

**AGENDA  
BIG LAKE CITY COUNCIL  
WORKSHOP**

**WEDNESDAY, JULY 22, 2020**

**5:00 p.m.**

**1) CALL TO ORDER**

**2) ROLL CALL**

**3) ADOPT PROPOSED AGENDA**

**4) BUSINESS**

4A. 2021 Budget Discussion

4B. Review Proposed Guidelines for Small Cell Facilities

4C. New Ideas Discussion

**5) OTHER**

**6) ADJOURN**

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

**CITY COUNCIL WORKSHOP – COVID-19 NOTICE**

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



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 7/22/2020	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> <i>First Draft – 2021 General Fund Budget</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By:</b> <i>(Department Directors and Finance Committee)</i>	

## COUNCIL DIRECTION REQUESTED

Direction to Staff regarding the proposed 2021 draft budget numbers

## BACKGROUND/DISCUSSION

With this first draft, staff tried to include any scenarios that could arise in the coming budget years for 2021-2025. In addition, additional positions and or services that could possibly be implemented in the 2021 fiscal year have also been built into the budget. However just to clarify staff has not officially vetted these positions at this time but needed to have an estimation of expenditures to set the preliminary budget. As Council is aware, the preliminary levy amount is the maximum that can be levied for the coming year. Council can choose to lower the levy with the final approval in December, but cannot raise it. Following is a detail of this proposed budget.

## LEVY INFORMATION

- The Net Tax Capacity is projected to increase 7.33% over 2020 of which approximately 1.5% is new construction.
- Total proposed levy amount in this first draft for 2021 is projected at \$4,906,022 an increase of \$340,069
- The City Tax Rate is projected to **remain almost flat at** 50.59% compared to 50.62% in 2020.
  - General Fund Levy of \$3,601,402 is an increase of \$309,691 over 2020
  - Debt Levy of \$1,174,629 is an increase of \$30,378 – based on current year’s debt payments
  - EDA Levy of \$130,000 is the same as what was levied in 2020.

## LEVY IMPACT ON TAXES

- Proposed levy and tax rate impact – City portion only
  - Residential property with a 2021 assessed value of \$238,500, would see an increase of \$7.04 per month in City Taxes. This is due to the 6% increase in property values. If there were no increase in the property values, then the residential property would see an increase of \$1.84 per month for the City portion of the property taxes.
  - Commercial property - the average projected increase in value is approximately 3%; with a City Tax Rate of 50.59 a commercial property with a 2021 assessed value of \$1,000,000 would see an increase of \$298 per year in City taxes.

## **GENERAL FUND DRAFT BUDGET**

2021 General Fund draft budget is \$5,650,160 an increase of \$234,097. The projected Unassigned Fund Balance will be 57.36% of the 2022 Concept Budget and 59.71% of the 2021 Draft Budget.

Expenditure items causing significant changes over 2020 budget are.

- Personnel Line item increased by \$183,208- see below for highlights (65% of budget):
  - Wages – calculated with a 1.8% COLA, recommended by the finance committee
    - Step Increase for all employees that are not on the final step of the pay scale (3% between Steps) – Average increase for wages would be 4.8%
  - Health Insurance premiums in total increased by 4%, however considering the premiums are based on age the actual increase to premiums is 6%. With the City covering 64% of the increase and the staff the remaining 36%. Total increase for year is \$22,000 based on current enrollment. Recommendations for City contributions are as follows:
    - Single Coverage – 100% paid by city
    - Family Coverage – \$1,080 paid by City, \$250 paid by employee
      - Any amount over \$1,330 split 70/30 between employer/employee
      - The overall average contribution for insurance (health, dental, life, STD & LTD) for non-Public Works Union Members is \$1,144, the average for MN public sector employees is \$1,337
      - Public Works Union member’s health insurance contribution per the current contract is \$1,080 per month, the current contract ends 12/31/21.
  - Approximately 5% increase to worker’s compensation insurance
  - Lead Operator for Water & Wastewater and Streets & Parks division – total of 4
    - Recommended to have 2 lead operators for each division – leads are paid an additional .85 per hour worked. To have 2 more additional leads is an increase of \$4,066
  - Seasonal Employees at Lakeside Park boat inspections– May – Aug – total of 1400 hours - \$16,877
    - Would still have the \$9,500 budgeted in Contracted Services for additional services from WaterGuard.
  - Additional Part-time Administrative Assistant Community Development - \$30,991; however, would no longer have the seasonal Code Enforcement position - \$14,565- over all increase would be \$16,426 for an additional 160 hours of support for staff and citizens.
    - Support front counter
    - Support building
    - Support Engineering – as there is currently no capacity to support the Engineer now
    - Code Enforcement year-round
    - All commissioner meetings
    - Laserfiche scanning of all property documents – no capacity to do now
- Professional Services increased by \$14,144 or 9.04%
  - Engineering Consultants increased by \$9,000
  - Audit Consultants increased by \$4,000 – single audit that will be needed due to COVID 19 Funds as well as the audit needed for body cameras
- Operations line item increased by \$92,428 or 6.82% (25% of budget)
  - Budget increase for liability insurance across each department.
  - Budget increase for contractors hired for building
  - Budget increase for contractors hired for street, this is to do code enforcement lawn mowing and snow removal, however there is also increase to a corresponding revenue for these services.
  - Budget increase for Fire protection services
  - Budget increase for IT – new software
  - Budget increase for City charge for Water/Sewer.

- Transfers to other funds Line item decreased by \$40,683 – 5% of budget total transfers
  - Election Machines - \$2,000
  - Street Maintenance/Improvement Fund - \$170,000
  - Computer Replacement Fund - \$22,000
  - Misc. Equipment Replacement Fund Streets & Parks - \$10,000 (5,000 each)
  - Playground Equipment Replacement Fund - \$5,000
  - Trail Maintenance Fund - \$9,000
  - Park Maintenance Fund - \$25,750 (savings for not having to have park attendants)
  - Police Taser Replacement Fund - \$2,640 (lease payment)
  - Industrial Park Fund 141 to make Interfund Loan payment to Sewer - \$25,000
  - Transfer of Jerky Shoppe Base rent received to the Debt Service for the Liquor Store - \$7,831

Revenue items causing significant changes over 2020 budget are.

- Licenses and Permits line item decreased by \$65,336 – 8% of budget
  - Only budgeting for 40 new single family homes to be conservative, but did take into consideration other development.
  - Investment income due to the current situation
  - Transfer in from the Liquor Store is budgeted again at \$450,000; this does allow the City to lower the amount of funds needed to be raised by property taxes as well as being able to budget for the transfers as indicated above. Great reason as to why we should all shop local and the profit are poured back into the community through the services provided by the City to the community.

### ***FINANCIAL IMPACT***

Funds needed to provide all services to the community for fiscal year 2021.

### ***ALTERNATIVES***

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

### ***ATTACHMENTS***

2021 Proposed Levy  
 Summary Budget by Category  
 Summary Budget by Service  
 Statement of Revenue and Expenditures  
 Property Tax Examples



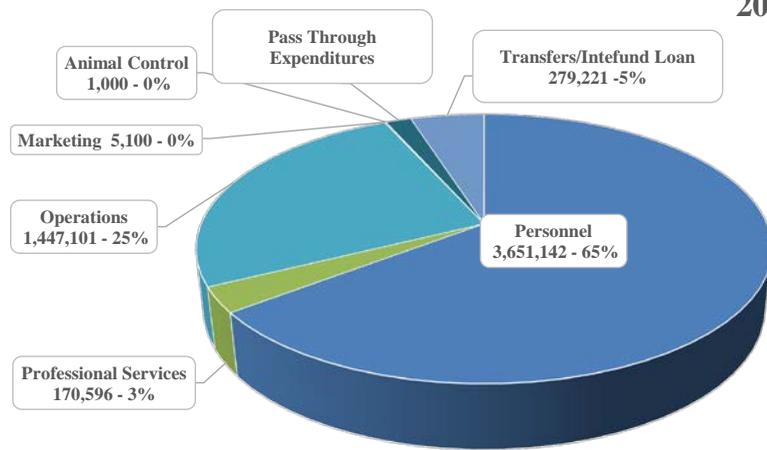
2015 - 2025 General Fund Budget Summary -

