



AGENDA
BIG LAKE CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS

JULY 15, 2026
5:00 p.m.

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PROPOSED AGENDA**
- 4) BUSINESS**
 - 4A. Water Tower Rehabilitation Presentation
 - 4B. Ice Rink/Warming House Discussion
 - 4C. Discuss Lakeside Park Fishing Pier Access Improvements
 - 4D. City Hall Fleet Expansion Request Update
 - 4E. Discuss Fire Department Vehicle Purchase/Sale
- 5) OTHER**
- 6) ADJOURN**

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



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Dan Childs, Water/Wastewater Superintendent</i>	Meeting Date: <i>7/15/2026</i>	Item No. 4A
Item Description: <i>Water Tower Rehabilitation</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

COUNCIL DIRECTION REQUESTED

Discuss the benefits of early planning and procedures on reconditioning water towers. Also discuss moving forward with rehabilitating water tower #3.

BACKGROUND/DISCUSSION

In July 2023, staff retained KLM Engineering to inspect and evaluate the condition of the City's three water towers. Following the inspections, KLM provided recommendations for the rehabilitation and long-term maintenance of each tower. Due to other capital priorities, including unforeseen costs associated with the City's well system, the recommended rehabilitation project was not brought forward at that time.

Recognizing the importance of maintaining the City's water infrastructure, staff have since worked with the Finance Department to begin setting aside funds for future water tower rehabilitation projects. Based on the 2023 inspection findings, including delaminating interior paint and other maintenance concerns, Water Tower No. 3 has been identified as the highest priority and is the first tower recommended for reconditioning.

Staff invited KLM Engineering to attend the workshop to review the inspection results, explain the recommended rehabilitation process, discuss the benefits of proactive maintenance, and outline the potential cost savings associated with planning and completing the project before the tower's condition further deteriorates.

FINANCIAL IMPACT

Not known at this time.

STAFF RECOMMENDATION

Direct Staff to move forward with the rehabilitation of water tower #3.

ATTACHMENTS

Inspection Report for Big Lake Water Tower #3 from KLM Engineering (July 2023)
Proposal for Recondition Services from KLM Engineering (August 2023)



Big Lake, Minnesota

Inspection Report:
500,000-Gallon Capacity
South Tower

Prepared by:



KLM Engineering, Inc.

1976 Wooddale Drive, Suite 4 | Woodbury, MN 55125
651.773.5111 | www.klmengineering.com

July 2023

Project No.: 1854-23

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APPENDIX A: Photographs

APPENDIX B: Inspection and Evaluation Methods

1.0 | PROJECT INFORMATION

KLM Project No.: 1854-23 **Customer P. O. Number:** N/A
Tank Owner: Big Lake, Minnesota **Phone:** 763-251-8010
Street/City/State/Zip: 160 Lake Street North, Big Lake, MN 55309
Tank Owner Contact: Dan Childs, Water and Wastewater Superintendent
Owner's Tank Designation: South Tower
Tank Description: Single Pedestal
Tank Street Location: 18073 198th Avenue, Big Lake, MN 55309
Purpose of Inspection: Condition Assessment
Date of Inspection: June 20, 2023
Inspected By: Devin Severson, NACE #78234, and Matt Finley
Type of Inspection: KLM standard ROV inspection
Manufacturer: Maguire Iron, Inc. **Construction Date:** 2001
Serial No.: Unknown **Design Code:** AWWA D100-96
Capacity: 500,000 gallons
Type of Construction: Welded
Tank Diameter: ~55 Feet
Height to: Overall ~130 Feet
Height to: HWL 122'-0" LWL 82'-0"
Tank Construction Drawings: Not Available to KLM
Previous Inspection Records: KLM 2001 report

EXISTING COATING INFORMATION

	<u>Interior Wet</u>	<u>Interior Dry</u>	<u>Exterior</u>
Date Last Coated	2001	2001	2001
Full or Spot Repair	Full/New	Full/New	Full/New
Coating Contractor	Maguire Iron, Inc.	Maguire Iron, Inc.	Maguire Iron, Inc.
Surface Preparation	Blast	Blast	Blast
Paint System	Epoxy	Epoxy	Epoxy/Urethane
Paint Manufacturer	Unknown	Unknown	Unknown
Paint Chip Samples	N/A	N/A	N/A

Big Lake, Minnesota

500,000-GALLON CAPACITY
SOUTH TOWER

2.0| REFERENCES

The tank interior and exterior areas were evaluated in conformance with the following:

- a. KLM Engineering, Inc. Proposal.
- b. General guidelines of AWWA Manual M42 Appendix C "Inspecting and Repairing Steel Water Tanks, and Elevated Tanks for Water Storage."
- c. KLM "Procedures and Guidelines for Inspecting Existing Steel and Concrete Water Storage Tanks."
- d. AWWA Standard D100-11; Welded Carbon Steel Tanks for Water Storage.
- e. Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers; Recommended Standards for Water Works 2018 Edition.

3.0| COATINGS EVALUATION

3.1| Lead and Chromium Content Analysis

The total lead and chromium content of the interior and exterior coatings was not analyzed. Based on the 2001 construction date of the tank, and regulations in effect at that time limiting the use of lead or chromium-based coatings, KLM anticipates that neither the interior nor exterior coatings are lead or chromium-based paints and will not generate hazardous waste during reconditioning.

3.2| Interior Wet Coating

The tower was constructed and originally painted in 2001 by Maguire Iron, Inc. The interior wet coating is in good condition with less than two percent visible coating failures above and below the high-water line (HWL). Failures above the HWL consist of pinhole corrosion along the dollar plate weld seam and surface corrosion in the roof rigging couplings, on the drywell tube rigging brackets, and on the overflow weir box. Failures below the HWL consist of randomly located pinhole corrosion on the shell and bowl and isolated topcoat delamination on the drywell tube. Minimal sediment accumulation is present in the bowl area. See photos in Appendix A.

3.3| Interior Dry Coating

Overall, the coating in the interior dry area is in good condition with coating failures limited to areas susceptible to condensation, such as the drywell tube, bowl, and landings (sweating areas). The sweating areas have approximately one percent overall visible failures. These failures consist of minor and isolated surface corrosion on the bottom of the drywell tube and on the bowl. Additional failures consist of typical topcoat delamination along the tower base plate. See photos in Appendix A.

3.4| Exterior Coating

The exterior coating is in poor overall condition with greater than ten percent visible coating failures observed throughout the structure. Failures consist of pinhole corrosion on wear areas such as the roof manways and

handrail, and widespread topcoat delamination across the roof and upper torus plates. Staining due to organic growth is visible on the lower torus and bowl, making the exterior appear dirty in those areas.

3.5| Replacement Coating Systems

When the next full reconditioning is required, KLM recommends preparing surfaces in accordance with NACE guidance and applying a coating system for each area according to the following.

3.5.1| Interior Wet Coating

Surface preparation should be performed according to SSPC-SP10 Near White Metal Blast criteria.

Apply a two-coat system:

1. moisture cured zinc-rich
2. NSF 61 certified epoxy

3.5.2| Interior Dry Coating

Surface preparation should be performed according to SSPC-SP6 Commercial Blast Clean criteria.

Apply a three-coat system:

1. moisture cured zinc-rich.
2. polyamidoamine epoxy
3. polyamidoamine epoxy

3.5.3| Exterior Coating

Surface preparation should be performed according to SSPC-SP6 Commercial Blast Clean criteria.

Apply a four-coat system:

1. moisture cured zinc-rich
2. polyamidoamine epoxy
3. aliphatic acrylic urethane
4. fluoropolymer

4.0| STRUCTURE MODIFICATIONS

Structure modifications and repairs serve to bring the tank into compliance with OSHA regulations, AWWA standards, and Department of Health regulations. They also improve areas of the tank that are prone to premature development of corrosion, repair surface defects resultant from tank construction, remove abandoned and unnecessary equipment, and improve tank maintenance capabilities.

The following is a list of recommended modifications and repairs to be included during the next reservoir reconditioning. Detailed information important to each item will be determined when developing the project specifications. Additional minor modifications, not impacting on the estimated project cost, may be identified and incorporated at that time.

Photographs referred to in this section are in Appendix A.

4.1| Interior Wet Modifications

- 4.1.1 Replace the gasket on the bowl manway. See photos 25 and 31.
- 4.1.2 Grind off all weld spatter and erection scab marks for compliance with AWWA D100-11.
- 4.1.3 Consider installing a submersible mixer in the tower to reduce the likelihood and magnitude of ice formation in cold weather and prevent stratification in warm weather.

4.2| Interior Dry Modifications

- 4.2.1 Remove the cable bands in the drywell tube. Install cable brackets inside the drywell tube, equally spaced, for the attachment of electrical and coaxial cables. See photos 26 through 29.
- 4.2.2 Install a pressure style manway in the drywell tube. This will improve the ventilation during reconditioning and bring the tank into compliance with OSHA confined space entry requirements. Include a manway step-off platform and hand grabs.
- 4.2.3 Replace the bowl drain plug with a stainless-steel freeze-resistant valve to better facilitate cleaning and draining the bowl. Include replacement of the bowl coupling and install a clear, rigid, high-pressure hose connecting the valve to the overflow pipe. See photo 31.
- 4.2.4 Convert the top landing of the riser into a condensate ceiling and install a drain in the low point of the landing with a connecting line to the overflow pipe. This will prevent condensation from running down the pedestal, exacerbating defects in the coating, and leading to corrosion and additional painting and maintenance costs. See photos 32 and 33.
- 4.2.5 Temporarily remove the insulation and aluminum jacketing from the inlet pipe to facilitate abrasive blasting and painting of the pipe. Reinstall after coating is complete. Replace any loose, missing, or broken insulation on the inlet pipe. See photos 30 through 37.

4.3| Exterior Modifications

- 4.3.1 Install a climb assist on the exterior (roof side) of the drywell tube to improve safety while transitioning in and out of the tube. See photos 43 and 44.
- 4.3.2 Remove the top +/- 6-inches of the drywell tube and wet access manway curbs just below the existing side vents. Replace the manway lids with aluminum style lids. The existing lids are oversized and can be a hindrance to open. The new lids should include a locking hasp and stop chain. See photos 44 and 45.
- 4.3.3 Replace the deteriorated rubber cover around the drywell tube with a new UV-resistant rubber cover. See photo 44.
- 4.3.4 Install three hinge-covered ventilation manways on the roof, located outside of the roof handrail. These will provide additional ventilation during the interior surface preparation and coating.
- 4.3.5 Replace the threaded rigging couplings with the same size unthreaded couplings with rubber weathertight covers. See photos 44 and 47.
- 4.3.6 Install an additional corrosion-resistant, heavy-gauge, No. 24 mesh screen on the overflow pipe outlet to comply with Department of Health regulations. See photo 60.

