

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

**SEPTEMBER 9, 2020**

6:00 p.m.

**1) CALL TO ORDER**

**2) PLEDGE OF ALLEGIANCE**

**3) ROLL CALL**

**4) OPEN FORUM**

**5) PROPOSED AGENDA**

**6) CONSENT AGENDA**

Items on the Consent Agenda page are reviewed in total by the City Council and may be approved through one motion. Any item may be removed by any Council Member, staff member or person from the public for separate consideration. When removing any item from the Consent Agenda, the item number and description of the item should be clearly stated.

**7) BUSINESS**

7A. Fire Department Donations

7B. Monthly Department Reports

**8) ADMINISTRATOR'S REPORT**

**9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS**

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

Council Member Hansen - CMRRPP

Council Member Knier - BLCE

Mayor Wallen – Fire Board, BLCLA

Council Member Zettervall – Fire Board

**10) OTHER**

**11) ADJOURN**

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

**CITY COUNCIL MEETING COVID-19 NOTICE**

**Attendance at Meetings:** All attendees are expected to follow CDC recommendations and State of MN Executive Orders relating to the COVID-19 Pandemic. Some members of the City Council may participate in this Meeting via telephone or other electronic means on an as needed basis.

**BIG LAKE CITY COUNCIL  
CONSENT AGENDA  
SEPTEMBER 9, 2020**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of August 26, 2020
- 6C. Approve Council Meeting Minutes of August 26, 2020
- 6D. Accept Resignation from Parks Advisory Committee Member Shane Fisher
- 6E. Approve Parks Advisory Committee Recommendation to Appoint Scott Creighton and Jack Merwin to the vacant Parks Advisory Committee Seats
- 6F. Approve Employment Status Change for Dana Mattson and Bruce Frandle from Probationary to Regular Employment Status
- 6G. Approve Employment Status Change for Phil Kollar to Lead Water/Wastewater Operator II
- 6H. Approve a Resolution Accepting Federal Coronavirus Relief Funds
- 6I. Approve a Resolution approving a Therapeutic Massage License to Hong Mei Liu to operate at Lily's Massage Located at 635 Rose Drive, Suite 2



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6A</b>
<b>Item Description:</b> <i>List of Claims</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>  <b>Reviewed By:</b> <i>(N/A)</i>	

### **ACTION REQUESTED**

**Motion to Approve List of Claims paid dated 08/20/2020 through 09/03/2020 and Approve Payroll No. 18.**

### **BACKGROUND/DISCUSSION**

Attached is the List of Claims paid through 09/03/2020. Please contact me with any questions or concerns.

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***Any elected official who contracts or submits an invoice to the City for payment of services is required to abstain from the vote of said payment, and execute an "Affidavit of City Official Interested in Claim" form prior to receiving payment pursuant to MN Statute 471.87:***

**471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.**

Except as authorized in section [123B.195](#) or [471.88](#), a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

**471.88 EXCEPTIONS.**

**Subdivision 1. Coverage.**

The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.

**Subd. 5. Contract with no bids required.**

A contract for which competitive bids are not required by law.