	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	+/- to last year	2021 Concept Budget	+/- to last year	2022 Concept Budget	+/- to last year	2023 Concept Budget	+/- to last year	2024 Concept Budget	+/- to last year	2025 Concept Budget
Property Taxes	\$ 2,334,854	\$ 2,275,498	\$ 2,625,717	\$ 2,873,463	\$ 2,849,748	\$3,190,692	\$ 340,944	\$3,471,166	\$ 280,474	\$ 3,655,738	\$ 184,572	\$ 4,133,562	\$ 477,824	\$ 4,424,446	\$ 290,884	\$ 4,514,141
Special Assessments	2,256	2,343	2,149	2,955	4,473	2,000	(2,473)	2,000	-	2,000	-	2,000	-	2,000	-	2,000
Licenses & Permits	332,616	518,961	646,793	554,781	604,528	541,490	(63,038)	476,154	(65,336)	518,204	42,050	598,154	79,950	700,204	102,050	780,154
Intergovernmental	981,097	468,998	375,599	452,504	464,228	431,453	(32,775)	456,284	24,831	454,475	(1,809)	454,679	204	454,897	218	455,129
Franchise Fees	432,771	442,833	434,945	422,562	428,317	429,962	1,645	432,362	2,400	434,762	2,400	437,162	2,400	439,562	2,400	441,962
Charges for Services	319,630	320,134	328,328	258,421	282,112	257,854	(24,258)	270,194	12,340	273,038	2,844	276,169	3,131	279,386	3,218	282,572
Fines & Forfeitures	36,553	43,467	49,273	51,563	54,786	51,750	(3,036)	61,000	9,250	63,000	2,000	65,000	2,000	67,000	2,000	69,000
Investment Income	17,203	42,698	37,181	(30,464)	223,852	31,500	(192,352)	17,000	(14,500)	17,000	-	17,000	-	17,000	-	17,000
Contributions/Donations	33,825	97,405	50,370	63,227	28,024	3,000	(25,024)	3,000	-	3,000	-	3,000	-	3,000	-	3,000
Capital Lease Proceeds	-	26,213	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance Proceeds & Dividends	22,463	50,893	27,433	3,442	4,867	4,000	(867)	1,000	(3,000)	1,000	-	1,000	-	1,000	-	1,000
Sales of Fixed Assets/Other	-	-	1,720	-	50,000	-	(50,000)	-	-	-	-	-	-	-	-	-
Transfer In	537,567	364,568	300,000	375,000	600,044	450,000	(150,044)	450,000	-	450,000	-	450,000	-	450,000	-	450,000
Designated Fund Balance	-	-	-	8,322	26,492	22,362	(4,130)	10,000	(12,362)	10,000	-	6,044	(3,956)	-	(6,044)	-
<b>Total - General Fund Revenues:</b>	<b>\$ 5,050,834</b>	<b>\$ 4,654,011</b>	<b>\$ 4,879,508</b>	<b>\$ 5,035,776</b>	<b>\$ 5,621,471</b>	<b>\$ 5,416,063</b>	<b>\$ (205,409)</b>	<b>\$ 5,650,160</b>	<b>\$ 234,097</b>	<b>\$ 5,882,217</b>	<b>\$ 232,057</b>	<b>\$ 6,443,770</b>	<b>\$ 561,553</b>	<b>\$ 6,838,495</b>	<b>\$ 394,725</b>	<b>\$ 7,015,958</b>
Mayor/Council	\$ 35,356	\$ 33,366	\$ 33,885	\$ 34,445	\$ 33,622	\$ 34,171	\$ 549	\$ 34,196	\$ 25	\$ 34,221	\$ 25	\$ 34,247	\$ 26	\$ 34,274	\$ 27	\$ 34,302
Planning	84,223	106,681	116,903	158,431	175,367	156,448	(18,919)	154,868	(1,580)	164,209	9,341	173,257	9,048	182,903	9,646	193,201
Elections	6,744	15,678	3,726	15,703	3,218	24,550	21,332	8,300	(16,250)	27,500	19,200	3,200	(24,300)	32,000	28,800	3,200
Administration/Finance	756,708	958,473	957,010	1,082,600	1,071,955	774,843	(297,112)	741,218	(33,625)	679,012	(62,206)	1,009,968	330,956	1,043,534	33,566	1,080,264
IT - Computer/Software/Maintenance	-	-	-	-	74,269	101,700	27,431	123,986	22,286	125,912	1,926	125,468	(444)	128,453	2,986	128,070
BLCSC	122,366	47,685	61,041	61,956	64,799	69,491	4,692	72,572	3,081	75,261	2,689	78,215	2,954	81,477	3,262	85,099
EDA	109,695	146,194	139,539	171,693	121,650	104,528	(17,122)	116,381	11,853	123,139	6,758	129,656	6,517	136,562	6,906	143,905
Building	184,962	209,040	252,375	186,684	199,057	203,664	4,607	245,898	42,234	259,535	13,637	273,375	13,840	287,370	13,994	302,306
Engineering	-	-	47,311	58,023	56,454	86,568	30,114	106,860	20,292	113,078	6,218	118,982	5,904	125,260	6,278	131,948
Streets	1,344,976	501,599	573,665	566,726	626,377	666,019	39,642	645,487	(20,532)	682,013	36,526	681,553	(460)	684,599	3,046	715,695
Parks	374,643	438,247	472,846	540,009	565,256	614,739	49,483	567,561	(47,178)	616,646	49,085	673,428	56,782	693,132	19,704	702,483
Fleet/Maintenance	-	-	-	-	-	-	-	143,201	143,201	149,614	6,413	156,037	6,423	162,791	6,755	169,896
Police	1,537,520	1,589,113	1,638,118	1,785,234	1,924,141	2,057,099	132,958	2,152,658	95,559	2,278,324	125,666	2,413,958	135,634	2,557,456	143,498	2,714,841
Fire	366,793	276,080	360,028	293,668	284,170	419,460	135,290	433,153	13,693	445,463	12,310	459,649	14,186	471,100	11,451	488,090
Community Recreation & Other	23,897	11,113	18,356	85,192	97,166	102,783	5,617	103,820	1,037	108,288	4,468	112,775	4,487	117,582	4,807	122,638
<b>Total - General Fund Expenditures:</b>	<b>\$ 4,947,884</b>	<b>\$ 4,333,270</b>	<b>\$ 4,674,803</b>	<b>\$ 5,040,364</b>	<b>\$ 5,297,501</b>	<b>\$ 5,416,063</b>	<b>\$ 118,561</b>	<b>\$ 5,650,160</b>	<b>\$ 234,097</b>	<b>\$ 5,882,217</b>	<b>\$ 232,057</b>	<b>\$ 6,443,770</b>	<b>\$ 561,554</b>	<b>\$ 6,738,495</b>	<b>\$ 294,725</b>	<b>\$ 7,015,938</b>
Budgeted (Use) /excess of Reserves:	<u>\$102,950</u>	<u>\$320,740</u>	<u>\$204,705</u>	<u>-\$4,589</u>	<u>\$323,969</u>	<u>\$0</u>	2.24%	<u>\$0</u>	4.32%	<u>\$0</u>	4.11%	<u>\$0</u>	9.55%	<u>\$100,000</u>	4.57%	<u>\$20</u>
Unassigned Fund Balance - Projected	\$2,529,125	\$2,849,865	\$3,054,570	\$3,049,981	\$3,373,950	\$3,373,950		\$3,373,950		\$3,373,950		\$3,373,950		\$3,473,950		\$3,473,970
Percentage of Expenditures:	58.37%	60.96%	60.60%	57.57%	62.30%	59.71%		57.36%		52.36%		50.07%		49.52%		49.27%
Unassigned Fund Balance must remain 50%					63.69%	62.30%		59.71%		57.36%		52.36%		51.55%		49.52%
In order to meet 50% will need to budget \$100,000 in excess revenues 2021 and on					-	-		-		-		-		-		-

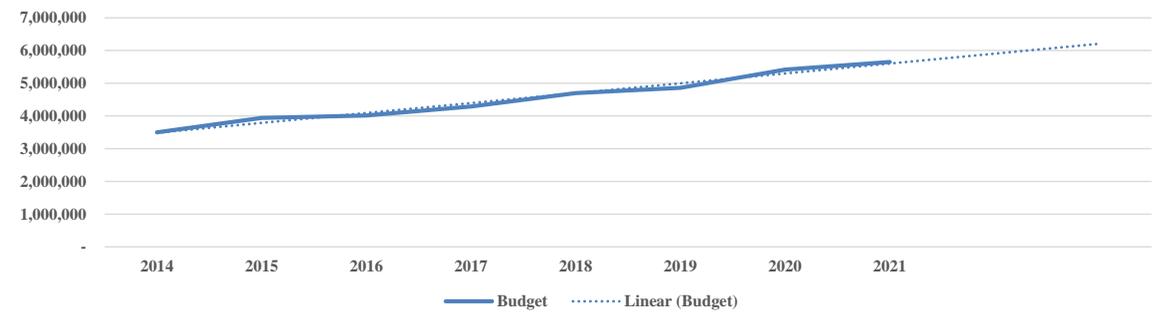
## City of Big Lake General Fund Expenditure Budget Summary by Category

Category:	2020-2021										\$ Change	% Change	2022 Concept Budget	% Change to Prior Year	2023 Concept Budget	% Change to Prior Year	2024 Concept Budget	% Change to Prior Year	2025 Concept Budget
	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget										
Personnel	\$ 2,048,068	\$ 2,155,592	\$ 2,254,793	\$ 2,557,455	\$ 2,722,711	\$ 2,904,953	\$ 3,043,249	\$ 3,464,934	\$ 3,648,142	\$ 183,208	5.29%	\$ 3,886,221	6.53%	\$ 4,131,880	6.32%	\$ 4,364,386	5.63%	\$ 4,639,646	
Personnel - Elections	-	8,517	-	11,381	-	10,773	-	18,000	3,000	(15,000)	-83.33%	20,000	566.67%	-	-100.00%	23,000	100.00%	-	
Professional Services	186,975	173,303	260,855	142,582	110,443	105,243	176,649	156,452	170,596	14,144	9.04%	168,797	-1.05%	173,413	2.73%	173,732	0.18%	178,114	
Operations	973,819	1,010,650	989,146	1,016,865	1,070,486	1,261,592	1,313,295	1,354,673	1,447,101	92,428	6.82%	1,521,878	5.17%	1,583,796	4.07%	1,624,696	2.58%	1,640,246	
Marketing	-	-	-	-	3,588	3,911	2,354	5,100	5,100	-	0.00%	5,100	0.00%	5,100	0.00%	5,100	0.00%	5,100	
Animal Control	2,301	1,593	-	858	602	858	671	1,000	1,000	-	0.00%	1,000	0.00%	1,000	0.00%	1,000	0.00%	1,000	
Pass Through Expenditures	89,681	90,017	96,309	96,867	98,024	102,393	106,432	96,000	96,000	-	0.00%	96,000	0.00%	96,000	0.00%	96,000	0.00%	96,000	
Transfers to other Funds	-	-	1,342,477	494,593	657,335	640,124	654,850	319,904	279,221	(40,683)	-12.72%	183,221	-34.38%	452,581	147.01%	450,581	-0.44%	455,831	
<b>Total - Budget</b>	<b>\$ 3,300,844</b>	<b>\$ 3,444,952</b>	<b>\$ 4,947,884</b>	<b>\$ 4,333,270</b>	<b>\$ 4,674,803</b>	<b>\$ 5,040,364</b>	<b>\$ 5,297,501</b>	<b>\$ 5,416,063</b>	<b>\$ 5,650,160</b>	<b>\$ 234,097</b>	<b>4.32%</b>	<b>\$ 5,882,217</b>	<b>4.11%</b>	<b>\$ 6,443,770</b>	<b>9.55%</b>	<b>\$ 6,738,495</b>	<b>4.57%</b>	<b>\$ 7,015,938</b>	
% of budget	2013	2014	2015	2016	2017	2018	2019	2020	2021			2022		2023		2024		2025	
Personnel	62.05%	62.57%	45.57%	59.02%	58.24%	57.63%	57.45%	63.98%	64.57%			66.07%		64.12%		64.77%		66.13%	
Personnel - Elections	0.00%	0.25%	0.00%	0.26%	0.00%	0.21%	0.00%	0.33%	0.05%			0.34%		0.00%		0.34%		0.00%	
Professional Services	5.66%	5.03%	5.27%	3.29%	2.36%	2.09%	3.33%	2.89%	3.02%			2.87%		2.69%		2.58%		2.54%	
Operations	29.50%	29.34%	19.99%	23.47%	22.90%	25.03%	24.79%	25.01%	25.61%			25.87%		24.58%		24.11%		23.38%	
Marketing	0.00%	0.00%	0.00%	0.00%	0.08%	0.08%	0.04%	0.09%	0.09%			0.09%		0.08%		0.08%		0.07%	
Animal Control	0.07%	0.05%	0.00%	0.02%	0.01%	0.02%	0.01%	0.02%	0.02%			0.02%		0.02%		0.01%		0.01%	
Pass Through Expenditures	2.72%	2.61%	1.95%	2.24%	2.10%	2.03%	2.01%	1.77%	1.70%			1.63%		1.49%		1.42%		1.37%	
Interfund/Lease payment	0.00%	0.15%	0.09%	0.29%	0.25%	0.21%	0.00%	0.00%	0.00%			0.00%		0.00%		0.00%		0.00%	
Transfers to other Funds	0.00%	0.00%	27.13%	11.41%	14.06%	12.70%	12.36%	5.91%	4.94%			3.11%		7.02%		6.69%		6.50%	
	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%		100.00%		100.00%		100.00%	