4.4| Cathodic Protection (CP) System

4.4.1 The reservoir does not have a cathodic protection system, and one is not required if the coating is applied and maintained properly.

5.0| PROPERTY CONSIDERATIONS

5.1| Site and Environmental Considerations

5.1.1 The site includes the tank and the pumphouse in an open area with maintained grass. The site is bordered by 198th Avenue to the west and the north of the tower. Cargill Animal Nutrition is located to the south, and Storage Rentals of America to the east of the tower.

5.1.2 In conformance with Minnesota state rules, an analysis has been performed to determine the methods of pollution control required for this storage structure during reconditioning. Precautions must be taken to maintain air quality and to prevent the drift of dust and fugitive emissions. Such precautions shall include, but not be limited to, the use of water or chemicals where possible or the use of a containment system with negative air.

5.2| Telecommunications Considerations

5.2.1 The tower has some telecommunications equipment, including antennas, coaxial cables, support brackets and other miscellaneous equipment. The Owner is advised to maintain accurate records of each of the antenna sites on the tower, including as-built drawings, site manager and owner contact information, upgrades performed, and future plans for antenna installations or upgrades. These records will help facilitate the future reconditioning with a minimal amount of effort on the Owner's part.

6.0| RECONDITIONING SUMMARY

6.1| Reconditioning Summary and Cost Estimate

KLM recommends the interior and the exterior coatings be inspected and evaluated again in three years to monitor conditions, establish a rate of corrosion, and to determine a time frame for the next reconditioning of the tower.

While not requiring repairs or coating replacement at this time, for budgetary purposes, if structure modifications and interior and exterior coating replacements were to be performed, the estimated current cost would be between \$600,000 and \$650,000. For competitive bids, the project should be bid 9 to 12 months before the desired starting date.

An experienced tank-coating contractor with the proper crew and equipment should be able to complete the project in 11 weeks. At the time of reconditioning, the tower will need to be drained and remain off-line during interior structure modifications, abrasive blasting, and painting. However, most of the exterior structure modifications can be performed prior to draining, with the tank in-service.

KLM ENGINEERING, INC.

Report prepared by:

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Civil Engineer
MN License No. 58770

Report reviewed by:

Rodney Ellis

Rodney Ellis
Vice President/COO
NACE Certified Coatings Inspector No. 1686
AWS/CWI 0404031