### **ATTACHMENTS**

List of Claims



**\*Check Detail Register©**

Cks 8/20/2020 - 9/3/2020

		Check Amt	Invoice	Comment
<b>1010 US BANK</b>				
Paid Chk# 004763E 8/20/2020 MN PUBLIC FACILITIES AUTHORITY				
E 301-000-00-85-4610	Debt Service Interest	\$34,041.15		2004 PFA AUGUST 2020 PAYMENT
G 301-2391	Other Long-term Liab - current	\$512,000.00		2004 PFA AUGUST 2020 PAYMENT
E 401-000-00-85-4610	Debt Service Interest	\$104,067.54		2009 PFA AUGUST 2020 PAYMENT
G 401-2391	Other Long-term Liab - current	\$773,000.00		2009 PFA AUGUST 2020 PAYMENT
E 211-000-00-85-4603	Debt Service Principal	\$129,000.00		2010 PFA AUGUST 2020 PAYMENT
E 211-000-00-85-4610	Debt Service Interest	\$12,012.96		2010 PFA AUGUST 2020 PAYMENT
<b>Total MN PUBLIC FACILITIES AUTHORITY</b>		<b>\$1,564,121.65</b>		
Paid Chk# 004830E 8/22/2020 US BANK				
G 101-2175	Other Withholding	\$36.51	08.11.2020	CC - GYM MEMBERSHIP
G 101-2175	Other Withholding	\$37.57	08.11.2020	CC - GYM MEMBERSHIP
E 101-100-20-25-4370	Grounds Maintenance	\$121.77	08.11.2020	CC - BLCC GROUND MAINTENANCE -ORKIN
E 101-100-20-25-4540	Repair/Maintenance Building	\$12.65	08.11.2020	CC 8.11.20-EVE TROUGHS
E 101-100-05-25-4210	Operating Supplies	\$3.31	08.11.2020	CC 8.11.20 - CITY HALL SUPPLIES
E 101-100-05-25-4243	Meals	\$9.00	08.11.2020	CC 8.11.20- COUNCIL POP
E 101-100-10-25-4210	Operating Supplies	\$3.31	08.11.2020	CC 8.11.20 - CITY HALL SUPPLIES
E 101-100-10-25-4430	Vehicle Maintenance	\$36.00	08.11.2020	CC 8.11.20- CODE ENFORCEMENT FUEL
E 101-100-11-10-4243	Meals	\$198.63	08.11.2020	CC 8.11.20 - ELECTION FOOD
E 101-100-15-05-4019	Wellness Program	\$30.41	08.11.2020	CC 8.11.20-WELLNESS STATION
E 101-100-15-25-4210	Operating Supplies	\$84.66	08.11.2020	CC 8.11.20- CITY HALL SUPPLIES
E 101-100-15-25-4212	Other Operations Expenses	\$293.85	08.11.2020	CC 8.11.20 - CITY HALL AIR RETURN COVERS
E 101-100-15-25-4238	Training/Schools	\$100.00	08.11.2020	CC 8.11.20 - FINANCE GFOA WEBINAR TRAINING
E 101-100-15-25-4300	Awards - Employee LOS	\$30.00	08.11.2020	CC 8.11.20 - ADMINSTRATOR LOS AWARD
E 101-100-15-25-4413	Equipment/Accessories	\$83.98	08.11.2020	CC 8.11.20 - CITY HALL SMALL EQUIPMENT
E 101-100-20-25-4212	Other Operations Expenses	\$134.18	08.11.2020	CC 8.11.20 - BLCC KITCHEN SUPPLIES/BLINDS
E 101-100-20-25-4370	Grounds Maintenance	\$121.77	08.11.2020	CC 8.11.20 - BLCC GROUNDS PEST CONTROL
E 101-100-20-25-4540	Repair/Maintenance Building	\$563.56	08.11.2020	CC 8.11.20 - BLCC BUILDING REPAIRS
E 101-100-25-25-4210	Operating Supplies	\$55.79	08.11.2020	CC 8.11.20 - CITY HALL SUPPLIES
E 101-100-25-25-4413	Equipment/Accessories	\$16.99	08.11.2020	CC 8.11.20 - COMMUNITY DEV NOTARY STAMP
E 101-100-30-25-4210	Operating Supplies	\$6.62	08.11.2020	CC 8.11.20 - CITY HALL SUPPLIES
E 101-100-30-25-4405	Motor Fuel	\$32.84	08.11.2020	CC 8.11.20 - BUILDING FUEL
E 101-100-92-25-4251	Emergency Management	\$3,137.31	08.11.2020	CC 8.11.20 - COVID 19 POLICE CRISIS NEGOTIATION TRAINING(CIVIL UNREST)
E 101-100-92-25-4251	Emergency Management	\$199.96	08.11.2020	CC 8.11.20 - COVID 19 2 LABEL PRINTERS PROMOTE SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$41.02	08.11.2020	CC 8.11.20 - COVID 19 SUPPLIES COTTON TIP APPLICATIONS
E 101-100-92-25-4251	Emergency Management	\$94.42	08.11.2020	CC 8.11.20 - COVID 19 DOOR LOCK ON NEW DOOR ON SMALL CONFERENCE ROOM SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$1,510.28	08.11.2020	CC 8.11.20 - COVID 19 ROBOT BATTERIES USED FOR REMOTE CONTACT OF INFECTED INDIVIDUALS
E 101-100-92-25-4251	Emergency Management	\$895.08	08.11.2020	CC 8.11.20 - COVID 19 ELECTION SUPPLIS MASK & CLEANING
E 101-100-92-25-4251	Emergency Management	\$10,058.20	08.11.2020	CC 8.11.20 - COVID 19 PW STAFF LAPTOPS TO PROMOTE SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$5,983.35	08.11.2020	CC 8.11.20 - COVID 19 ELECTION SUPPLIES CHAIRS/TABLES SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$17.94	08.11.2020	CC 8.11.20 - COVID 19 MASKS
E 101-100-92-25-4251	Emergency Management	\$1,823.75	08.11.2020	CC 8.11.20 - COVID 19 SUPPLIES MASK/CLEANING
E 101-100-92-25-4251	Emergency Management	\$729.97	08.11.2020	CC 8.11.20 - COVID 19 ADDTL OFFICE WORKSTATION - SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$579.83	08.11.2020	CC 8.11.20 - COVID 19 BLPD MASKS
E 101-100-92-25-4251	Emergency Management	\$759.09	08.11.2020	CC 8.11.20 - COVID 19 EXPANDED EOC DESIGNATED AREA - CHAIRS/MONITORS
E 101-100-92-25-4251	Emergency Management	\$3,093.07	08.11.2020	CC 8.11.20 - COVID 19 CIVIL DISORDER SUPPLIES FACESHIELD / RIOT GEAR