### 2021 General Fund Budget



### General Fund Expenditures Budget Linear Trend Forecast based on Approved Budget from 2014 through 2021

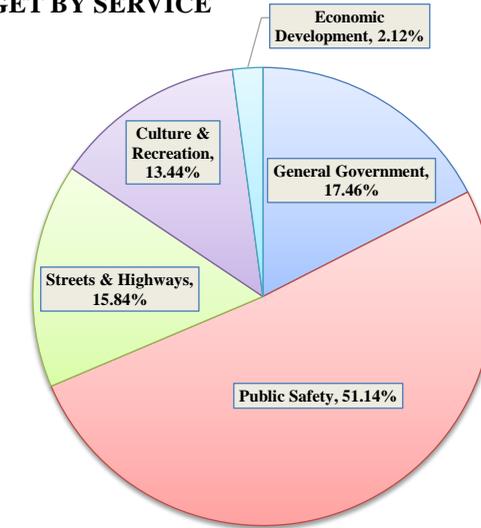


**City of Big Lake  
General Fund Expenditure Budget  
Summary by Service**

2021 Final Budget to be approved - 12.09.20

Service	2020	2021	2020-2021		% Total Budget	Reason for change
	Adopted Budget	Proposed Budget	\$ Change	% Change		
<b><u>General Government</u></b>						
Mayor/Council	\$ 34,171	\$ 34,196	\$ 25	0.07%		Increase in Liability Insurance
Planning	156,448	154,868	(1,580)	-1.01%		Personnel (Step Increases + Insurance Increases)
Elections	24,550	8,300	(16,250)	-66.19%		Election year in 2020
Administration/Finance	774,843	741,218	(33,625)	-4.34%		Personnel (Step Increases + Insurance Increases) - reduction in transfer
IT - Computer/Software	101,700	123,986	22,286	21.91%		Increase in transfer to Capital Computer Fund + new software
<b><u>Total General Government</u></b>	<b>1,091,712</b>	<b>1,062,568</b>	<b>(51,430)</b>	<b>-4.71%</b>	<b>18.81%</b>	
<b><u>Public Safety</u></b>						
Police	2,057,099	2,152,658	95,559	4.65%		Personnel (Step Increases + Insurance Increases) + fitness - EAP
Fire	419,460	433,153	13,693	3.26%		Potential new position not filled in 2020 + increase pay for firefighters
Building	203,664	245,898	42,234	20.74%		Personnel (Step Increases + Insurance Increases) + increase in contract for hire
<b><u>Total Public Safety</u></b>	<b>2,680,223</b>	<b>2,831,709</b>	<b>151,487</b>	<b>5.65%</b>	<b>50.12%</b>	
<b><u>Streets &amp; Highways</u></b>						
Engineering	86,568	106,860	20,292	23.44%		Personnel (Step Increases + Insurance Increases)+ increase in consultant fees
Fleet	-	143,201	143,201	100.00%		Set up new Division - split off from Street/Parks + increase in repairs
Streets	666,020	645,488	(20,532)	-3.08%		Personnel (Step Increases + Insurance Increase) - removed Maintenance Division
<b><u>Total Streets &amp; Highways</u></b>	<b>752,588</b>	<b>895,550</b>	<b>142,961</b>	<b>19.00%</b>	<b>15.85%</b>	
<b><u>Culture &amp; Recreation</u></b>						
Parks	614,739	567,561	(47,178)	-7.67%		Personnel (Step Increases + Insurance Increase) - removed Maintenance Division
BLCSC	69,491	72,572	3,081	4.43%		Additional repairs and equipment requested by Library
Recreational-Community (Other)	102,783	103,820	1,037	1.01%		Personnel -allocated 15% to Farmers Market Fund
<b><u>Total Culture &amp; Recreation</u></b>	<b>787,013</b>	<b>743,953</b>	<b>(43,060)</b>	<b>-5.47%</b>	<b>13.17%</b>	
<b><u>Economic Development</u></b>						
	104,528	116,381	11,853	11.34%	2.06%	Personnel -allocated 50% of Director Wages & Fringe to Big Lake Economic Development Authority
<b><u>Total General Fund Expenditures</u></b>	<b>\$ 5,416,064</b>	<b>\$ 5,650,160</b>	<b>\$ 234,096</b>	<b>4.32%</b>		

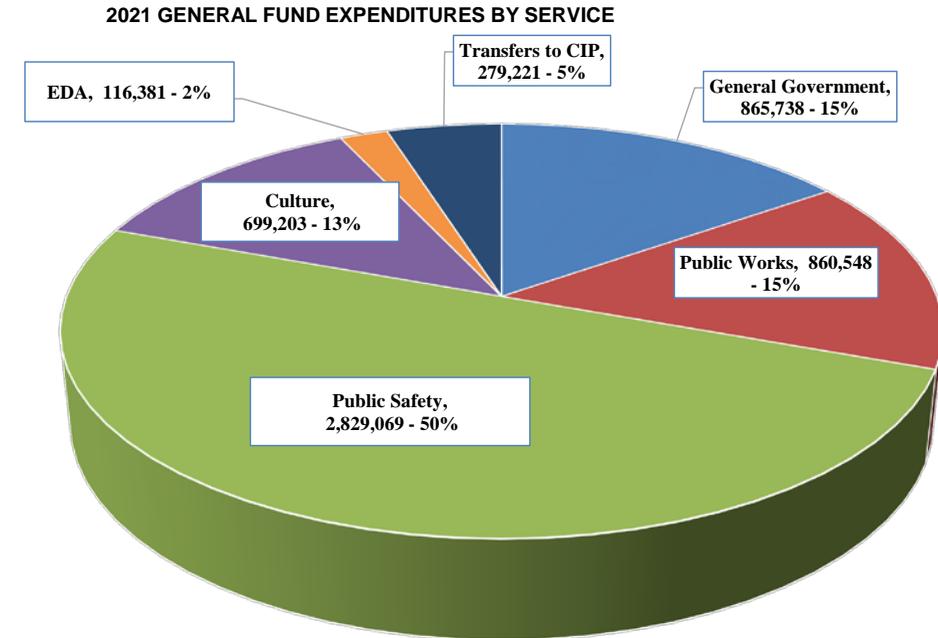
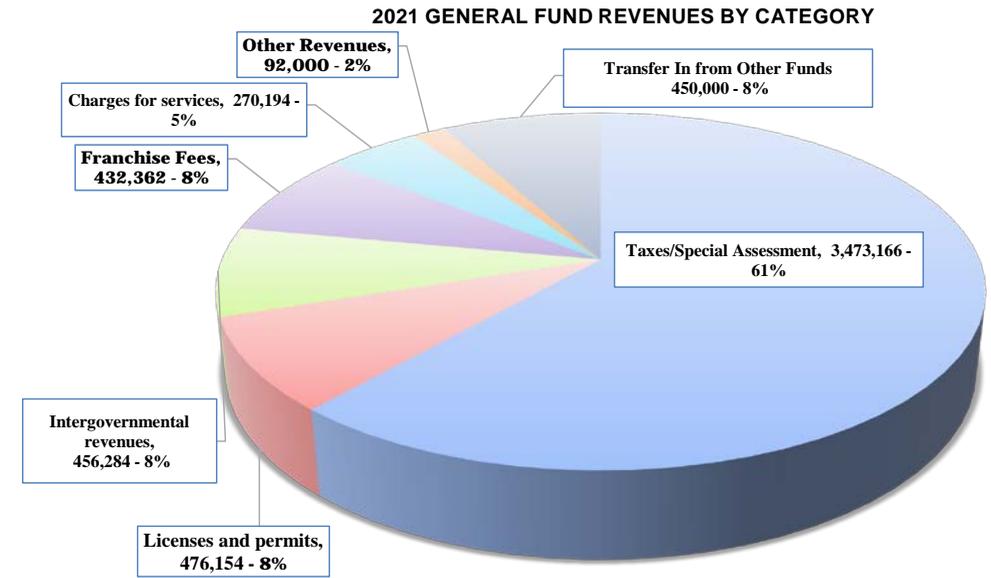
**2021 BUDGET BY SERVICE**



STATEMENT OF REVENUES AND EXPENDITURES -  
SUMMARY BUDGET - GENERAL FUND

ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2018, 2019 AND BUDGET FOR THE YEARS ENDED DECEMBER 31, 2020, and 2021

