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this contract are subject to the examination, duplication, transcription and audit by either party and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. The CITY and Sherburne SWCD agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period. This provision shall survive termination of this Agreement.

8. Rights, Remedies and Waivers.

All remedies available to the either party under the terms of this Agreement or by law are cumulative and maybe exercised concurrently or separately, and the exercise of any one remedy should not be deemed an election of such remedy to the exclusion of other remedies. Any waiver regarding any default shall not constitute a waiver for any subsequent default. A waiver regarding any breach of any provision of this Agreement shall not be construed as a modification of the terms of this Agreement.

9. Non-Assignment and Subcontracting.

The CITY and Sherburne SWCD shall not enter into any subcontract for performance under this Agreement nor assign any interest in this Agreement without the prior written approval of each party and subject to such conditions and provisions as they may deem necessary.

10. Ownership of Documents

Any reports, studies, photographs, negatives, or other documents prepared by the CITY or Sherburne SWCD in the performance of its obligations under this Agreement shall be the exclusive property of the CITY and Sherburne SWCD. CITY and Sherburne SWCD shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of obligations under this Agreement without the prior written consent of each party.

11. Designated Representative/Notice

To assist the parties in the day to day performance of this agreement a representative shall be designated by the CITY and the Sherburne SWCD. The parties shall keep each other continually informed, in writing, of any change in the designated representative. At the time of execution of this agreement, the following persons are the designated representatives:

Layne Otteson, City Engineer

Francine Larson, District Manager

City of Big Lake

Sherburne SWCD

763-251-2984

763-220-3434

160 Lake Street North

425 Jackson Ave NW, Elk River, MN 55330

LOtteson@biglakemn.org

flarson@sherburneswcd.org

12. Miscellaneous. This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of the Agreement shall be binding unless in writing and signed by both parties. This Agreement shall be governed by the laws of the State of Minnesota. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

WHEREFORE, -the parties have executed this Agreement as of the date first written above.

[CITY by:]

[Sherburne SWCD by:]

Mayor Mike Wallen

Date: June 10, 2020

Date: _____



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 6/10/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7C
Item Description: Adjustment of temporary wage change for Non-Exempt liquor store staff.	Reviewed By: Clay Wilfahrt, City Administrator		
	Reviewed By: Deb Wegeleben, Finance Director		

ACTION REQUESTED

A motion to approve an adjustment to the temporary pay increase from \$4.00 per hour to \$2.00 per hour for all Non-Exempt Liquor Store Staff effective June 11, 2020.

BACKGROUND/DISCUSSION

Covid-19 has had a major impact on the operations and staff of Lake Liquors. Current staff has been outstanding with their flexibility and commitment to the City of Big Lake and our customers.

Beginning Monday, June 8th we will be expanding our hours of operation from 11am to 7pm on Monday through Saturday to 10am to 8pm Monday through Saturday. Sunday hours will remain unchanged at 11am to 4pm. This will increase our hours of operation by 12 hours per week. This is similar to what some operations are proposing. The goal is to increase customer service while reducing the intensity of business during store hours. Lake Liquors continues to face a staffing challenge, but the filling of the full-time clerk position will assist in this matter.

While there continues to be many unknowns, staff believes that the opening of bars and restaurants will have a financial impact at Lake Liquors. Staff is looking for the most efficient, productive, and customer effective hours of operation. Staff will continue to evaluate as changes in customer needs, staffing, and the cost of doing business occur.

Staff is requesting that the temporary wage increase be adjusted from \$4.00 per hour to \$2.00 per hour because we are still operating under reduced hours and the hazard still exists. It would address some of the payroll concerns while offering some continued support for non-exempt staff during these difficult times.

FINANCIAL IMPACT

During our current model we are open for 53 business hours per week. The new model will be at 65 business hours per week. The pre-covid model was at 83 business hours per week.

53 hours per week at \$4.00 per hour equals a \$212.00 increase. 65 hours per week at \$2.00 per hour equals \$130.00 increase. This adjustment should show a net reduction in payroll expenses.

STAFF RECOMMENDATION

Staff recommends an adjustment of the temporary hourly increase from \$4.00 per hour to \$2.00 per hour for all Non-Exempt Liquor Store Staff effective June 11, 2020.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 6/10/2020	<input checked="" type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Consent Agenda Item	Item No. 7D
Item Description: Monthly Department Reports		Reviewed By: Clay Wilfahrt, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

No Action Required.

BACKGROUND/DISCUSSION

Council has requested to receive verbal updates from Departments on a monthly basis. Due to the number of departments operating the City's business, verbal updates will be given by each department either at the first or second meeting of the month.

Department updates scheduled to be given at the first meeting of the month are as follows:

1. Fire Department
2. Police Department
3. Engineering/Public Works Department

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A