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APPENDIX A

PHOTOGRAPHS



Photo No. 1
Overall view of tower



Photo No. 2
Top of drywell tube



Photo No. 3
Interior roof conditions



Photo No. 4
Interior roof conditions



Photo No. 5
Roof conditions



Photo No. 6
Roof conditions



Photo No. 7
Roof conditions



Photo No. 8
Roof conditions with ventilation manway visible



Photo No. 9
Roof condition with rigging coupling visible



Photo No. 10
Overflow weir box



Photo No. 11
Drywell tube conditions below HWL



Photo No. 12
Drywell tube conditions



Photo No. 13
Shell coating conditions

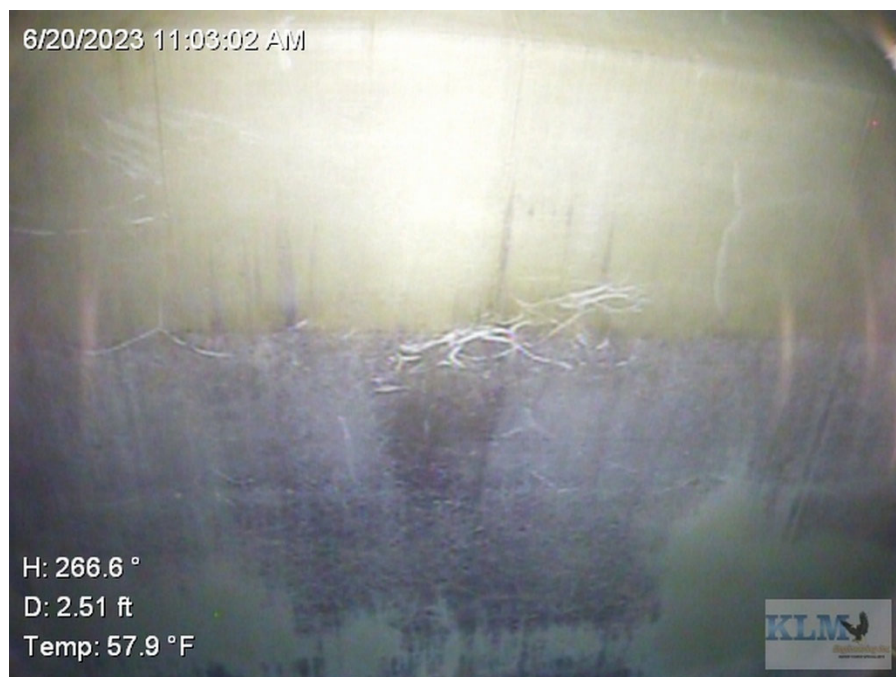


Photo No. 14
Shell coating conditions

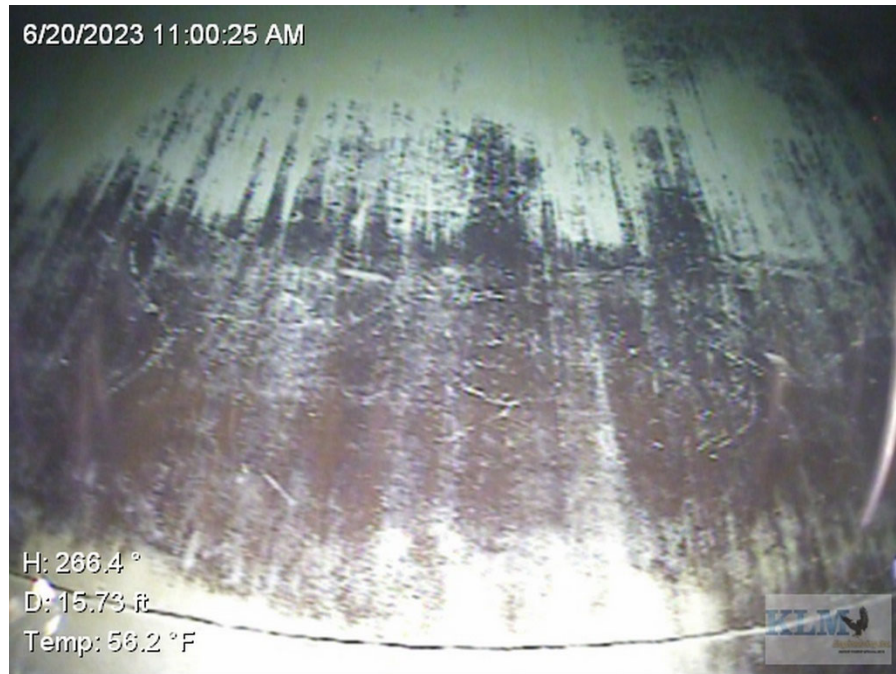


Photo No. 15
Shell coating conditions



Photo No. 16
Shell coating conditions

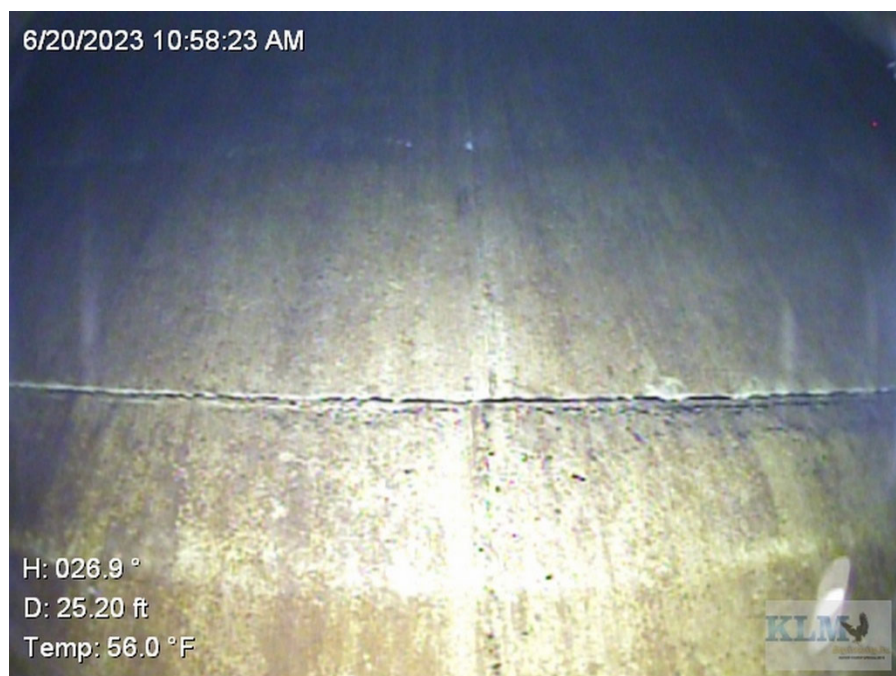


Photo No. 17
Shell coating conditions



Photo No. 18
View of shell



Photo No. 19
Shell coating conditions



Photo No. 20
Lower torus coating conditions



Photo No. 21
Lower torus coating conditions



Photo No. 22
Bowl conditions



Photo No. 23
Bowl coating conditions with fill pipe visible



Photo No. 24
Bowl conditions with failures visible



Photo No. 25
Bowl conditions with manway and drain plug visible



Photo No. 26
Top of drywell tube



Photo No. 27
Drywell tube conditions

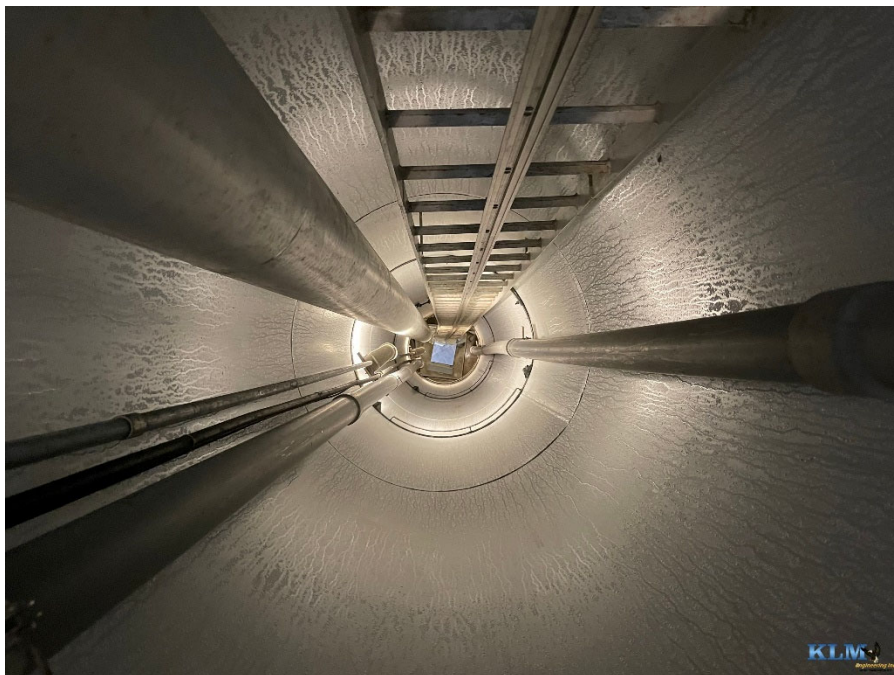


Photo No. 28
Drywell tube conditions



Photo No. 29
View of drywell tube



Photo No. 30
Bowl conditions



Photo No. 31
Bowl drain line and manway



Photo No. 32
Top landing conditions



Photo No. 33
Pedestal conditions looking up at underside of top landing



Photo No. 34
Pedestal conditions looking down at bottom landing



Photo No. 35
Bottom landing conditions



Photo No. 36
View of tower base



Photo No. 37
Base cone conditions looking up at underside of bottom landing



Photo No. 38
Base cone conditions



Photo No. 39
Base cone conditions



Photo No. 40
Base plate conditions



Photo No. 41
Valve pit manway



Photo No. 42
Valve pit conditions



Photo No. 43
View of roof



Photo No. 44
Drywell tube manway



Photo No. 45
Wet access manway



Photo No. 46
Finial vent



Photo No. 47
Roof conditions



Photo No. 48
Roof coating conditions



Photo No. 49
Roof coating conditions



Photo No. 50
Roof coating conditions



Photo No. 51
Roof coating conditions



Photo No. 52
Condition of lower torus and bowl with painter's ring visible



Photo No. 53
Water compartment

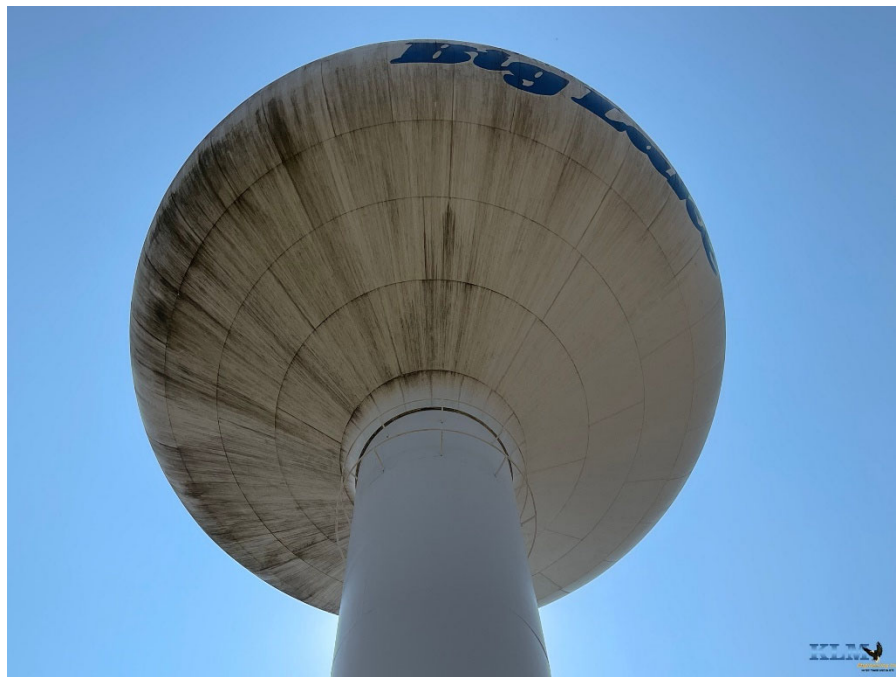


Photo No. 54
View of bowl and upper pedestal



Photo No. 55
View of bowl, pedestal, and base cone



Photo No. 56
Base cone



Photo No. 57
Base cone conditions



Photo No. 58
Typical foundation conditions



Photo No. 59
Overflow pipe outlet and splash pad



Photo No. 60
Condition of overflow pipe screen

APPENDIX B

**INSPECTION AND
EVALUATION METHODS**

1.0| INSPECTION AND EVALUATION METHODS

Some or all of the following procedures were performed as applicable.

1.1| Methods

1.1.1 The inspection of the base metal and coatings on interior and exterior surfaces included only areas accessible without scaffolding or special rigging. Where possible, the base metal and coating on the interior wet surfaces were examined from either a rubber raft while the tank was being drained, by a Remote Operated Vehicle (ROV) with the tower in service, or with both.

1.1.2 Tank plate thickness was measured at random locations on the liquid holding shell. The overall structural condition of the tank was visually examined.

1.1.3 No structural analysis was done to determine if the tank design complies with the AWWA D100-11 Standard for “Welded Carbon Steel Tanks for Water Storage.” However, any observed non-conformance to the AWWA D100-11 standard is noted in this report.

1.1.4 Although compliance with OSHA regulations was not a part of this inspection, any unsafe conditions or violations of current OSHA regulation that were observed are noted in this report.

1.2| Examination and Evaluation Techniques

Some or all of the following procedures were performed as applicable.

1.2.1| Site

The tank site was evaluated for proper drainage conditions affecting access and lead paint abatement during reconditioning.

Also, the following site dimensions were obtained: distance to fence(s), power lines, owner buildings, public property, private property/buildings, school/playgrounds, public parks, and other property.

1.2.2| Foundations

The tank concrete foundation(s) were/was visually examined for cracks, spalling, conditions of grout, indications of distress/settlement, and elevation above grade.

1.2.3| Tank Plate Thickness

Plate thickness measurements were taken using ultrasonic methods (UTM). The readings were taken using a digital readout Elcometer MTG6 Ultrasonic Thickness Gage that has a dual element probe (transducer). The probe's transmitter element sends a short ultrasonic pulse through the material. The pulse gets reflected as an echo from the opposite side of the plate and returns to the probe's receiver element. The round-trip time is directly related to the material's thickness.

1.2.4| Coating Thickness

Interior and exterior coatings, where accessible, were tested in accordance with Steel Structures Painting Council SSPC-PA2-18 “Procedure for Determining Conformance to Dry Coating Thickness Requirements” using PosiTector-6000-F1 Type 2 gages.

1.2.5| Coating Adhesion

Adhesion testing of the coating to the steel, and inner coat adhesion, was performed by ASTM D-3359: Shear Adhesion Test, Measuring Adhesion by Tape Test. In addition, subjective coating adhesion evaluation was performed using a penknife.

1.2.6| Coating Serviceability

The estimated remaining coating life or serviceability evaluation was performed using a wide variety of inspection instruments such as dry film thickness gauge, pen knife, Tooke gauge, adhesion tester(s), 30x microscope and serviceability evaluation experience (minimum experience 10 years).

The instrument inspection was combined with a close visual inspection of all accessible coatings. This was done to detect any holidays (misses), skips, runs, sags, surface containments, overspray, dry spray, poor coating cohesion, inter-coat delamination, loss of adhesion to the substrate, adverse conditions of the steel underneath the coating, or any other defects affecting the intended service.

1.2.7| Coating Lead and Chromium Content Analysis

Samples may have been taken of the various types of coatings present on the interior and exterior surfaces. GPI Laboratories, Inc. of Grand Rapids, Michigan tests these coatings in conformance with ASTM D-3335 Standard Test Methods for Concentrations of Lead and Chromium in Paint.



BIG LAKE, MINNESOTA

**Proposal for
Reconditioning Services**

August 4, 2023



August 4, 2023

Sent via Email Only

Mr. Dan Childs
Water/Wastewater Superintendent
City of Big Lake
160 Lake Street N.
Big Lake, MN 55309

RE: 500,000-Gallon Single Pedestal "South Tower"
Big Lake, Minnesota

Dear Mr. Childs:

Thank you for the opportunity to submit this proposal to provide consulting and inspection services during the rehabilitation of the above-referenced water tank.

KLM is a consulting and inspection firm specializing in water storage tanks. Our staff has credentials associated with AWS Welding and AMPP coating inspections. We bring together key components from all aspects of services to fulfill each of our client's goals and expectations.

The professionals at KLM have been working on water towers since the 1970's. We have combined experience of over 150 years and have rehabilitated over 500 water towers of various sizes. With KLM professional inspections, a tower's coating system can last 25 – 30 years.

KLM sets the standards that other companies strive to duplicate. No firm receives the respect from tank contractors and subcontractors like KLM. Our inspectors climb the towers daily to inspect and document the work; holding contractors accountable for quality workmanship and ensure that the specifications are met. Our dedication to quality inspections can be seen nationally, as our projects are represented each year in Tnemec's Tank of the Year calendar contest.

We look forward to the opportunity to assist the City of Big Lake on this project. With our team's expertise, we are confident this project will be completed to your satisfaction.

Sincerely Yours,



KLM ENGINEERING, INC.
Dewey Prinzing
Vice President of Business Development
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Woodbury, MN 55125
Cell: 651-434-4321
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DISCLAIMER:

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PROJECT PROFILES

KLM has an unparalleled record of consistently delivering successful projects like yours. KLM has planned, designed and refurbished water towers for the past twenty-seven (27) years. The longevity of the coatings system of our projects is what we are most proud of. What owners most appreciate is the return-on-investment KLM brings to each new construction or rehabilitation project. This section highlights projects KLM has completed.



City of Apple Valley, MN

Longridge GSR | 4MG Ground Storage Reservoir

Reconditioning | 2021

Specifications | 2019



City of Burnsville, MN

Heather Hills Standpipe | 7 MG Standpipe

Reconditioning | 2021

Specifications | 2019



City of Farmington, MN

Tower No. 1 | 1.5MG Hydropillar

Reconditioning | 2019

Design | 2018



City of Maple Grove, MN

Ranchview Tank-Tower No. 2 | 2 MG Hydropillar

Reconditioning | 2021

Specifications | 2020

Evaluation | 2019



City of Prior Lake, MN

South Tower | 0.75 MG Oblatoid

Reconditioning | 2021

Specifications | 2020

Evaluation | 2015

REFERENCES

The following is a summary list of the projects from the past five (5) years. A more complete list of references can be provided upon request.