	Actual				Budget		
	2017	2018	2019	2020	2021	+/- to last year	2022
<b>REVENUE</b>							
Taxes	\$ 2,625,717	\$ 2,873,463	\$ 2,849,748	\$ 3,190,692	\$ 3,471,166	\$ 280,474	3,655,738
Special assessments	2,149	2,955	4,473	2,000	2,000	-	2,000
Licenses and permits	646,793	554,781	604,528	541,490	476,154	(65,336)	518,204
Intergovernmental revenues	375,599	452,504	464,228	431,453	456,284	24,831	454,475
Franchise Fees	434,945	422,562	428,317	429,962	432,362	2,400	434,762
Charges for services	328,328	258,421	282,112	257,854	270,194	12,341	273,038
Fines and forfeitures	49,273	51,563	54,786	51,750	61,000	9,250	63,000
Interest earnings	37,181	(30,464)	223,852	31,500	17,000	(14,500)	17,000
Contributions/Donations	50,370	63,227	28,024	3,000	3,000	-	3,000
Miscellaneous revenue	29,153	3,442	54,867	4,000	1,000	(3,000)	1,000
Transfer In from Other Funds	300,000	375,000	600,044	450,000	450,000	-	450,000
Total Current year revenues	4,879,508	5,027,454	5,594,979	5,393,701	5,640,160	246,460	5,872,217
Prior year Donations - Designed Fund Balance	-	8,322	26,492	22,362	10,000	(12,362)	10,000
<b>TOTAL GENERAL FUND REVENUES BUDGE</b>	<b>4,879,508</b>	<b>5,035,776</b>	<b>5,621,471</b>	<b>5,416,063</b>	<b>5,650,160</b>	<b>234,097</b>	<b>5,882,217</b>
<b>EXPENDITURES</b>							
Mayor/Council	33,885	34,445	33,622	34,171	34,196	25	34,221
Planning and Zoning	116,903	158,431	175,367	156,448	154,868	(1,580)	164,209
Elections	1,226	15,703	1,218	24,550	6,300	(18,250)	27,500
Administration and Finance	526,751	525,726	517,808	542,979	568,387	25,408	596,181
IT - Computer/Software/Maintenance	-	-	66,269	78,300	101,986	23,686	107,912
BLCSC	61,041	61,956	64,799	69,491	72,572	3,081	75,261
EDA	139,539	169,693	121,650	104,528	116,381	11,853	123,139
Building Inspection	242,875	186,684	199,057	203,664	245,898	42,234	259,535
Engineering	44,217	58,023	56,454	86,568	106,860	20,292	113,078
Fleet	-	-	-	-	143,201	143,201	149,614
Streets	463,665	536,726	590,377	631,019	610,487	(20,532)	647,013
Parks	472,846	497,759	520,892	590,739	522,811	(67,928)	571,896
Police	1,590,136	1,776,234	1,920,301	2,054,459	2,150,018	95,559	2,275,684
Fire	306,028	293,668	277,670	416,460	433,153	16,693	445,463
Community - Recreation	18,356	85,192	97,166	102,783	103,820	1,037	108,288
Transfers out	657,335	640,124	654,850	319,904	279,221	(40,683)	183,221
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>4,674,802</b>	<b>5,040,364</b>	<b>5,297,500</b>	<b>5,416,063</b>	<b>5,650,160</b>	<b>234,097</b>	<b>5,882,217</b>
<b>NET REVENUE OVER (UNDER) EXPENSE</b>	<b>\$ 204,706</b>	<b>\$ (4,589)</b>	<b>\$ 323,970</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 0</b>
Unassigned Fund Balance - Projected	\$ 3,054,570	\$ 3,049,981	\$ 3,373,951	\$ 3,373,951	\$ 3,373,951		3,373,951
Percentage of Expenditures:							
Unassigned Fund Balance must remain 50%	60.60%	56.31%	59.71%	59.71%	57.36%		59.71%



2021 estimates of change to property tax for City Levy -

**\*\*estimate property values to increase 6% for 2021**

Residential Property -		30,400.00	76,000.00	6%	2021	50.62%	50.59%	-0.03%			
Value - 2020	Value - 2021	Homestead Credit	Taxable Market Value	Class Rate	Prop Tax Capacity	2020	2021	+/- to 2020	per month	% of Change	
125,000.00	132,500.00	25,315.00	107,185.00	0.01	1,071.85	493.75	542.27	48.52	4.04	9.83%	
150,000.00	159,000.00	22,930.00	136,070.00	0.01	1,360.70	627.89	688.40	60.51	5.04	9.64%	
175,000.00	185,500.00	20,545.00	164,955.00	0.01	1,649.55	762.04	834.53	72.50	6.04	9.51%	
200,000.00	212,000.00	18,160.00	193,840.00	0.01	1,938.40	896.18	980.67	84.49	7.04	9.43%	
225,000.00	238,500.00	15,775.00	222,725.00	0.01	2,227.25	1,030.32	1,126.80	96.48	8.04	9.36%	
250,000.00	265,000.00	13,390.00	251,610.00	0.01	2,516.10	1,164.47	1,272.93	108.47	9.04	9.31%	
275,000.00	291,500.00	11,005.00	280,495.00	0.01	2,804.95	1,298.61	1,419.07	120.46	10.04	9.28%	
300,000.00	318,000.00	8,620.00	309,380.00	0.01	3,093.80	1,432.76	1,565.20	132.45	11.04	9.24%	

**Residential Property - Non Homestead**

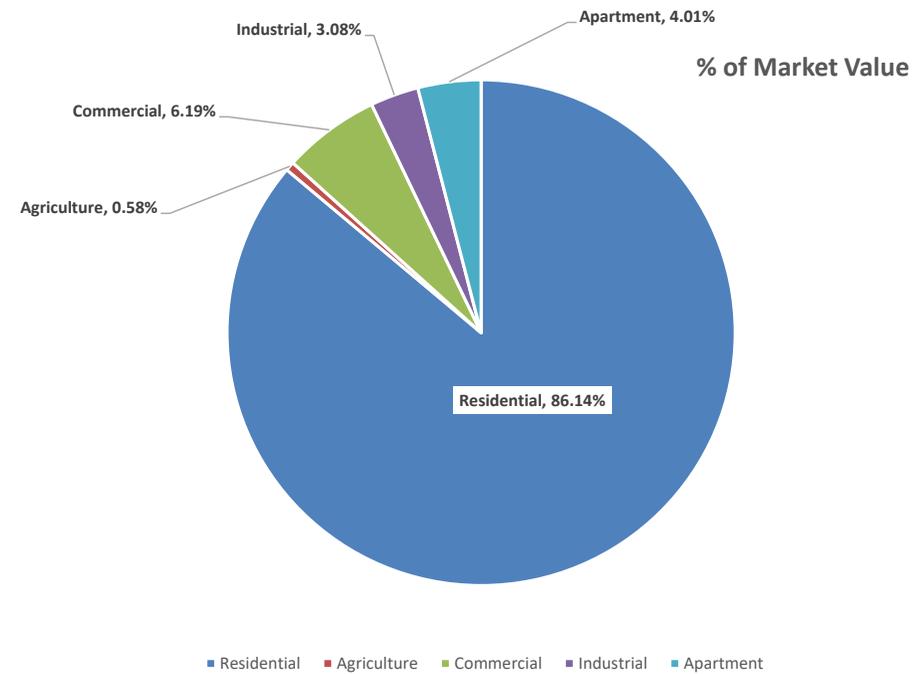
Value - 2020	Value - 2021	Homestead Credit	Taxable Market Value	Class Rate	Prop Tax Capacity	2020	2021	+/- to 2020	per month	% of Change
125,000.00	132,500.00	-	132,500.00	0.01	1,325.00	632.75	670.34	37.59	3.13	5.94%
150,000.00	159,000.00	-	159,000.00	0.01	1,590.00	759.30	804.41	45.10	3.76	5.94%
175,000.00	185,500.00	-	185,500.00	0.01	1,855.00	885.85	938.47	52.62	4.38	5.94%
200,000.00	212,000.00	-	212,000.00	0.01	2,120.00	1,012.41	1,072.54	60.14	5.01	5.94%
250,000.00	265,000.00	-	265,000.00	0.01	2,650.00	1,265.51	1,340.68	75.17	6.26	5.94%
300,000.00	318,000.00	-	318,000.00	0.01	3,180.00	1,518.61	1,608.81	90.20	7.52	5.94%

**Apartments - increase 6.30% class rate is 1.25%**

1,000,000.00	1,063,000.00	-	1,063,000.00	0.0125	13,287.50	6,327.53	6,722.36	394.82	32.90	6.24%
1,500,000.00	1,594,500.00	-	1,594,500.00	0.0125	19,931.25	9,491.30	10,083.53	592.24	49.35	6.24%
2,000,000.00	2,126,000.00	-	2,126,000.00	0.0125	26,575.00	12,655.06	13,444.71	789.65	65.80	6.24%

**Commercial - increased 3% - 1st \$150,000 class rate is 1.5%: remainder at 2%**

150,000.00	150,000.00	-	150,000.00	0.015	2,250.00	1,138.96	1,138.31	(0.65)	(0.05)	-0.06%
300,000.00	309,000.00	-	309,000.00	0.02	6,180.00	2,657.56	2,747.12	89.56	7.46	3.37%
500,000.00	515,000.00	-	515,000.00	0.02	10,300.00	4,682.37	4,831.50	149.12	12.43	3.18%
1,000,000.00	1,030,000.00	-	1,030,000.00	0.02	20,600.00	9,744.40	10,042.43	298.03	24.84	3.06%
1,500,000.00	1,545,000.00	-	1,545,000.00	0.02	30,900.00	14,806.42	15,253.36	446.94	37.24	3.02%
2,500,000.00	2,575,000.00	-	2,575,000.00	0.02	51,500.00	24,930.48	25,675.23	744.75	62.06	2.99%
3,500,000.00	3,605,000.00	-	3,605,000.00	0.02	72,100.00	35,054.53	36,097.09	1,042.56	86.88	2.97%
5,000,000.00	5,150,000.00	-	5,150,000.00	0.02	103,000.00	50,240.60	51,729.89	1,489.28	124.11	2.96%





# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> <i>Jack Johansen, Community Development Intern</i>	<b>Meeting Date:</b> 7/22/2020	<b>Item No.</b> <b>4B</b>
<b>Item Description:</b> <i>Guidelines for Small Cell Facilities</i>	<b>Reviewed By:</b> <i>Hanna Klimmek, Community Development Director</i>	
	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	

## **COUNCIL DIRECTION REQUESTED**

**Discuss the proposed small cell guidelines.**

## **BACKGROUND/DISCUSSION**

With evolving technology and the new 5G network, it is anticipated that more small cell facilities will be installed throughout the City in the coming years. Small cell applications only need to conform to the standards that are set in place at the time of submittal. Making it important for the city to amend its code, laying out the standards for these devices, ahead of the expected rollout of this technology. This discussion is to go over the proposed guidelines that aim to shape the aesthetics and location of the small cell facilities.