**\*Check Detail Register©**

Cks 8/20/2020 - 9/3/2020

		Check Amt	Invoice	Comment
E 101-100-92-25-4251	Emergency Management	\$229.00	08.11.2020	CC 8.11.20 - COVID 19 FINGERPRINT WORKSTATION FOR SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$174.99	08.11.2020	CC 8.11.20 - COVID 19 BLPD INDIVIDUAL MAIL BOX - SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$2,190.46	08.11.2020	CC 8.11.20 - COVID 19 STAFF MASKS
E 101-100-92-25-4251	Emergency Management	\$250.00	08.11.2020	CC 8.11.20 - COVID 19 PICK UP BIOHAZARD ITEMS
E 101-100-92-25-4251	Emergency Management	\$2,691.46	08.11.2020	CC 8.11.20 - COVID 19 BLPD ADDTL PRINT/COPY/SCAN STATION FOR SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$733.65	08.11.2020	CC 8.11.20 - COVID 19 BLPD ADDTL PRINTING STATION SOCIAL DISTANCING
E 101-100-92-25-4251	Emergency Management	\$239.00	08.11.2020	CC 8.11.20 - COVID 19 ROLLING DISPAY SIGN FOR SAFETY MESSAGES
E 101-100-92-25-4251	Emergency Management	\$254.79	08.11.2020	CC 8.11.20 - COVID 19 RUBBER GLOVES
E 101-100-92-25-4251	Emergency Management	\$28.41	08.11.2020	CC 8.11.20 - COVID 19 SANITIZER
E 101-100-92-25-4251	Emergency Management	\$10,090.45	08.11.2020	CC 8.11.20 - COVID 19 INDIVIDUAL STORAGE LOCKERS
E 101-100-92-25-4251	Emergency Management	\$310.89	08.11.2020	CC 8.11.20 - COVID 19 BLPD ADDTL PRINTING STATION
E 101-105-15-25-4130	Computers/Software	\$451.10	08.11.2020	CC 8.11.20 - FINANCE/CLERK COMPUTER SUPPLIES
E 101-105-15-25-4131	Security Access Card Syste	\$248.13	08.11.2020	CC 8.11.20 - SECURITY CAMERAS SUBSCRIPTION
E 101-105-15-25-4130	Computers/Software	\$257.87	08.11.2020	CC 8.11.20 - CLERK COMPUTER SUPPLIES
E 101-105-25-25-4130	Computers/Software	\$298.90	08.11.2020	CC 8.11.20 - PRINTER FOR COMMUNITY DEVELOPMENT
E 101-105-55-25-4413	Equipment/Accessories	\$299.97	08.11.2020	CC 8.11.20 - CAMERA LAKESIDE PARK
E 101-105-75-25-4413	Equipment/Accessories	\$188.09	08.11.2020	CC 8.11.20 - CAMERAS PD SOLAR PANELS
E 101-200-40-25-4210	Operating Supplies	\$72.94	08.11.2020	CC 8.11.20 - ENGINEERING SUPPLIES
E 101-200-40-25-4238	Training/Schools	\$200.00	08.11.2020	CC 8.11.20 - ENGINEERING TRAINING
E 101-200-40-25-4235	Postage	\$227.41	08.11.2020	CC 8.11.20 - ENGINEERING POSTAGE - STREET SIGN
E 101-200-50-25-4210	Operating Supplies	\$364.58	08.11.2020	CC 8.11.20 - STREETS SUPPLIES
E 101-200-50-25-4215	Uniforms/Clothing	(\$51.16)	08.11.2020	CC 8.11.20 - STREETS CREDIT ON CLOTHING