Reconditioning Projects

Moorhead, MN
500,000 Gallon Single Pedestal
Owner/Client: Moorhead Public Service, MN
Contact: Marc Pritchard 218-477-8082
***2018 Tnemec Tank of the Year Runner-Up**

Great Falls, MT
750,000 Gallon Elevated Water Tower
Owner: City of Great Falls, MT
Client: AE2S
Contact: Nathan Weisenburger 406-217-3711

Farmington, MN
1,500,000 Gallon Hydropillar
Owner/Client: City of Farmington, MN
Contact: Katy Gehler 651-280-6846

Eagan, MN
4,000,000 Gallon Ground Storage Reservoir
Owner/Client: City of Eagan, MN
Contact: Jon Eaton 651-675-5215

Sioux Falls, SD
1,500,000 Gallon Composite
Owner/Client: City of Sioux Falls, SD
Contact: Darin Freese 605-373-6971

Plymouth, MN
2,000,000 Gallon Toro Spheroid Tower
Owner: City of Plymouth, MN
Client: City of Plymouth
Contact: Michael Thompson 763-509-5501

Vermillion, MN
50,000 Gallon Hydrocone
Owner/Client: City of Vermillion, MN
Contact: Mark Peine 651-248-3108

Eden Prairie, MN
2,000,000 Gallon Composite
Owner/Client: City of Eden Prairie, MN
Contact: Rick Wahlen 952-949-8530
***2017 Tnemec Tank of the Year 2nd Runner-Up**

Fargo, ND
500,000 Gallon Single Pedestal
1 Million Gallon Composite
Owner: City of Fargo, ND
Client: AE2S
Contact: Kevin Johnson 218-299-5610

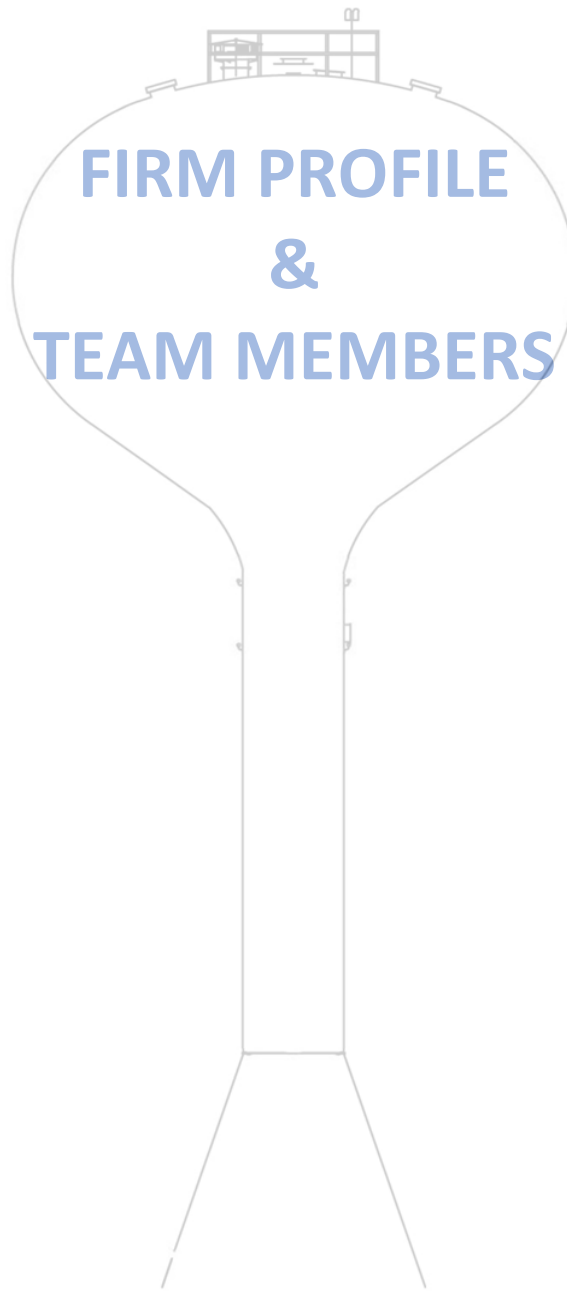
Mineral Point, WI
400,000 Gallon Hydropillar
Owner: Mineral Point, WI
Client: Delta 3 Engineering, Inc.
Contact: Bart Nies, PE 608-348-5355

Randolph, MN
100,000 Gallon Oblatoid
Owner/Client: City of Randolph, MN
Contact: Benny Svien 507-645-7492

Asbury, IA
400,000 Gallon Single Pedestal
Owner/Client: City of Asbury, IA
Contact: Tony Carr 563-582-4151

Menomonie, WI
750,000 Gallon Single Pedestal
Owner: City of Menomonie, WI
Client: Cedar Corp.
Contact: Jeremy Hoyt (Menomonie) 715-232-2395

St. Croix Falls, WI
150,000 Gallon Single Pedestal
Owner/Client: City of St. Croix Falls, WI
Contact: Matt Larson 715-483-3929



ABOUT US

Founded in 1995, **KLM Engineering, Inc.** is a consulting and inspection firm. On average, KLM completes over 150 water storage projects each year for clients across the United States. KLM specializes in:

- ◆ Inspection services on new and reconditioned elevated water towers, ground storage reservoirs, water treatment plants, wastewater treatment plants and concrete tanks during construction.
- ◆ Inspection and evaluations of existing concrete and steel storage tanks, pressure vessels, and other related structures.
- ◆ Design Build services.
- ◆ Preparation of project specifications for tank rehabilitation/ lead paint abatement and disposal.
- ◆ Welding inspection during rehabilitation.
- ◆ Tank cleanings.
- ◆ Non-destructive testing.
- ◆ Antenna lease reviews, removal and installation inspections, and drawing reviews.
- ◆ Wastewater treatment plant inspections.

Our Engineers Are:

- ◆ Experienced in design and structure modifications based upon years of employment with tank fabricators, erectors and consulting engineers.
- ◆ Experienced at examining existing tanks regarding corrosion, structure integrity and fitness for continued service.
- ◆ Registered Professional Engineers with practical knowledge of current designs and code requirements.

Our Inspectors Are:

- ◆ Association for Materials Protection & Performance (AMPP), formerly NACE, trained/ certified protective coating inspectors.
- ◆ American Welding Society (AWS) associate/ certified welding inspectors.
- ◆ Experienced journeyman painters, climbers and riggers with the proven abilities to perform proper hands-on inspections and testing.
- ◆ Experienced in project management and enforcement of specifications for quality control and lead abatement.

REGIONAL OFFICES

- ◆ Headquarters | Woodbury, Minnesota
- ◆ Great Lakes Region | New Lenox, Illinois
- ◆ West Central Region | Prairie Village, Kansas

INSURANCE COVERAGE

Our firm maintains general liability, automotive, professional liability insurance and workers compensation. A certificate of insurance, listing the client as additional insured, will be provided upon execution of a contract.

PROFESSIONAL AFFILIATIONS



PROJECT TEAM CHART

Designed Specifically For:



PROJECT-SPECIFIC TEAM MEMBER RESUMES



Rodney Ellis,
Vice President/COO

612.810.0956
rellis@klmengineering.com



Education, Experience, & Certifications

- Mount Senario College
- Federal Department of Natural Resources
- OSHA 10
- NACE/AMPP Certified
- AWS Weld Inspection Certified
- Certified Competent Climber

KLM Projects

City of Valley Center, KS

Reconditioning of 0.75MG composite



Village of Dresser, WI

Reconditioning of 0.2MG double ellipsoidal

City of Farmington, MN

Reconditioning of 1.5MG hydropillar

City of Baxter, MN

Reconditioning of 0.75MG hydropillar

City of St. Cloud, MN

Reconditioning of 1.0MG hydropillar

City of Chatfield, MN

Reconditioning of 0.2MG ground storage tank

Village of Curtiss, WI

Reconditioning of 0.15MG single pedestal

City of Hastings, MN

Reconditioning of 0.75MG hydropillar

City of Goodview, MN

Reconditioning of 0.1MG single pedestal

Jackson County PWSD #1, MO

Reconditioning of 1.5MG elevated tower

Justice-Willow Springs Water Commission, IL

Reconditioning of 1.0MG hydropillar



Ben Feldman, P.E.
Civil Engineer

651.773.5111
bfeldman@klmengineering.com



Education, Experience, & Certifications

- University of Minnesota
 - Twin Cities
 - Civil Engineering
 - Business Management
- NACE/AMPP Certified
- OSHA 10
- MN License No. 49598

KLM Projects

City of Hastings, MN

Reconditioning of 0.75MG hydropillar

City of Hinckley, MN

Reconditioning of 0.15MG double ellipsoidal

City of Hinckley, MN

Reconditioning of 0.3MG single pedestal

City of Delavan, WI

Reconditioning of 0.5MG single pedestal

City of Lawrence, KS

Reconditioning of 1.5MG ground storage tank

City of Goodview, MN

Reconditioning of 0.1MG single pedestal

City of Thief River Falls, MN

Reconditioning of 0.5MG single pedestal

City of West Chicago, IL

Reconditioning of 0.5MG booster reservoirs

City of Andover, MN

Reconditioning of 1.0MG hydropillar

City of Clarkfield, MN

Reconditioning of 0.15MG elevated tank

St. Paul Regional Water Services, MN

Reconditioning of 1.5MG hydropillar



Scott Kriese,
Project Supervisor

651.773.5111
skriese@klmengineering.com



Education, Experience, & Certifications

- NACE/AMPP Certified
 - Level III
 - No. 11236
- Certified Competent Climber
- OSHA 10