On April 10, 2019 Big Lake City Council approved the Small Cell Wireless Facility Aesthetic Requirements (attached), as encouraged by Minnesota Legislature. The Council adopted the standards with the intention to protect the look and location of Small Cell installations within public rights-of-way. The proposed code is aimed at creating a more robust set of guidelines for the aesthetics and location of this technology.

The first small cell application was submitted to the City for review in April. In Early July the City was contacted by Verizon notifying the City Engineer that they intend to apply for a small cell facility permit this summer or fall. Both applications would not have to adhere to any design requirements adopted *after* their submission, only current requirements.

A few assumptions can be made about small cell installations:

- Most facilities are co-located on a pole that has power or lighting.
- Connexus and Excel are the two energy companies within the City that would most likely have small cell equipment on their poles.
- The poles in which small cell facilities are attached to are typically new. The applicants often replace the pole at the request of the owner of the pole. The energy company is usually the first point of contact for small cell applicants if they co-locate on their structure.
- State Statute restricts rent limitations. The City could collect rent from a carrier if attached to City equipment.

Prior to being adopted into the code the City Attorney will look over and examine the proposed guidelines.

Pictures are included to show what small cells can look like, depending on the design standards a City adopts.

***FINANCIAL IMPACT***

N/A

***ALTERNATIVES***

N/A

***ATTACHMENTS***

- Big Lake Current Standards
- Revised Chapter 14 Right of Way Management with Small Cell
- Photos: Small Cell

# Small Cell Wireless Facility

## City of Big Lake Aesthetic Requirements for Street Light Fixtures and Poles Installed in Conjunction with Small Cell Wireless Facility Equipment

All Street Light Fixtures and Poles installed in conjunction with small cell wireless facility equipment within the City of Big Lake shall be reviewed and approved by the Engineering Department and Public Works prior to installation. This includes approval of wireless facility equipment installed on City owned street lights, as well as privately owned street lights, and street lights owned by Xcel Energy, Centerpoint Energy, and Connexus Energy.

An administrative permit shall be required for installations within the public right of way, and collocation agreements are required for each small cell wireless facility proposed on City of Big Lake owned infrastructure.

Street light fixtures and poles installed to accommodate small cell wireless facility equipment shall be uniform and consistent in both color and appearance with existing City of Big Lake street light infrastructure. When a permit application is received, the City shall work with the applicant to provide information on the type of pole, fixture, mounting, and base desired for requested location(s). The applicant shall be required to furnish a replacement pole as deemed necessary by the City where the requirements as such shall be identified in the collocation agreement.

The City of Big Lake shall not allow small cell wireless facility equipment to be installed on City owned and maintained decorative street lights.

The City of Big Lake reserves the right to reject any street light fixture proposed to be City owned and maintained and installed in conjunction with small cell wireless facility equipment based solely on appearance and consistency with existing City owned equipment and maintenance capabilities.

Document Date: April 10, 2019

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## CHAPTER 1400 – RIGHT-OF-WAY MANAGEMENT

## SECTION

1400.01:	Findings, Purpose, and Intent
1400.02:	Election to Manage the Public Rights-of-Way
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1400.04:	Administration
1400.05:	Registration and Right-of-Way Occupancy
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1400.07:	Permit Requirement
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1400.101:	Permit Fees
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**1400.01: FINDINGS, PURPOSE, AND INTENT.** To provide for the health, safety and welfare of its citizens, and to ensure the integrity of its streets and the appropriate use of the rights-of-way, the City strives to keep its rights-of-way in a state of good repair and free from unnecessary encumbrances.

Accordingly, the City hereby enacts this new chapter of this code relating to right-of-way permits and administration. This chapter imposes reasonable regulation on the placement and maintenance of

facilities and equipment currently within its rights-of-way or to be placed therein at some future time. It is intended to complement the regulatory roles of state and federal agencies. Under this chapter, persons excavating and obstructing the rights-of-way will bear financial responsibility for their work. Finally, this chapter provides for recovery of out-of-pocket and projected costs from persons using the public rights-of-way.

This chapter shall be interpreted consistently with 1997 Session Laws, Chapter 123, substantially codified in Minnesota Statutes Sections 237.16, 237.162, 237.163, 237.79, 237.81, and 238.086 (the “Act”) and the other laws governing applicable rights of the city and users of the right-of-way. This chapter shall also be interpreted consistent with Minnesota Rules 7819.0050 – 7819.9950 where possible. To the extent any provision of this chapter cannot be interpreted consistently with the Minnesota Rules, that interpretation most consistent with the Act and other applicable statutory and case law is intended. This chapter shall not be interpreted to limit the regulatory and police powers of the city to adopt and enforce general ordinances necessary to protect the health, safety and welfare of the public.

**1400.02 ELECTION TO MANAGE THE PUBLIC RIGHTS-OF-WAY.** Pursuant to the authority granted to the city under state and federal statutory, administrative and common law, the city hereby elects, pursuant to Minn. Stat. §237.163, subd. 2(b), to manage rights-of-way within its jurisdiction.

**1400.03 DEFINITIONS.** The following definitions apply to this chapter of this code. References hereafter to “sections” are, unless otherwise specified, references to sections in this chapter. Defined terms remain defined terms, whether or not capitalized.

“**Abandoned Facility**” means a facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service.

“**Applicant**” means any person requesting permission to excavate or obstruct a right-of-way.

“**City**” means the City of Big Lake, Minnesota. “City” also means its elected officials, officers, employees and agents.

“**Collocate or Collocation**” means to install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the city or other governmental unit.

“**Commission**” means the State Public Utilities Commission.

“**Congested Right-of-Way**” means a crowded condition in the subsurface of the public right-of-way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minnesota Statutes § 216D.04, subd. 3, over a

continuous length in excess of 500 feet.

**“Construction Performance Bond”** means any of the following forms of security provided at permittee’s option:

- A. Individual project bond;
- B. Cash deposit;
- C. Letter of Credit in a form acceptable to the city;
- D. A blanket bond for projects within the city, or other form of construction bond, for a time specified and in a form acceptable to the city.

**“Degradation”** means a decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.

**“Degradation Cost”** subject to Minnesota Rules 7819.1100 means the cost to achieve a level of restoration, as determined by the city at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minnesota Rules parts 7819.9900 to 7819.9950.

**“Degradation Fee”** means the estimated fee established at the time of permitting by the city to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost. This fee is in addition to the permittee’s obligation to fully restore the right-of-way.

**“Department”** means the department of public works of the city.

**“Department Inspector”** means any person authorized by the city to carry out inspections related to the provisions of this chapter.

**“Director”** means the director of the department of public works of the city, or her or his designee.

**“Delay Penalty”** is the penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.

**“Emergency”** means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

**“Equipment”** means any tangible asset used to install, repair or maintain facilities in any right-of-way.

**“Excavate”** means to dig into, directionally bore, or in any way remove or physically disturb or penetrate any part of a right-of-way.

“**Facility**” or “**Facilities**” means any tangible asset in the right-of-way required to provide Utility Service.

“**Five-year project plan**” shows projects adopted by the city for construction within the next five years.

“**High Density Corridor**” means a designated portion of the public-right-of-way within which telecommunications right-of-way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.

“**Hole**” means an excavation in the pavement, with the excavation having a length less than the width of the pavement.

“**Local Representative**” means a local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this chapter.

“**Management Costs**” means the actual costs the city incurs in managing its rights-of-way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way or small wireless facility permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way or small wireless facility —permits.—Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, the fees and costs of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minnesota Statutes Sections 237.162 or 237.163; or any ordinance enacted under those sections, or the city fees and costs related to appeals taken pursuant to this chapter.

“**Obstruct**” means to place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right of way.

“**Patch**” or “**Patching**” means a method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the sub-base and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions.

“**Pavement**” means any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.

“**Permit**” has the meaning given “right-of-way permit” in Minnesota Statutes Section 237.162.

“**Permittee**” means any person to whom a permit to excavate or obstruct a right-of-way has

been granted by the city under this chapter.

**“Person”** means an individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate or political.

**“Probation”** means the status of a person that has not complied with the conditions of this chapter. (Note: This paragraph is included as an option for your city.)

**“Probationary Period”** means one year from the date that a person has been notified in writing that they have been put on probation. (Note: This paragraph is included as an option for your city.)

**“Public Right-of-Way”** means the area on, below, or above a public roadway, highway, street, cartway, bicycle lane or public sidewalk in which the city has an interest, including other dedicated rights-of-way for travel purposes and utility easements of the city. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other nonwire telecommunications or broadcast service. Public right-of-way includes outlots, parks and drainage and utility easements.

**“Registrant”** means any person who (1) has or seeks to have its equipment or facilities located in any right-of-way, or (2) in any way occupies, or uses, or seeks to occupy or use, the right-of-way or place its facilities or equipment in the right-of-way.

**“Restore”** or **“Restoration”** means the process by which an excavated right-of-way and surrounding area, including pavement, foundation, sidewalk and trail is returned to the same condition and life expectancy that existed before excavation.

**“Restoration Cost”** means the amount of money paid to the city by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.

**“Right-of-Way Permit”** ~~Means~~ means either the excavation permit, the obstruction permit, the small cell permit or any combination thereof depending on the context, required by this chapter.

**“Right-of-Way User”** means (1) a telecommunications right-of-way user as defined by Minnesota Statutes, section 237.162, subd. 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.