E 101-200-50-25-4300	Awards - Employee LOS	\$15.00	08.11.2020	CC 8.11.20 - BRENTESON LOS
E 101-200-50-25-4335	Striping	\$103.94	08.11.2020	CC 8.11.20 - STREETS STRIPING
E 101-200-50-25-4385	Shop Materials	\$11.68	08.11.2020	CC 8.11.20 - SHOP MATERIALS
E 101-200-50-25-4405	Motor Fuel	\$668.99	08.11.2020	CC 8.11.20 - STREETS FUEL
E 101-200-50-25-4430	Vehicle Maintenance	\$56.46	08.11.2020	CC 8.11.20 - STREETS VEHICLE LICENSE
E 101-200-50-25-4540	Repair/Maintenance Building	\$38.69	08.11.2020	CC 8.11.20 - PW BUILDING MAINT
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$19.23	08.11.2020	CC 8.11.20 - STREETS EQUIP MAINT
E 101-200-55-25-4210	Operating Supplies	\$547.94	08.11.2020	CC 8.11.20 - PARKS SUPPLIES
E 101-200-55-25-4212	Other Operations Expenses	\$263.12	08.11.2020	CC 8.11.20 - PARKS SUPPLIES
E 101-200-55-25-4215	Uniforms/Clothing	\$112.82	08.11.2020	CC 8.11.20 - PARKS GLVES/GLASS/BIBS
E 101-200-55-25-4300	Awards - Employee LOS	\$15.00	08.11.2020	CC 8.11.20 - BRENTESON LOS
E 101-200-55-25-4395	Signs/Banners	\$649.50	08.11.2020	CC 8.11.20 - PARKS SIGNS
E 101-200-55-25-4405	Motor Fuel	\$434.42	08.11.2020	CC 8.11.20 - PARKS FUEL
E 101-200-55-25-4413	Equipment/Accessories	\$336.65	08.11.2020	CC 8.11.20 - PARKS EQUIP
E 101-200-55-25-4430	Vehicle Maintenance	\$34.60	08.11.2020	CC 8.11.20 - PARKS VEHICLE LICENSE
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$410.86	08.11.2020	CC 8.11.20 - PARK EQUIP REPAIRS
E 101-300-75-25-4210	Operating Supplies	\$873.45	08.11.2020	CC 8.11.20 - POLICE SUPPLIES
E 101-300-75-25-4212	Other Operations Expenses	\$699.42	08.11.2020	CC 8.11.20 - POLICE SUPPLIES
E 101-300-75-25-4215	Uniforms/Clothing	\$600.88	08.11.2020	CC 8.11.20 - POLICE UNIFORMS
E 101-300-75-25-4235	Postage	\$10.00	08.11.2020	CC 8.11.20 - POSTAGE
E 101-300-75-25-4238	Training/Schools	\$141.63	08.11.2020	CC 8.11.20 - POLICE TRAINING
E 101-300-75-25-4243	Meals	\$182.42	08.11.2020	CC 8.11.20 - POLICE TRAINING/INCIDENT MEALS
E 101-300-75-25-4253	Police K-9 Expenditures	\$112.72	08.11.2020	CC 8.11.20 - POLICE K9 FOOD
E 101-300-75-25-4257	Contractors Hired	\$267.00	08.11.2020	CC 8.11.20 - POLICE TRANSCRIPTION
E 101-300-75-25-4260	Subscriptions/Dues	\$173.68	08.11.2020	CC 8.11.20 - POLICE NOTARY/TV SUBSCRIPTION
E 101-300-75-25-4300	Awards - Employee LOS	\$60.00	08.11.2020	CC 8.11.20 - POLICE LOS AWARDS
E 101-300-75-25-4405	Motor Fuel	\$115.61	08.11.2020	CC 8.11.20 - POLICE FUEL
E 101-300-75-25-4430	Vehicle Maintenance	\$60.00	08.11.2020	CC 8.11.20 - POLICE CAR WASHES