KLM Projects

City of Valley Center, KS

Reconditioning of 0.75MG composite



Village of Dresser, WI

Reconditioning of 0.2MG double ellipsoidal

City of Farmington, MN

Reconditioning of 1.5MG hydropillar

City of Baxter, MN

Reconditioning of 0.75MG hydropillar

City of St. Cloud, MN

Reconditioning of 1.0MG hydropillar

City of Sioux Falls, SD

Reconditioning of 1.5MG composite

City of Neodesha, KS

Reconditioning of 0.2MG single pedestal

Jackson County PWSD #1, MO

Reconditioning of 1.5MG elevated water tower

Rogers Water Utilities, AR

Reconditioning of 2.0MG toro ellipsoidal

City of Hastings, MN

Reconditioning of 0.75MG hydropillar

City of Sartell, MN

Reconditioning of 0.4MG elevated tank



Perry Seidel,
On-Site Resident Inspector

651.773.5111
pseidel@klmengineering.com



Education, Experience, & Certifications

- CIP Level I 106688
- Scaffolding Safety Qualification Training
- SAIS Suspended Scaffold Competent
- Telehandler Operation Certificate
- First Aid/CPR/AED
- OSHA 30

KLM Projects

City of Lino Lakes, MN

New construction of 1.5MG composite

City of St. Louis Park, MN

Reconditioning of 1.5MG ground storage reservoir

City of Minnetonka Beach, MN

New construction of 0.075MG legged tower

City of St. Croix Falls, WI

Reconditioning of 0.15MG single pedestal

City of Hinckley, MN

Reconditioning of 0.3MG single pedestal

City of Andover, MN

Reconditioning of 1.0MG hydropillar

City of Hastings, MN

Reconditioning of 0.75MG hydropillar

City of Otsego, MN

New construction of 1.5MG composite

City of Shafer, MN

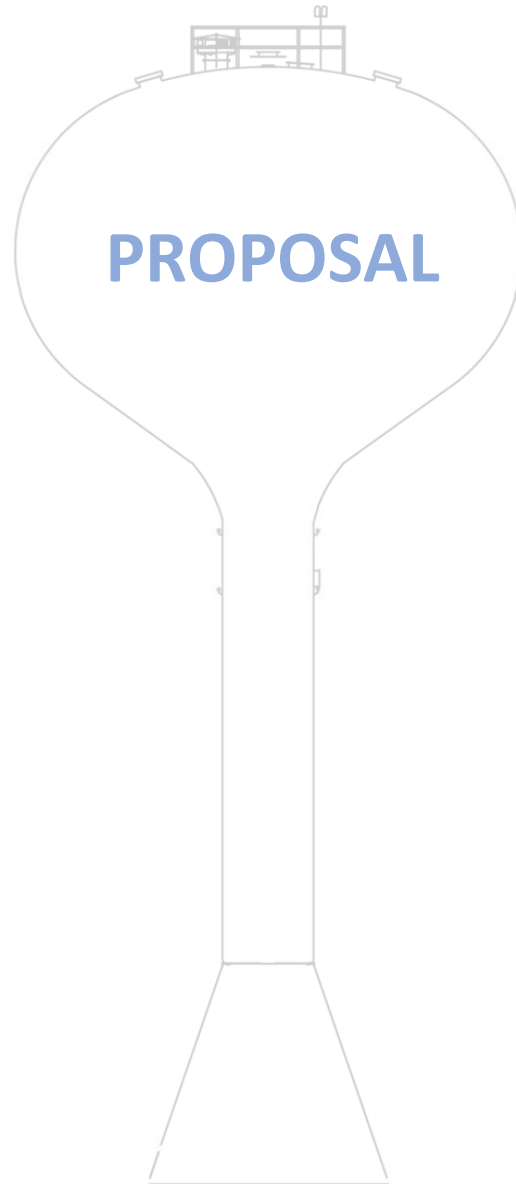
Reconditioning of 0.075MG hydrocone

City of Hugo, MN

New construction of 1.5MG composite

City of Coon Rapids, MN

Reconditioning of 5.5MG ground storage tank



PROJECT UNDERSTANDING

KLM understands the City of Big Lake will be reconditioning the South Water Tower in 2024. KLM has met with City staff to review the project and discuss what is important to them.

The tower was built in 2001 and the coatings have protected the tower well for the past 22 years. The 2023 evaluation report indicated the coatings are nearing the end of their life cycle and the time has come to recondition the tank to protect the substrate for continued service.

Key project team members were brought together to review the KLM evaluation report to prepare the outline of services required to replace the coatings and bring the tower up to current AWWA standards and Minnesota Department of Health and OSHA codes.

BENEFITS TO THE CITY OF BIG LAKE

Today's protective coating systems are designed to last 25-30 years with only minor maintenance. Tight project specifications and full-time inspections give the coating systems the opportunity to realize their intended service life.

1. The reservoir-specific submittals will be reviewed to verify conformance to the specifications, AWWA, OSHA, and State regulations. KLM will respond in writing regarding the acceptance of the submittals.
2. KLM proposes to prepare a technical specification package specifically designed for water tower reconditioning. Our experience has shown that the more comprehensive the specification is, the more likely it is that the project is completed on time, on budget, with quality workmanship. The technical specifications mitigate requests for change orders during reconditioning.
3. Welding & full-time AMPP Coating Inspections during reconditioning assures that the work performed by the contractor is in conformance with the specifications, as to maximize its life expectancy. KLM's inspectors monitor workmanship during all phases of work to verify the contractor's work meets the specification. Utilizing this process reduces reconditioning cycles over the life of the tank.
4. Our project administration and inspection services provide a buffer between the project specifications and the real-world challenges that can negatively affect the project performance. To initiate the project correctly, KLM's project management assures that a qualified contractor is retained at an appropriate cost.

TIMELINE

Upon execution of an agreement, KLM proposes the following schedule to perform the work:

- A. Specifications.
 - ◆ Completed in 60 days.
- B. Construction Management & Inspection Services.
 - ◆ Completed in 2024.
- C. Warranty Inspection (2 years).
 - ◆ ROV, completed per Agreement.

DESIGN

KLM will also perform the following related specification services:

1. Meet with the Owner to review plans and specifications.
2. Produce preliminary and completed copies of the specifications for the Owner.
3. Provide an updated cost estimate.
4. Advertise specifications.
5. Attend and facilitate a mandatory pre-bid meeting, virtually.
6. Respond (in writing) to bidder questions.
7. Tabulate results for Owners.
8. Evaluate contractors' bid proposals for conformance to the specification.
9. Make a written recommendation to the Owner on the low, qualified bidder(s).
10. Prepare Notice of Award and contract Agreement (forward to Owner).

SPECIFICATIONS

The project specifications will include:

a. [Advertisement for Bids](#)

This section provides a detailed description of the project and meets the requirements for legal advertisements.

b. [Instruction to Bidders](#)

This section provides precise instructions to bidders, including the scope of work, insurance, payments, time of completion, bidder qualifications, taxes and permits, legal requirements, performance and payment bonds and other important project information.

c. [Bid Forms](#)

This section contains the bid proposals, construction time frame, alternate bid proposals, legal requirements and the bidder and subcontractor qualification forms.

d. [Project Requirements](#)

This section includes a complete description of the project, project schedule(s), execution of contract documents, notice to proceed, project meetings, quality assurance, liquidated damages and legal and technical requirements for executing the scope of work.

e. [Technical Specifications](#)

This section details the technical specifications for structural modifications, surface repairs, interior and exterior surface preparation, exterior abrasive blast, containment, disposal of spent abrasives, dehumidification, lettering and logo, submittals, workmanship, unfavorable weather conditions, protective coating and material, repair work, health and sanitary facilities, clean up, ventilation and safety requirements, inspection of work, sterilization of tank interiors and containment plan.

f. [Supplemental Conditions](#)

This section supplements or amends the General Conditions and/or other provisions of the Contract Documents.

g. [General Conditions](#)

This section includes all the General Conditions designed for water tank reconditioning, such as authority of the Engineer, engineering inspection, modifications, additions and subtractions of scope of work, extensions of time, insurance and other appropriate items.

h. [Contract Documents](#)

This section provides the form of agreement to be used between the Owner and Contractor.

i. [Payment and Performance Bond](#)

Bonds for payment and performance are required for this project, as specified by state law.

j. [Appendix A – Photos](#)

This section includes copies of color photographs. This provides the contractor with a clear perspective of the interior/exterior conditions of the tank and the scope of work involved.

k. [Appendix B – Drawings](#)

This section includes drawings, which define structural repairs or modifications and welding definitions.

l. [Appendix C – Surface Preparation Requirements](#)

This section references excerpts from AMPP Standard Practice SP0178-2007 Standard Practice: Design, Fabrication and Surface Finish Practices for Tanks and Vessels to Be Lined for Immersion Services for defining welding and grinding requirements of the structural repair or modifications.

m. [Appendix D – Paint Chip Lead Test Results](#)

This section contains paint chip test results for lead and chromium used to calculate the risk factor and classification of containment required for conformance with Federal and State Environmental Regulations.

n. [Appendix E – Lettering and Logo \(optional\)](#)

If required, this section includes drawings of any required lettering and logo. Such drawings are to be provided by Owner.

CONSTRUCTION SERVICES

Construction Administration

The project manager and project supervisor work together on managing the project. KLM performs the review of the submittals and communicates with the inspector daily to help enforce the project specifications, as necessary. The project supervisor is the main contact between the contractor representative and the Owner/Engineer. The project manager performs the final review of the submittals and will assist the supervisor, as required.

Construction Management Consists of The Following:

- ◆ Attend pre-construction conference.
- ◆ Periodically perform on-site review of project's work status and report to the Owner.
- ◆ Coordinate progress meetings, as necessary.
- ◆ Review of meeting minutes.
- ◆ Scheduling of inspections.
- ◆ Project close-out administration.
- ◆ Establishes warranty date.
- ◆ Review of inspector's daily documentation.
- ◆ Process change-orders.
- ◆ Prepare monthly payment request forms.
- ◆ Review & approve of the contractor's submittals:
 - ✓ Drawing reviews.
 - ✓ Welder Certifications.
 - ✓ Welder Qualifications
 - ✓ Welding Procedures.
 - ✓ Coating Materials Submittal.
 - ✓ TLCP Sampling Plan.

Construction Observation

The inspector assigned to this project will be an AMPP Coating Inspector and/or AWS Certified Welding Inspector. All our inspectors have extensive practical experience and knowledge of water storage tank reconditioning. They are experienced sandblasters, painters, climbers, riggers, coating inspectors, welders and welding inspectors which allow the inspector to perform inspections alongside the contractor to ensure the conformance to the project specification.