**“Service”** or **“Utility Service”** includes (1) those services provided by a public utility as defined in Minn. Stat. 21613.02, subd. 4 and 6; (2) services of a telecommunications right-of-way

user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minn. Stat. Chapter. 238; (4) natural gas or electric energy or telecommunications services provided by the city; (5) services provided by a cooperative electric association organized under Minn. Stat., Chapter 308A; and (6) water, and sewer, including service laterals, steam, cooling or heating services.

**“Service Lateral”** means an underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer’s premises.

**“Small Wireless Facility”** Means a wireless facility that meets both of the following qualifications:

- (i) each antenna is located inside an enclosure of no more than six cubic feet in volume or could fit within such an enclosure; and
- (ii) all other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume, not including electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment.

**“Supplementary Application”** means an application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.

**“Temporary Surface”** means the compaction of sub-base and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation.

**“Trench”** means an excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

**“Telecommunication right-of-way user”** means a person owning or controlling a facility in the right-of-way, or seeking to own or control a Facility in the right-of-way, that is used or is intended to be used for transporting telecommunication or other voice or data information. For purposes of this chapter, a cable communication system defined and regulated under Minn. Stat. Chap. 238, and telecommunication activities related to providing natural gas or electric energy services whether provided by a public utility as defined in Minn. Stat. Sec. 21613.02, a municipality, a municipal gas or power agency organized under Minn. Stat. Chaps. 453 and 453A, or a cooperative electric association organized under Minn. Stat. Chap. 308A, are not telecommunications right-of-way users for purposes of this chapter.

“Wireless Facility” means equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including equipment associated with wireless service, a radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and a small wireless facility, but not including wireless support structures, wireline backhaul facilities, or cables between utility poles or wireless support structures, or not otherwise immediately adjacent to and directly associated with a specific antenna.

“Wireless Service” means any service using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or by means of a mobile device, that is provided using wireless facilities. Wireless service does not include services regulated under Title VI of the Communications Act of 1934, as amended, including cable service.

“Wireless Support Structure” means a new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the city.

**1400.04 ADMINISTRATION.** The director is the principal city official responsible for the administration of the rights-of-way, right-of-way permits, and the ordinances related thereto. The director may delegate any or all of the duties hereunder.

**1400.05 REGISTRATION AND RIGHT-OF-WAY OCCUPANCY.**

**Subd. 1. Registration.** Each person who occupies or uses, or seeks to occupy or use, the right-of-way or place any equipment or facilities in or on the right-of-way, including persons with installation and maintenance responsibilities by lease, sublease or assignment, must register with the city. Registration will consist of providing application information and paying a registration fee.

**Subd. 2. Registration Prior to Work.** No person may construct, install, repair, remove, relocate, or perform any other work on, or use any facilities or any part thereof, in any right-of-way without first being registered with the city.

**Subd. 3. Exceptions.** Nothing herein shall be construed to repeal or amend the provisions of city ordinances concerning boulevard plantings or gardens in the area of the right-of-way between their property and the street curb. However, nothing herein relieves a person from complying with the provisions of the Minn. Stat. Chap. 2161), Gopher One-Call Law.

**1400.06 REGISTRATION INFORMATION.**

**Subd. 1. Information Required.** The information provided to the city at the time of registration shall include, but not be limited to:

- (a) Each registrant's name, Gopher One-Call registration certificate number, address and e-mail address, if applicable, and telephone and facsimile numbers.
- (b) The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.
- (c) A certificate of insurance:
  - (1) Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the State of Minnesota acceptable to the city; and
  - (2) Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees and permittees, and (ii) placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities and collapse of property; and
  - (3) Naming the city and its engineering consultants as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages; and
  - (4) Requiring that the city be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term; and
  - (5) Indicating comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage. The limits of the coverage shall not be less than \$1,000,000.00.
- (d) The city will require a copy of the actual insurance policies.
- (e) If the person is a corporation, a copy of the certificate is required to be filed under Minn. Stat. 300.06 as recorded and certified to by the Secretary of State.
- (f) The registrant shall submit a construction performance bond, cash deposit, letter of credit, or blanket bond in the amount of \$10,000.00 to the City of Big Lake. The security is to insure compliance with the approved plan.

(g) A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other applicable state or federal agency, where the person is lawfully required to have such certificate from said commission or other state or federal agency.

**Subd. 2. Notice of Changes.** The registrant shall keep all of the information listed above current at all times by providing to the city information as to changes within fifteen (15) days following the date on which the registrant has knowledge of any change.

#### 1400.07 PERMIT REQUIREMENT.

**Subd. 1. Permit Required.** Except as otherwise provided in this code, no person may obstruct or excavate any right-of-way without first having obtained the appropriate right-of-way permit from the city to do so.

~~(a) (a) —~~ Permit. A permit is required by a registrant to excavate or directionally bore that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.

~~(b) Small Wireless Facility Permit. A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion or the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.~~

**Subd. 2. Permit Extensions.** No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.

**Subd. 3. Delay Penalty.** In accordance with Minnesota Rule 7819.1000 subd. 3 and notwithstanding subd. 2 of this Section, the city shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by city council resolution.

**Subd. 4. Permit Display.** Permits issued under this chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the city.

**1400.08 PERMIT APPLICATIONS.** Application for a permit is made to the city. Right-of-way permit applications shall contain, and will be considered complete only upon compliance with, the requirements of the following provisions:

- (a) Registration with the city pursuant to this chapter.
- (b) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities.
- (c) Payment of money due the city for:
  - (1) permit fees, estimated restoration costs, and other management costs;
  - (2) prior obstructions or excavations;
  - (3) any undisputed loss, damage, or expense suffered by the city because of applicant's prior excavations or obstructions of the rights-of-way or any emergency actions taken by the city;
  - (4) franchise fees or other charges, if applicable.
- (d) Payment of disputed amounts due the city by posting security or depositing in an escrow account an amount equal to at least 110% of the amount owing.
- (e) Posting an additional or larger construction performance bond for additional facilities when applicant requests an excavation permit to install additional facilities and the city deems the existing construction performance bond inadequate under applicable standards.

**1400.09 ISSUANCE OF PERMIT; CONDITIONS.**

**Subd. 1. Permit Issuance.** If the applicant has satisfied the requirements of this chapter, the city shall issue a permit.

**Subd. 2. Conditions.** The city may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare or when necessary to protect the right-of-way and its current use.

**Subd. 3. Small Wireless Facility Conditions.** In addition to subdivision 2, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:

The City shall not allow small cell wireless

- facility equipment to be installed on City owned and maintained decorative street lights.
- (a) A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.
- (b) No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
- (c) No wireless facility may extend more than 10 feet above its wireless support structure.
- (d) Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.
- (e) Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, such equipment shall be consistent with the City's aesthetic standards regarding wireless equipment as adopted by the City Engineer. Such standards shall ensure that wireless equipment is installed with a stealth design and that equipment does not detract from the character of the area in which it is installed. In addition, the City Engineer shall adopt standards that ensure city assets can continue to effectively perform their intended function. Standards shall be made available with the application required for a small cell permit.
- (f) Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
- (g) A permit will be deemed void if the approved equipment is not installed within one year of issuance of the permit.

#### **Subd. 4. Small Wireless Facility**

**Aesthetic Requirements.** The list below are the standards set by the city for the design of small wireless facilities.

- (a) Each small wireless antenna shall be located entirely within a shroud or canister type enclosure.

- (b) The diameter of the antenna enclosure at its widest point should not be wider than two times the diameter of the top of the wireless support structure. The enclosure shall not exceed six cubic feet in volume.
- (c) All antenna enclosures shall either be mounted to the top of the wireless support structure pole and aligned with the centerline of the wireless support structure, noted in the application and approved by the City, but at least 10 feet above ground level at its lowest point.
- (d) Tree “topping” or the improper pruning of trees is prohibited. Any proposed pruning or removal of trees, shrubs or other landscaping already existing in the ROW must be noted in the application and must be approved by the City.
- (e) All cables, wires and connectors related to the small wireless facility must be fully concealed on the wireless support structure and shall match the color of the wireless support structure. There shall be no external cables and wires related to the small wireless facility hanging off or otherwise exposed on the wireless support structure.
- (f) All colors shall match the background of any wireless support structure that the facilities are located upon, including equipment cabinets.
- (g) Equipment enclosures, including electric meters, shall be as small as possible, but in no event larger than 28 cubic feet in volume. Ground-mounted equipment shall incorporate concealment elements into the proposed design matching color and materials of the wireless support structure, unless other materials or colors are approved by the City. Concealment may include, but shall not be limited to, landscaping, strategic placement in less obtrusive locations and placement within existing or replacement street furniture.
- (h) Radio equipment shall be fully enclosed within an equipment cabinet or concealed within the antenna shroud enclosure matching the color and materials of the wireless support structure, unless other materials or colors are approved by the City.
- (i) Landscaping concealing equipment enclosures shall be planted in such quantity and size such that 100% screening is achieved within two years of installation.
- (j) Signage. The small wireless facility permittee shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small wireless facility that is visible to the public. Signage required under this section shall not exceed 4 inches by 6 inches, unless otherwise required by law (e.g. radio-frequency (RF) ground notification signs) or the City. If no cabinet exists, the signage shall be placed at the base of the pole.
- (k) Lights. New small wireless facilities and wireless support structures shall not be

illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a street light pole.

(l) Logos/Decals. The small wireless facility operator/permittee shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the City. Small wireless facilities and wireless support structures shall not include advertisements and may only display information required by a federal, state or local agency. The small wireless facility operator/permittee shall utilize the smallest and lowest visibility RF warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.

(m) Cooling Fans. In residential areas, the small wireless facility operator/permittee shall use a passive cooling system. In the event that a fan is needed, the small wireless facility operator/permittee shall use a cooling fan with a low noise profile.

~~(a)-~~

**Subd. 5. Small Wireless Facility Most Preferable Locations.** The following are the most preferred areas for new small wireless facilities in the order of preference (a being most preferable):

(a) Industrial Districts if not adjacent to a park, or residential district

(b) Highway Rights of Way areas if not adjacent to a park, or residential district.

(c) Business Districts if not adjacent to a park, or residential district.

**Subd. 6. Small Wireless Facility Collocation Preference.** It is the City's strong preference that whenever an applicant proposes to place a new small wireless facility that the applicant collocate the same on existing wireless support structures.

**Subd. 7. Small Wireless Facility Consideration of Alternate Locations.** The City reserves the right to propose an alternate location for a small wireless facility and/or wireless support structure to the location proposed in the application within three hundred feet of the proposed location or within a distance that is equivalent to the width of the ROW in or on which the small wireless facility and/or wireless support structure is proposed, whichever is greater, which the operator shall use if it has the right to use the alternate location on reasonable terms and conditions and the alternate location does not impose technical limits or additional costs.

**Subd. 8. Small Wireless Facility Guidelines on Placement.** The City desires to promote cleanly organized and streamlined facilities using the smallest and least intrusive means available to provide wireless services to the community. Generally, a small wireless facility and/or wireless support structure shall match and be consistent with the materials and finish of the wireless support structure, adjacent City poles, and of the surrounding area adjacent to their location. In

the absence of adjacent City poles, the wireless support structure shall match the materials and finish of the adjacent utility poles. The following additional guidelines on placement shall apply:

- (a) Small wireless facilities and wireless support structures shall be located no closer than one hundred (100) feet away, radially, from another small wireless facility and wireless support structure.
- (b) A combination wireless support structure and streetlight pole should only be located where an existing pole can be removed and replaced, or at a new location where it has been identified that a streetlight is necessary.
- (c) Small wireless facilities and wireless support structures shall be located in a manner that does not impede, obstruct, or hinder usual public pedestrian or vehicular travel or public safety on a ROW.
- (d) Small wireless facilities and wireless support structures shall be located in a manner that does not obstruct the legal use of a ROW by a utility provider.
- (e) Small wireless facilities and wireless support structures shall be located in a manner that does not violate the federal Americans with Disabilities Act.
- (f) Small wireless facilities and wireless support structures shall be located in a manner that does not negatively impact the structural integrity of the associated wireless support structure.
- (g) Small wireless facilities and wireless support structures shall be located in alignment with existing trees, utility poles, and streetlights.
- (h) Small wireless facilities and wireless support structures shall be located equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
- (i) Small wireless facilities and wireless support structures shall be located with appropriate clearance from existing utilities.
- (j) Small wireless facilities and wireless support structures shall be located so as not to be located along the frontage of any building deemed to be of historic significance on a federal, state, or local level.
- (k) Small wireless facilities and wireless support structures shall be located not within sight triangles at street intersections.
- (l) New wireless support structures shall not be located directly in front of any existing residential, commercial or industrial structure.

To the greatest extent possible, new wireless support structures shall be located in line with existing lot lines or an equidistance from any two existing structures. In areas of the City where multiple structures abut each other and/or where no side lot setback requirements exist, new wireless support structures shall not be located directly in front of an entrance or window of any existing structure.

(m)

**Subd. 94.- Small Wireless Facility Agreement.** A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The standard collocation agreement may require payment of the following:

(a) Up to \$150 per year for rent to collocate on the city structure.

(b) \$25 per year for maintenance associated with the collocation;

(c) A monthly fee for electrical service as follows:

1. \$73 per radio node less than or equal to 100 maximum watts;

2. \$182 per radio node over 100 maximum watts; or

3. The actual costs of electricity, if the actual cost exceed the foregoing.

The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant.

#### **1400.10 ACTION ON SMALL WIRELESS FACILITY PERMIT APPLICATIONS**

**Subd. 1. Deadline for Action.** The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application or within any timeline established by state law. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.

**Subd. 2. Consolidated Applications.** An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:

\_\_\_\_\_are located within a two-mile radius;

(a)

(b) consist of substantially similar equipment; and

(c) are to be placed on similar types of wireless support structures.

In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

**Subd. 3. Tolling of Deadline.** The 90-day deadline for action on a small wireless facility permit application may be tolled if:

(a) The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.

(b) The applicant fails to submit all required documents or information and the city provides written notice of incompleteness to the applicant within 30 days of receipt the application. Upon submission of additional documents or information, the city shall have ten days to notify the applicant in writing of any still-missing information.

The city and a small wireless facility applicant agree in writing to toll the review period.

(c)

**1400.101 PERMIT FEES.**

**Subd. 1. Permit Fee.** The city shall establish a Permit fee in an amount sufficient to recover the following costs:

- (a) the city management costs;
- (b) degradation costs, if applicable;
- (c) city labor and engineering costs.

**Subd 2. Small Wireless Facility Permit Fee.** The city shall impose a small wireless facility permit fee in an amount sufficient to recover:

(a) management costs, and;

(b) city engineering, make-ready, and construction costs associated with collocation of small wireless facilities.

**Subd. 32. Payment of Permit Fees.** No permit shall be issued without full payment of the permit, or small wireless facility permit, fees.

**Subd. 43. Non Refundable.** Permit fees that were paid for a permit that the city has revoked for a breach as stated in Section 1.20 are not refundable.

**Subd. 54. Application to Franchises.** Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way user in the franchise.

#### **1400.112 RIGHT-OF-WAY PATCHING AND RESTORATION.**

**Subd. 1. Timing.** The work to be done under the permit, and the patching and restoration of the right-of-way as required herein, must be completed within the dates specified in the permit, increased by as many days as work could not be done because of circumstances beyond the control of the permittee.

**Subd. 2. Patch and Restoration.** Permittee shall patch and restore its own work. The city may choose to restore the right-of-way itself if the work is not completed in accordance with the deadlines outlined in the permit.

(a) *City Restoration* If the city restores the right-of-way, permittee shall pay the costs thereof within thirty (30) days of billing. If, following such restoration, the pavement settles due to permittee's improper backfilling, the permittee shall pay to the city, within thirty (30) days of billing, all costs associated with correcting the defective work.

(b) *Permittee Restoration.* If the permittee restores the right-of-way itself, it shall at the time of application for an excavation permit post a construction performance bond in accordance with the provisions of Minnesota Rule 7819.3000.

**Subd. 3. Standards.** The permittee shall perform excavation, backfilling, patching and restoration according to the standards and with the materials specified by the city and shall comply with Minnesota Rule 7819.1100.

**Subd. 4. Duty to Correct Defects.** The permittee shall correct defects in patching or restoration performed by permittee or its agents. The permittee upon notification from the city, shall correct all restoration work to the extent necessary, using the method required by the city. Said work shall be completed within five (5) calendar days of the receipt of the notice from the city, not including days during which work cannot be done because of circumstances constituting force majeure or days when work is prohibited as unseasonable or unreasonable.

**Subd. 5. Failure to Restore.** If the permittee fails to restore the right-of-way in the manner and to the condition required by the city, or fails to satisfactorily and timely complete all restoration required by the city, the city at its option may do such work. In that event the permittee shall pay to the city, within thirty (30) days of billing, the cost of restoring the right-of-way. If permittee fails to pay as required, the city may exercise its rights under the construction performance bond.

#### **1400.123 JOINT TRENCH APPLICATIONS.**

**Subd. 1. Joint application.** Registrants may jointly apply for permits to excavate or obstruct the right-of-way at the same place and time.

**Subd. 2. Shared fees.** Registrants who apply for permits for the same excavation, which the city does not perform, may share in the payment of the permit fee. In order to obtain a joint permit, registrants must agree among themselves as to the portion each will pay and indicate the same on their applications.

**Subd. 3. With city projects.** Registrants who join in a scheduled excavation performed by the city, whether or not it is a joint application by two or more registrants or a single application, are not required to pay the permit fee, but a permit would still be required.

#### **1400.134 SUPPLEMENTARY APPLICATIONS.**

**Subd. 1. Limitation on Area.** A right-of-way permit is valid only for the area of the right-of-way specified in the permit. No permittee may do any work outside the area specified in the permit, except as provided herein. Any permittee which determines that an area greater than that specified in the permit must be obstructed or excavated must before working in that greater area (i) make application for a permit extension and pay any additional fees required thereby, and (ii) be granted a new permit or permit extension.

**Subd. 2. Limitation on Dates.** A right-of-way permit is valid only for the dates specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.

#### **1400.145 OTHER OBLIGATIONS.**

**Subd. 1. Compliance With Other Laws.** Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including but not limited to Minnesota Statutes, Section 216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules Chapter 7560. A

permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.

**Subd. 2. Prohibited Work.** Except in an emergency, and with the approval of the city, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

**Subd. 3. Interference with Right-of-way.** A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

**Subd. 4. Trenchless Excavation.** As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the director.

**1400.156 DENIAL OF PERMIT.** The city may deny a permit for failure to meet the requirements and conditions of this chapter or if work is not completed on a previous permit issued to the same applicant, or if the city determines that the denial is necessary to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use.

**1400.167 INSTALLATION REQUIREMENTS.** The excavation, backfilling, patching and restoration, and all other work performed in the right-of-way shall be done in conformance with Minnesota Rules 7819.1100 and 7819.5000 and other applicable local requirements, in so far as they are not inconsistent with the Minnesota Statutes, Sections 237.162 and 237.163. Installation of service laterals shall be performed in accordance with Minnesota Rules Chapter 7560 and these ordinances. Service lateral installation is further subject to those requirements and conditions set forth by the city in the applicable permits and/or agreements referenced in Section 1.20 subd. 2, of this Ordinance.

**1400.178 INSPECTION.**

**Subd. 1. Notice of Completion.** When the work under any permit hereunder is completed, the permittee shall furnish a completion certificate in accordance with Minnesota Rule 7819.1300.

**Subd. 2. Site Inspection.** Permittee shall make the work-site available to the city and to all others as authorized by law for inspection at all reasonable times during the execution of and upon completion of the work.

**Subd 3. Authority of Director.**

- (a) At the time of inspection, the director may order the immediate cessation of any work which poses a serious threat to the life, health, safety or well-being of the public.
- (b) The director may issue an order to the permittee for any work that does not conform to the terms of the permit or other applicable standards, conditions, or codes. The order shall state that failure to correct the violation will be cause for revocation of the permit. Within ten (10) days after issuance of the order, the permittee shall present proof to the director that the violation has been corrected. If such proof has not been presented within the required time, the director may revoke the permit.