Field Inspections Consist of the Following:

- ◆ A pre-construction meeting with the client and contractor to clearly define the role of the Engineer and Inspector, to discuss the intent of the specifications, and to ensure all parties agree to the scope of work and expectations regarding the quality of work.
- ◆ Monitor and approval of the structure repairs and modifications for conformance to the specifications.
- ◆ Inspection of the abrasive blasting media and equipment for conformance to the specifications and to prevent contamination of surfaces during surface preparation with moisture and oil or other contaminants.
- ◆ Monitor the paint removal and disposal process for conformance to the specifications and environmental regulations.
- ◆ Monitor the contractors mixing and application of the coats for conformance to the specifications and the coat manufacturer's recommendations.
- ◆ Approve surface preparation samples.
- ◆ Record the contractor's progress for adherence to the construction schedule.
- ◆ Submit daily and weekly inspection reports & photos. Prepare and file copies of the reports on construction activities.
- ◆ Coordinate and review testing of materials for conformance to the specification and environmental regulations.
- ◆ Monitor punch list items and subsequent corrective action by the contractor.
- ◆ Final inspection, substantial completion and project acceptance.

ANTENNA INSPECTION

Antennas will be required to be removed during the reconditioning to receive the best contractor bids. Antenna management if required will be by separate agreement.

WARRANTY INSPECTION (2 Year)

KLM proposes to perform a ROV warranty inspection on the referenced tank prior to the expiration of the performance bonded warranty. The warranty inspection will include an inspection report. The fixed fee does not include any necessary warranty repair work required.

DELIVERABLES

The city owns and retains this documentation. KLM also retains these records for future reference. Deliverables submitted electronically, unless indicated hard copy.

- ◆ Professional Engineering Certified plans and specifications.
- ◆ State Regulatory documentation including permitting, State Agency or Department of Health, TCLP Texting and Waste Tracking.
- ◆ Contractor Submittals.
- ◆ Daily Logs & Weather Logs.
- ◆ Surface Preparation.
- ◆ Daily Digital Photos.
- ◆ Weekly Summary & Progress Meetings.
- ◆ Project Acceptance Certificate.
- ◆ Warranty Inspection Report (Owner & Contractor).

FEE SUMMARY

KLM Engineering estimates this to be an eleven (11) week project for the contractor and ten (10) weeks of inspection services during the course of the project. KLM will manage the water tower rehabilitation with project management, welding inspection, coating inspection, antenna inspection and a ROV warranty inspection, as detailed below.

Specification, Bidding Assistance & Submittal Reviews	\$ 15,000.00
Construction Management and Observation	<u>\$ 90,224.00</u>
TOTAL FIXED, NOT TO EXCEED	\$105,224.00
Warranty Inspection 2025	\$ 3,200.00

WHY USE KLM

KLM Engineering, Inc. has been evaluating water towers for over 27 years. KLM is the leader in providing engineering and inspection services during reconditioning of towers greater than 500,000-gallons in Minnesota. Our reference list has customers including the US Military, US Steel, Indian Health Services, State of Minnesota and municipalities ranging from coast-to-coast and beyond, including Hawaii.

AGREEMENT

This proposal is valid for thirty (30) days from the date of this proposal. If the City of Big Lake finds this proposal acceptable, please sign and return it by mail, fax or email. By signing and returning this signature page only, you agree to the terms of the entire proposal document submitted.

This Agreement, between the City of Big Lake of Big Lake, Minnesota and KLM Engineering, Inc. of Woodbury, Minnesota is accepted by:

CITY OF BIG LAKE
160 Lake Street N.
Big Lake, MN 55309

KLM ENGINEERING, INC.
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125



Signature

Signature

Name

Dewey Prinzing
Name

Title

Vice President of Business Development
Title

Date

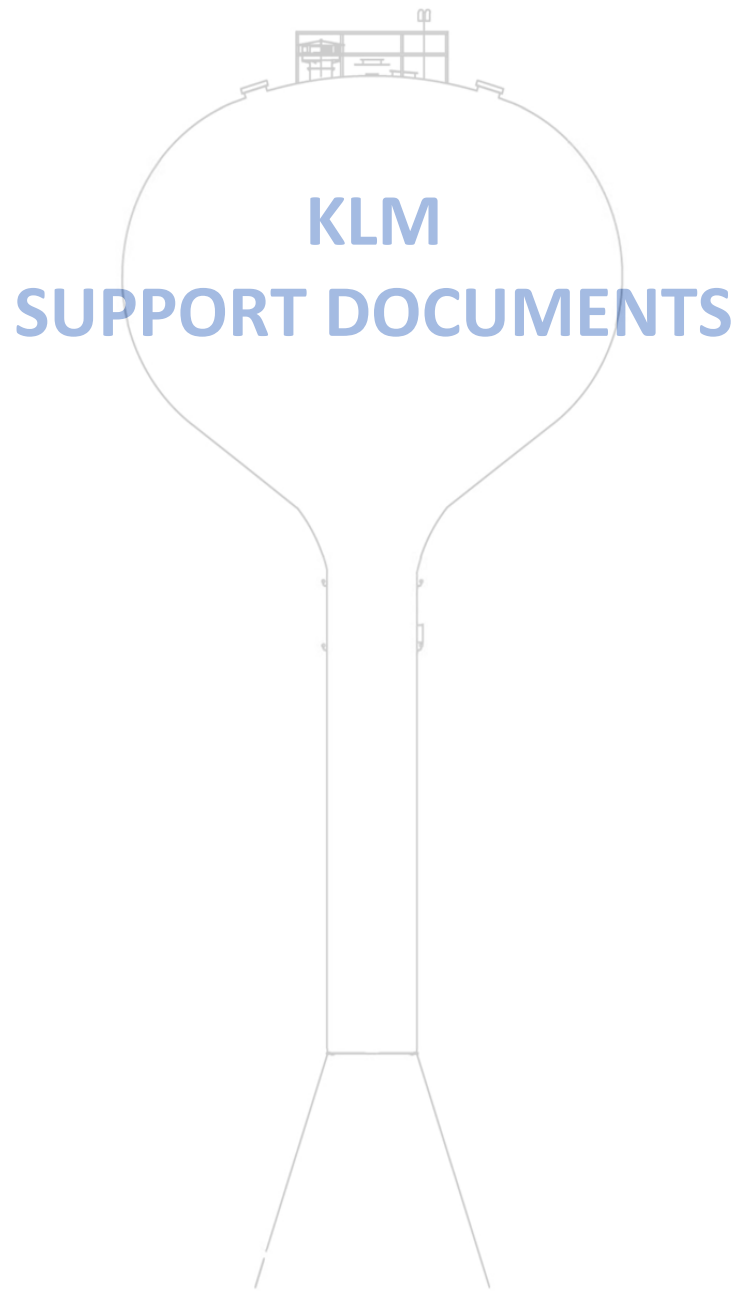
August 4, 2023
Date

We look forward to working with you.

Sincerely,

KLM ENGINEERING, INC.
Dewey Prinzing
Vice President of Business Development
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125
Cell: 651-434-4321
Email: dprinzing@klmengineering.com

REV 2023.01.01



**KLM ENGINEERING, INC. (KLM)
TERMS AND CONDITIONS**

1. **AGREEMENT.** The agreement between the parties when entered by the parties shall include the applicable referenced agreement documents (i.e., KLM proposal/Agreement) and shall include these KLM Terms and Conditions (the “Agreement”). The Agreement may not be modified except by mutual agreement in writing.
2. **ADDITIONAL SERVICES.** Additional work or services shall not be performed without a KLM executed change order or purchase order outlining the scope of additional work or services.
3. **KLM CLIENT RESPONSIBILITIES.** The KLM Client shall fully disclose to KLM its knowledge of the condition of the project structure(s), its past and present contents and shall provide KLM with full information regarding the requirements for the project; shall designate an individual to act on the KLM Client’s behalf regarding the project; and provide safe access to and at the project site. When reasonably requested by KLM, the KLM Client shall furnish the services of other consultants including, but not limited to engineers and insurance representatives. The KLM Client shall test for pollution and hazardous materials when required by law or as requested by KLM. The KLM Client shall provide KLM with all necessary permits and other authorizations.
4. **SAFETY.** KLM shall be responsible for the safety of KLM personnel at the project site. The KLM Client or other persons shall be responsible for the safety of all other persons at the project site. The KLM Client shall inform KLM of any known or suspected hazardous materials or unsafe conditions at the project site. If, during the course of the KLM services, such materials, or conditions are discovered at the project site, KLM reserves the right to take measures to protect KLM personnel and equipment or to immediately terminate KLM services. The KLM Client agrees to be responsible for, and agrees to pay, any such additional protection costs. Upon such discovery by KLM, KLM agrees to use commercially reasonable efforts to notify the KLM Client in writing, of hazardous materials or unsafe conditions regarding the project site.
5. **HAZARDOUS MATERIALS.** Unless otherwise agreed to in the scope of work with the KLM Client, KLM has no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials at the project site. To the full extent permitted by the law, the KLM Client shall defend, indemnify, and hold harmless KLM, its employees and representatives from all claims, including costs and attorney fees, arising out of the presence of hazardous materials or exposure to the same on the job site.
6. **SITE ACCESS AND RESTORATION.** The KLM Client will provide KLM and its representatives with safe and legal project site access. It is understood by the KLM Client that in the normal course of KLM providing its services and work, some nominal damage to the project site may occur. KLM agrees to take reasonable commercial precautions to minimize such damage, if any. Restoration of the project site, if any, is the responsibility of the KLM Client, unless otherwise agreed to in writing in the scope of work.
7. **KLM LIMITED WARRANTY AND DISCLAIMER.** KLM will perform services consistent with the standard of care and skill normally performed by other like firms in the industry and profession at the time of this service and in the geographic area of the project. **EXCEPT AS EXPRESSLY STATED IN THIS SECTION, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, PERTAINING TO THE PRODUCTS AND SERVICES SOLD UNDER THIS AGREEMENT. KLM DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN**

NO EVENT SHALL KLM BE LIABLE TO THE KLM CLIENT, ITS AGENTS, REPRESENTATIVES, EMPLOYEES, CUSTOMERS OR ANY OTHER THIRD PARTY, FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF USE, LOSS OF REVENUE OR LOSS OF PROFIT, IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT OR THE EXISTENCE, FURNISHING OR FUNCTIONING OF ANY ITEM OR SERVICES PROVIDED FOR IN THIS AGREEMENT OR FROM ANY OTHER CAUSE, INCLUDING WITHOUT LIMITATION CLAIMS BY THIRD PARTIES, EVEN IF KLM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

8. **SCHEDULING.** Prior to KLM scheduling its services related to the project, the KLM Client shall furnish KLM with a written Agreement, purchase order or other written request for KLM services and shall give as much notice as reasonably possible in advance of the time when the KLM services are desired to commence. The KLM service schedule shall be mutually agreed upon by the parties in writing. If a KLM inspection is canceled or delayed after KLM personnel and/or equipment are in transit to the project site, then the KLM Client shall be billed, and the KLM Client agrees to pay for KLM time and expenses according to the then current KLM Fee Schedule for KLM time spent and KLM costs incurred. If KLM is unable to redirect KLM representatives to other third-party project sites on the canceled or delayed scheduled service day, at a minimum, the KLM Client will be billed and the KLM Client agrees to pay KLM for one (1) full day of KLM labor.
9. **INSURANCE.** KLM will maintain worker's compensation insurance and comprehensive general liability insurance. KLM will provide KLM Client with a certificate of insurance upon KLM Client's request.
10. **PAYMENT.** KLM will submit periodic invoices for KLM services provided and work performed. Invoices are due upon receipt. The KLM Client agrees to inform KLM of invoice questions or disputes within 10 business days of the invoice date. The KLM Client agrees to pay all undisputed KLM invoiced amounts within 45 days of the invoice date. The KLM Client agrees to pay interest on all overdue amounts at a rate of 1.5% per annum or the rate allowed by law, whichever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts. If any undisputed invoice remains unpaid for 60 days, then KLM may, at its sole discretion, suspend or terminate services to the KLM Client without liability.
11. **INDEMNIFICATION.** KLM shall indemnify and hold harmless the KLM Client and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by KLM's negligent acts or omissions.

The KLM Client shall indemnify and hold harmless KLM and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by the KLM Client's negligent acts or omissions. Further, the KLM Client shall indemnify and hold harmless KLM from all claims or losses arising out of the unauthorized use of KLM's Documents.

12. **LIMITATION OF LIABILITY. IN NO EVENT SHALL KLM OR THE KLM CLIENT BE LIABLE, ONE TO THE OTHER, FOR INDIRECT, SPECIAL, INCIDENTAL, OR**

CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE FURNISHING, PERFORMANCE OR USE OF ANY PRODUCTS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT.

13. **DELAYS.** If KLM service or work delays are caused by the KLM Client, by third parties, strikes, natural causes, weather, or other circumstances beyond KLM's control, a reasonable time extension for performance of KLM services and work shall be granted, and KLM shall be entitled to and the KLM Client agrees to pay KLM an equitable fee adjustment.
14. **TERMINATION.** After seven (7) days written notice, either party may elect to terminate this Agreement. Notwithstanding the foregoing, the KLM Client agrees to pay for all KLM services provided and work performed through the date of termination. Notwithstanding the foregoing, the following sections shall survive the termination of this Agreement: Sections 5, 7, 10, 11, 12, 15, 16, 21 and 24.
15. **SEVERABILITY.** Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions of the Agreement shall continue in full force and effect.
16. **KLM'S DOCUMENTS.** All reports, specifications, drawings and other documents furnished by KLM are part of KLM's services and work for the KLM Client and the same are for use only for the project (KLM Documents). KLM retains all ownership of said documents regardless of whether the project is completed. The KLM Client may retain copies of the KLM Documents for reference purposes. KLM does not represent or warrant that the KLM Documents are suitable for reuse on any extension of the project or on other projects. The KLM Client shall not use the KLM Documents without KLM's written consent
17. **ASSIGNMENT.** KLM may not assign this Agreement to any other person unless written consent is obtained from the KLM Client.
18. **AMENDMENTS.** Any modification or amendment of to this Agreement shall require a written agreement signed by both Parties.
19. **NONDISCRIMINATION.** In the hiring of employees to perform work under this Agreement, KLM shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
20. **GOVERNING LAW.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota without regard to or application of conflicts of law rules or principles. All proceedings related to this Agreement shall be venued in **Washington County, Minnesota.**
21. **AUDIT.** Pursuant to **Minnesota Statutes, § 16C.05, Subdivision 5**, KLM agrees that the KLM Client, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary (but under all circumstances not more often than once per calendar year), shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, or records which are pertinent to the accounting practices and procedures of KLM, and involve transactions relating to this Agreement.

22. **JOB SITE IMAGES, PHOTOGRAPHY AND VIDEO.** During the term of this Agreement and thereafter, KLM has the KLM Client's permission to take photographs or video of the project site for training, documentation, education or KLM promotional purposes. A signed Agreement that includes these KLM Terms and Conditions constitutes the KLM Client's written permission to KLM regarding the use of the items and information set forth in this section.
23. **WAIVER.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
24. **HEADINGS.** Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
25. **ENTIRE AGREEMENT.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

End of the KLM Terms and Conditions.

Rev 2022.11.23

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WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Norman Michels, Streets, Parks, Fleet Superintendent</i>	Meeting Date: <i>7/15/2026</i>	Item No. 4B
Item Description: <i>Ice Rink and Warming House Discussion</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

COUNCIL DIRECTION REQUESTED

Staff is asking council to discuss and provide direction on removing the warming house, and future location of the ice-skating rinks.

BACKGROUND/DISCUSSION

The city has had a longstanding annual lease agreement with Mary of the Visitation Catholic Church, dating back to the late 90's. The lease agreement allows the city to utilize the open space adjacent to the City Hall parking lot for outdoor community ice-skating rinks, a public warming house, and a space for a community holiday tree. The city currently has two boarded ice-skating rinks, one open ice-skating rink, and a warming house on the leased site. The city pays the Church \$1,900 each year, and maintains the vacant area throughout the year, which includes mowing the grassy area during the summer months.

Considering the future relocation of City Hall to a new location in late 2027 or early 2028, along with the recent closing and potential sale of the entire Church property, staff is seeking council discussion and direction on the possible relocation of the outdoor ice-skating rinks. The most current lease agreement will end on December 31, 2026. If the city does not sign a new lease agreement for 2027, all structures must be removed by the city prior to the end of the current lease.

In 2020, the warming house was closed to the public. With unpredictable winter weather since that time, and the poor condition of the warming house, staff has not reopened the building for public use. Staff has looked into the possibility of adding a self-locking door system to the building to minimize having to schedule a warming house attendant, but found that the building framing will not support a self-locking door system.

Staff is asking council to discuss permanently removing the warming house due to its poor condition, and direct staff to research potential new locations for an outdoor ice-skating rink.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends council authorize removal of the warming house structure, and authorize staff to research potential new locations for an outdoor ice-skating rink.

ATTACHMENTS

2025/2026 Lease Agreement with Mary of the Visitation Catholic Church

GROUND LEASE

GROUND LEASE dated November 25, 2025, by and between the CITY OF BIG LAKE, a Minnesota municipal corporation, (hereinafter called "City"), and MARY OF THE VISITATION CATHOLIC CHURCH, (hereinafter called "Church").

1. **Grant of Lease.** In consideration of the mutual covenants and agreements hereinafter set forth, the Church does hereby lease to the City and the City does hereby rent from the Church the land described as follows ("Subject Property"):

Starting at the Southwest corner of Lot 9, Block 1, Brown's Addition, City of Big Lake, Sherburne County, Minnesota, then proceeding easterly along the south lot line to a point 332.07 feet east; thence northerly a distance of 200 feet; thence westerly a distance of 332.15 feet; thence southerly a distance of 200 feet to the point of beginning. (Approximately 66,422 square feet or 1.52 acres).

2. **Term.** This Lease shall commence on the 1st day of January 2026, and terminate on the 31st day of December 2026. The City has the right to extend the lease for an additional four (4) months and pay on a pro-rated monthly basis.
3. **Rent.** Rent in the amount of **Nineteen Hundred Dollars (\$1, 900.00)** to be paid by the City of Big Lake.
4. **Use.** The Subject Property shall only be used for an ice-skating rink, an annual Holiday Tree Lighting Ceremony, and uses incidental to those uses. The City agrees it will not construct any permanent buildings on the Subject Property.
5. **Assignment and Subletting.** The City may not, without the consent of the Church, assign this Lease or any interest herein, or sublease all or any part of the Subject Property.
6. **Insurance.** The City agrees to protect and save the Church from any claims from injuries to property or person, or death, resulting from accident or other happening on the Subject Property to the extent of the liability limits set forth in Minnesota Statutes Chapter 466, and to carry public liability insurance provided through the League of Minnesota Cities Insurance Trust (LMCIT). If permitted by LMCIT, the City will name the Church as an additional insured on the policy.

7. **Compliance with Laws.** The City shall not use or occupy the Subject Property in any manner which would cause any violation of any laws and ordinances affecting the Subject Property.
8. **Maintenance.** The City shall put, keep and maintain all portions of the Subject Property and all streets, alleys, sidewalks, curbs, passageways and spaces adjacent thereto in a clean and orderly condition, free of dirt, rubbish and unlawful obstructions. The City shall be responsible for all snow removal in connection with the ice-skating rink and, during the summer, will regularly mow the entire portion of the property that is located to the south of the alley. The City shall be responsible for snow removal on sidewalks on the land adjacent to the hockey rinks as long as this Lease is in place.
9. **Restoration of Subject Property.** At the termination of the final Lease, the City will restore the Subject Property to its condition prior to the initial lease agreement.
10. **Termination and Amendment of Lease by Church.** The Church may terminate this Lease at its discretion upon expiration of the Initial Term, by giving the City thirty (30) days written notice.
11. **Notices.** All notices and other communications to be given by all parties shall be in writing and shall be mailed, postage prepaid, by first class, certified, or registered mail, return receipt requested, to the other (and the date of any notice by certified or registered mail shall be deemed to be of the date of certification or registration thereof), delivered or addressed to the parties as follows:

AS TO CITY: City of Big Lake
 160 Lake Street North
 Big Lake, MN 55309
 ATTN: City Clerk

AS TO CHURCH: Mary of the Visitation Catholic Church
 440 Lake Street North
 Big Lake, MN 55309
 ATTN: Fr. Michael Kellogg
 Pastor

or at such other address as either party may designate to the other by written notice in the manner provided above.

12. **Changes.** Neither this Lease nor any term or provision hereof may be changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by the party against which the enforcement of the change, waiver, discharge or termination is sought.