**1400.189 WORK DONE WITHOUT A PERMIT.**

**Subd. 1. Emergency Situations.** Each registrant shall immediately notify the director of any event regarding its facilities that it considers to be an emergency. The registrant may proceed to take whatever actions are necessary to respond to the emergency. Excavators' notification to Gopher State One-Call regarding an emergency situation does not fulfill this requirement. Within two (2) business days after the occurrence of the emergency, the registrant shall apply for the necessary permits, pay the fees associated Therewith, and fulfill the rest of the requirements necessary to bring itself into compliance with this chapter for the actions it took in response to the emergency.

If the city becomes aware of an emergency regarding a registrant's facilities, the city will attempt to contact the local representative of each registrant affected, or potentially affected, by the emergency. In any event, the city may take whatever action it deems necessary to respond to the emergency, the cost of which shall be borne by the registrant whose facilities occasioned the emergency.

**Subd. 2. Non-Emergency Situations.** Except in an emergency, any person who, without first having obtained the necessary permit, obstructs or excavates a right-of-way must subsequently obtain a permit and, as a penalty, pay double the normal fee for said permit, pay double all the other fees required by the city code, deposit with the city the fees necessary to correct any damage to the right-of-way, and comply with all of the requirements of this chapter.

**1400.1920 SUPPLEMENTARY NOTIFICATION.** If the obstruction or excavation of the right-of-way begins later or ends sooner than the date given on the permit, permittee shall notify the city of the accurate information as soon as this information is known.

**1400.201 REVOCATION OF PERMITS.**

**Subd. 1 Substantial Breach.** The city reserves its right, as provided herein, to revoke any right-of-way permit without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:

- (a) The violation of any material provision of the right-of-way permit;
- (b) An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the city or its citizens;
- (c) Any material misrepresentation of fact in the application for a right-of-way permit;
- (d) The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
- (e) The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued by the City.

**Subd. 2. Written Notice of Breach.** If the city determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit, the city shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the city, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.

**Subd. 3. Response to Notice of Breach.** Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the city with a plan, acceptable to the city, that will cure the breach. Permittee's failure to so contact the city, or permittee's failure to timely submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit. Further, permittee's failure to so contact the city, or permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall automatically place the permittee on probation for one (1) full year.

**Subd. 4. Cause for Probation.** From time to time, the city may establish a list of conditions of the permit, which if breached will automatically place the permittee on probation for one full year, such as, but not limited to, working out of the allotted time period or working on right-of-way grossly outside of the permit authorization.

**Subd. 5. Automatic Revocation.** If a permittee, while on probation, commits a breach as outlined above, permittee's permit will automatically be revoked and permittee will not be allowed further permits for one full year, except for emergency repairs.

**Subd. 6. Reimbursement of city costs.** If a permit is revoked, the permittee shall also reimburse the city for the city's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

**1400.2~~12~~ MAPPING DATA.**

**Subd. 1. Information Required.** Each registrant and permittee shall provide mapping information required by the city in accordance with Minnesota Rules 7819.4000 and 7819.4100. Within ninety (90) days following completion of any work pursuant to a permit, the permittee shall provide the director accurate maps and drawings certifying the “as-built” location of all equipment installed, owned and maintained by the permittee. Such maps and drawings shall include the horizontal and vertical location of all facilities and equipment and shall be provided consistent with the city's electronic mapping system, when practical or as a condition imposed by the director. Failure to provide maps and drawings pursuant to this subsection shall be grounds for revoking the permit holder's registration.

**Subd. 2. Service Laterals.** All permits issued for the installation or repair of service laterals, other than minor repairs as defined in Minnesota Rules 7560.0150 subpart 2, shall require the permittee's use of appropriate means of establishing the horizontal locations of installed service laterals, and the service lateral vertical locations in those cases where the director reasonably requires it. Permittees or their subcontractors shall submit to the director evidence satisfactory to the director of the installed service lateral locations. Compliance with this subdivision 2 and with applicable Gopher State One Call law and Minnesota Rules governing service laterals install after December 31, 2005, shall be a condition of any city approval necessary for 1) payments to contractors working on a public improvement project including those under Minnesota Statutes, Chapter 429, and 2) city approval of performance under development agreements, or other subdivision or site plan approval under Minnesota Statutes, Chapter 462. The director shall reasonably determine the appropriate method of providing such information to the city. Failure to provide prompt and accurate information on the service lateral installed may result in the revocation of the permit issued for the work or for future permits to the offending permittee or its subcontractors.

#### **1400.223 LOCATION AND RELOCATION OF FACILITIES.**

**Subd. 1.** Placement, location, and relocation of facilities must comply with the Act, with other applicable law, and with Minnesota Rules 7819.3100, 7819.5000 and 7819.5100, to the extent the rules do not limit authority otherwise available to cities.

**Subd. 2. Corridors.** The city may assign a specific area within the right-of-way, or any particular segment thereof as may be necessary, for each type of facilities that is or, pursuant to current technology, the city expects will someday be located within the right-of-way. All excavation, or other permits issued by the city involving the installation or replacement of facilities shall designate the proper corridor for the facilities at issue.

Any registrant who has facilities in the right-of-way in a position at variance with the corridors established by the city shall, no later than at the time of the next reconstruction or excavation of the area where the facilities are located, move the facilities to the assigned position within the right-of-way, unless this requirement is waived by the city for good cause shown, upon consideration of such factors as the remaining economic life of the facilities, public safety, customer service needs and hardship to the registrant.

**Subd. 3. Nuisance.** One year after the passage of this chapter, any facilities found in a right-of-way that have not been registered shall be deemed to be a nuisance. The city may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance or taking possession of the facilities and restoring the right-of-way to a useable condition.

**Subd. 4. Limitation of Space.** To protect health, safety, and welfare, or when necessary to protect the right-of-way and its current use, the city shall have the power to prohibit or limit the placement of new or additional facilities within the right-of-way. In making such decisions, the city shall strive to the extent possible to accommodate all existing and potential users of the right-of-way, but shall be guided primarily by considerations of the public interest, the public's needs for the particular utility service, the condition of the right-of-way, the time of year with respect to essential utilities, the protection of existing facilities in the right-of-way, and future city plans for public improvements and development projects which have been determined to be in the public interest.

**1400.234 PRE-EXCAVATION FACILITIES LOCATION.** In addition to complying with the requirements of Minn. Stat. 216D.01-.09 (“One Call Excavation Notice System”) before the start date of any right-of-way excavation, each registrant who has facilities or equipment in the area to be excavated shall mark the horizontal and vertical placement of all said facilities. Any registrant whose facilities are less than twenty (20) inches below a concrete or asphalt surface shall notify and work closely with the excavation contractor to establish the exact location of its facilities and the best procedure for excavation.

**1400.245 DAMAGE TO OTHER FACILITIES.** When the city does work in the right-of-way and finds it necessary to maintain, support, or move a registrant's facilities to protect it, the city shall notify the local representative as early as is reasonably possible. If the registrant does not maintain support or move the facilities a the city request and the city maintain, support or move the facilities, the costs associated therewith will be billed to that registrant and must be paid within thirty (30) days from the date of billing. Each registrant shall be responsible for the cost of repairing any facilities in the right-of-way which it or its facilities damage. Each registrant shall be responsible for the cost of repairing any damage to the facilities of another registrant caused during the city's response to an emergency occasioned by that registrant's facilities.

**1400.256** RIGHT-OF-WAY VACATION.

**Subd. 1** **Reservation of right.** If the city vacates a right-of-way that contains the facilities of a registrant, the registrant's rights in the vacated right-of-way are governed by Minnesota Rules 7819.3200.

**1400.267** **INDEMNIFICATION AND LIABILITY.** By registering with the city, or by accepting a permit under this chapter, a registrant or permittee agrees to defend and indemnify the city in accordance with the provisions of Minnesota Rule 7819.1250.

**1400.278** ABANDONED AND UNUSEABLE FACILITIES.

**Subd. 1.** **Discontinued Operations.** A registrant who has determined to discontinue all or a portion of its operations in the city must provide information satisfactory to the city that the registrant's obligations for its facilities in the right-of-way under this chapter have been lawfully assumed by another registrant.

**Subd. 2.** **Removal.** Any registrant who has abandoned facilities in any right-of-way shall remove it from that right-of-way if required in conjunction with other right-of-way repair, excavation, or construction, unless this requirement is waived by the city.

**1400.289** **APPEAL.** A right-of-way user that: (1) has been denied registration; (2) has been denied a permit; (3) has had a permit revoked; (4) believes that the fees imposed are not in conformity with Minn. Stat. § 237.163, Subd. 6; or (5) disputes a determination of the director regarding Section 1.20 subd. 2 of this ordinance may have the denial, revocation, fee imposition, or decision reviewed, upon written request, by the city council. The city council shall act on a timely written request at its next regularly scheduled meeting, provided the right-of-way user has submitted its appeal with sufficient time to include the appeal as a regular agenda item. A decision by the city council affirming the denial, revocation, or fee imposition will be in writing and supported by written findings establishing the reasonableness of the decision.

**1400.3029** **SEVERABILITY.** If any portion of this chapter is for any reason held invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions thereof. Nothing in this chapter precludes the city from requiring a franchise agreement with the applicant, as allowed by law, in addition to requirements set forth herein.

## Installation challenges



- Eliminate fibre patching Boxes, field wiring  
reduce install errors
- Reduce Opex
- Reduce Installation time / complexity
- Simplify Connectivity on-site
- Increase Efficiency
- Support multi-radio installs
- Reduce, conceal, and hide install materials



## Small Wireless Facilities Examples





# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date</b> 7/22/2020	<b>Item No.</b> <b>4C</b>
<b>Item Description</b> New Ideas Discussion	<b>Reviewed By:</b> N/A	
	<b>Reviewed By:</b> N/A	

### **COUNCIL DIRECTION REQUESTED**

None

### **BACKGROUND/DISCUSSION**

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

### **FINANCIAL IMPACT**

None

### **ALTERNATIVES**

None

### **ATTACHMENTS**

None