13. **Successors and Assigns.** The terms, covenants and conditions of this Lease shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.
14. **Paragraph Headings.** The paragraph headings contained herein are inserted only for convenience of reference and are in no way to be construed as a part of this Lease or as a limitation of the scope of the particular paragraphs to which they refer.
15. **Applicable Law.** This Lease shall be construed and enforced in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

LANDLORD:

MARY OF THE VISITATION

By: _____

Fr. Michael Kellogg

Its: _____ Pastor

TENANT:

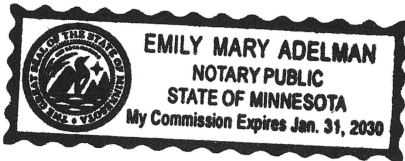
CITY OF BIG LAKE

By: _____

Mayor Paul Knier

By: _____

Gina Wolbeck, City Clerk

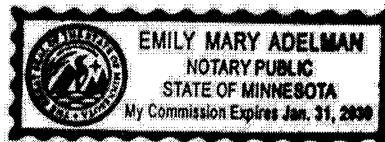


Emily Adelman

STATE OF MINNESOTA)) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 25 day of November, 2025, by Fr. Michael Kellogg,
Pastor of MARY OF THE VISITATION CATHOLIC CHURCH, on behalf of the church.

Emily M. Adelman
Notary Public



STATE OF MINNESOTA)) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 25 day of November, 2025, by Paul Knier
and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation on
behalf of the corporation and pursuant to the authority granted by its City Council.

Lisa Marie Miller
Notary Public



098349

CITY OF
Big Lake
160 LAKE ST. N.
BIG LAKE, MN 55309

US BANK
MINNEAPOLIS, MN 55480

17-2/910

NO.

DATE 12/03/2025

AMOUNT ***\$ 1,900.00

One Thousand Nine Hundred and 00/100 Dollars

PAY
TO THE ORDER OF
MARY OF THE VISITATION
440 LAKE ST N
PO BOX 100
BIG LAKE MN 55309-0100



[Signature]
MAYOR
[Signature]
CITY ADMINISTRATOR
CITY TREASURER

⑈098349⑈ ⑆091000022⑆160234084194⑈

CITY OF BIG LAKE

VENDOR NO 1007

VENDOR NAME: MARY OF THE VISITATION

VENDOR

098349

INVOICE	AMOUNT	P.O.	COMMENTS	DISCOUNT	INVOICE TOTAL
2026 LEASE AGRE	1,900.00		2026 LEASE AGREEMENT CHURCH PROPERTY		1,900.00

TOTAL AMOUNT:

1,900.00



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Norman Michels, Streets/Fleet/Parks Superintendent</i>	Meeting Date: <i>7/15/2026</i>	Item No. 4C
Item Description: <i>Discuss Fishing Pier Access</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

COUNCIL DIRECTION REQUESTED

Staff is asking Council to discuss and provide direction.

BACKGROUND/DISCUSSION

Lakeside Park has a fishing pier that is the responsibility of the city to maintain. Staff has noticed that over the last few years sand has washed up around the entrance to the pier creating access issues, and is no longer ADA compliant.

Staff reached out to the DNR Hydrologist to discuss options available to address the access issues:

- Option 1 – Excavation under the pier to create a level surface for access onto the pier. This option would require a DNR work permit, which would cost \$1,200.00 and requires an application questionnaire and a detailed construction plan. There would be a required 30-day comment period sent to DNR Divisions, SWCD, US Army Corps, and County. If approved this work would be performed by the Public Works staff.
- Option 2 – Adding a dock section. This work would not require a permit from the DNR. The dock section would be built to match the current dock sections and would allow for adjustability with changing water levels. This work would be performed by the Public Works staff.

The DNR does not recommend Option 1 as it would be an ongoing maintenance issue and would require a new permit every time maintenance is needed. The DNR recommends Option 2 and staff supports that recommendation.

FINANCIAL IMPACT

Costs to bring the Lakeside Park fishing pier into ADA compliance would be funded through Fund 198 - Lakeside Park Allocation.

STAFF RECOMMENDATION

Staff recommends Council authorize staff to move forward with Option 2 to bring the Lakeside Park fishing pier into ADA compliance.

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>7/15/2026</i>	Item No. 4D
Item Description: <i>City Hall Fleet Expansion Request – updated request from 6/17/2026</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Norm Michels, Superintendent Streets/Parks/Fleet</i>	

COUNCIL DIRECTION REQUESTED

Consider authorizing the purchase of one additional City Hall fleet vehicle with a purchase price not to exceed \$10,000, funded through proceeds from prior City vehicle sales.

BACKGROUND/DISCUSSION

As discussed at the June 17, 2026, City Council workshop, staff identified a need for an additional vehicle to support City Hall operations.

Historically, vehicles no longer needed by the Police Department have been reassigned to the City Hall fleet for use by Engineering, Code Enforcement, Administration, Inspections, and other City staff. As staffing levels and field responsibilities have increased, the availability of City Hall fleet vehicles has become limited.

At the June 17, 2026, workshop, Council directed staff to investigate whether a surplus vehicle from the Fire Department could be reassigned for City Hall use. Following discussions with the Fire Department Finance Committee, it was determined that two surplus vehicles are being recommended to be sold to a local fire department and that the proceeds will be used for the purchase of a duty vehicle for the Fire Department. As a result, no surplus Fire Department vehicle will be available for reassignment.

The current City Hall fleet consists of three shared vehicles: a 2018 Ford Explorer, a 2002 Ford Sport Trac, and a 2004 Ford Sport Trac. These vehicles are used by multiple departments for inspections, site visits, meetings, training, and other City business. As City staffing and operational demands have grown, the limited number of available vehicles has resulted in scheduling conflicts and reduced operational efficiency.

Staff are requesting Council direction regarding the acquisition of an additional City Hall fleet vehicle. Staff recommend purchasing a reliable four-door sedan or small SUV that can accommodate multiple employees traveling to meetings, conferences, training, inspections, and other City business.

Providing an economical fleet vehicle for these trips would reduce the City's mileage reimbursement costs, which are currently reimbursed at **\$0.725 per mile**, while also reducing the City's exposure to potential liability associated with employees using their personal vehicles for official City business. An additional fleet vehicle would also provide greater flexibility in scheduling and improve the efficiency of daily operations.

If approved, staff would pursue the most cost-effective option available through Minnesota State Surplus Services, local dealerships, or other sources. The goal is to purchase a reliable used vehicle with low operating and maintenance costs for **\$10,000 or less**.

Recent sales of surplus City fleet vehicles generated **\$14,150** in proceeds, including **\$10,250** from the most recent auction and **\$3,900** from a previous City Hall vehicle sale. Staff anticipate these proceeds will fully fund the purchase without requiring additional City resources.

As an example of current market pricing, staff identified a **2016 GMC Terrain** with approximately **110,000 miles**, an estimated fuel economy of **20 MPG city and 29 MPG highway**, and a sale price of **\$9,890**. This example demonstrates that reliable vehicles meeting the City's needs are currently available within the proposed budget.

FINANCIAL IMPACT

The purchase will be funded entirely from proceeds received from the sale of former City fleet vehicles. Those proceeds are currently included in the unallocated balance of **CIP Fund 199 – Equipment and Building Replacement Fund**, and the purchase would be charged to that fund.

Because existing sale proceeds will be used, no additional General Fund appropriation or property tax levy increase is required. Over time, the City also anticipates reduced mileage reimbursement costs as more employee travel can be completed using a City-owned vehicle.

STAFF RECOMMENDATION

Staff recommend authorizing the purchase of one additional City Hall fleet vehicle at a cost not to exceed **\$10,000**, utilizing available proceeds from prior City fleet vehicle sales.

Staff further recommend authorizing the Fleet Superintendent to complete the purchase of the most cost-effective vehicle that meets the operational needs of the City through Minnesota State Surplus Services, a licensed dealership, or other qualified source.

ATTACHMENTS

None



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Seth Hansen, Big Lake Fire Chief</i>	Meeting Date: <i>7/15/2026</i>	Item No. 4E
Item Description: <i>Sale of Grass Truck 14 and Grass Truck 16 and Purchase of a Duty Officer Command Vehicle</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

COUNCIL DIRECTION REQUESTED

Provide direction and consensus regarding the proposed sale of Grass Truck 14 and Grass Truck 16, including all associated equipment, to another local fire department, and the use of the sale proceeds to purchase a replacement Duty Officer Command Vehicle.

BACKGROUND/DISCUSSION

At the July 7, 2026, Fire Board meeting, the Board discussed the potential sale of the Department's 2000 Grass Truck 14 and 2001 Grass Truck 16, fully outfitted with equipment, to a neighboring fire department that has expressed interest in purchasing the units. The proceeds from the sale would be used to purchase a newer Duty Officer Command Vehicle that would better meet the operational needs of the department.

Currently, Grass Truck 14 is being utilized as the department's duty officer command vehicle. While functional, it was originally designed as a grass fire response vehicle and does not adequately meet the needs of a command vehicle. Replacing it with a dedicated Duty Officer Command Vehicle would provide improved functionality, reliability, and efficiency during emergency responses.

In July 2025, both the City and Township authorized the sale of the skid unit equipment, including the tank and pump from Grass Truck 14. However, there was no market interest in purchasing the equipment separately.

Staff estimates that the sale of both fully equipped grass trucks could generate approximately \$35,000. Those proceeds would then be applied toward the purchase of a newer Duty Officer Command Vehicle.

The Fire Board approved moving forward with the sale of both vehicles and authorized the purchase of a replacement Duty Officer Command Vehicle with the following conditions:

- The purchase price shall be no more than \$10,000 above the proceeds received from the sale of the two grass trucks.
- The goal is to complete the transaction with little to no net financial impact to the City and Township.

The purpose of this agenda item is to obtain direction and consensus from the City Council and Township board before moving forward with the proposed transaction. If consensus is received, staff will work with the interested fire department to obtain a formal purchase offer for Grass Truck 14 and Grass Truck 16 and identify a replacement Duty Officer Command Vehicle that meets the Fire Board's approved budget.

parameters. The proposed sale and purchase will then be presented to both governing bodies for final approval, for the City that would be at the August 19, 2026, council meeting.

FINANCIAL IMPACT

Based on current estimates, the maximum additional cost to purchase the replacement Duty Officer Command Vehicle would be \$10,000, which would be shared equally between the City of Big Lake and Big Lake Township. Staff anticipate that the sale proceeds will offset the majority of the purchase price, resulting in a minimal financial impact.

STAFF RECOMMENDATION

Staff recommends that the City Council and Township Board provide consensus to proceed with negotiating the sale of Grass Truck 14 and Grass Truck 16 and the purchase of a replacement Duty Officer Command Vehicle, consistent with the parameters established by the Fire Board. Staff will return with the final purchase and sale agreements for formal approval at the August 2026 meetings.

ATTACHMENTS

N/A