**\*Check Detail Register©**

Cks 8/20/2020 - 9/3/2020

		Check Amt	Invoice	Comment
E 101-300-75-25-4545	Repair/Maintenance Equipm	\$619.97	08.11.2020	CC 8.11.20 - POLICE EQUIP REPAIRS
E 101-100-92-25-4251	Emergency Management	\$279.96	08.11.2020	CC 8.11.20 - COVID 19 SUPPLIES - CLEANING
G 199-1320	Due From Other Governments	\$489.50	08.11.2020	CC 8.11.20 - DUE FROM BL TOWNSHIP FOR FIRE DEPT SOFTWARE
E 199-000-85-70-4316	Capital Purchases/Improve	\$489.50	08.11.2020	CC 8.11.20 - FIRE DEPARTMENT SOFTWARE
E 280-000-00-25-4210	Operating Supplies	\$11.24	08.11.2020	CC 8.11.20 - FARMERS MARKET SUPPLIES
E 301-000-00-25-4210	Operating Supplies	\$17.09	08.11.2020	CC 8.11.20 - WATER SUPPLIES
E 301-000-00-25-4235	Postage	\$17.40	08.11.2020	CC 8.11.20 - WATER POSTAGE
E 301-000-00-25-4238	Training/Schools	\$660.00	08.11.2020	CC 8.11.20 - WATER TRAINING
E 301-000-00-25-4405	Motor Fuel	\$44.38	08.11.2020	CC 8.11.20 - WATER FUEL
E 401-000-00-25-4405	Motor Fuel	\$184.00	08.11.2020	CC 8.11.20 - WWTP FUEL
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$350.37	08.11.2020	CC 8.11.20 - WWTP EQUIP REPAIRS
G 501-2020	Accounts Payable	\$563.88	08.11.2020	CC 8.11.20 - LIQUOR STORE NCR CC PAID
E 501-000-00-25-4130	Computers/Software	\$99.44	08.11.2020	CC 8.11.20 - LIQUOR STORE COMPUTER SUPPLIES
E 501-000-00-25-4413	Equipment/Accessories	\$38.45	08.11.2020	CC 8.11.20 - LIQUOR STORE TOOLS
E 501-000-00-27-4266	Purchases - Misc	\$60.40	08.11.2020	CC 8.11.20 - LIQUOR STORE LIMES/LEMONS
E 501-000-00-25-4210	Operating Supplies	\$50.97	08.11.2020	CC 8.11.20 - LIQUOR STORE OFFICE SUPPLIES
E 601-000-00-25-4260	Subscriptions/Dues	\$155.00	08.11.2020	CC 8.11.20 - MS4 CERTIFICATION
<b>Total US BANK</b>		<b>\$61,834.86</b>		

Paid Chk# 004831E 8/24/2020 **VONAGE BUSINESS**

E 101-200-50-25-4230	Telephone/Internet	\$28.44	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
E 101-200-55-25-4230	Telephone/Internet	\$28.44	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
E 101-100-15-25-4230	Telephone/Internet	\$493.55	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
E 301-000-00-25-4230	Telephone/Internet	\$56.89	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
E 401-000-00-25-4230	Telephone/Internet	\$28.44	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
E 601-000-00-25-4230	Telephone/Internet	\$28.44	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
E 501-000-00-25-4230	Telephone/Internet	\$142.22	ACH	TELEPHONE BILL FOR 8/16/20 - 9/15/20
<b>Total VONAGE BUSINESS</b>		<b>\$806.42</b>		

Paid Chk# 004832E 8/24/2020 **MARCO BUSINESS PRODUCTS**

G 101-2020	Accounts Payable	\$918.16	421713207	MARCO COPIER LEASE 8/10/20 - 9/10/20
<b>Total MARCO BUSINESS PRODUCTS</b>		<b>\$918.16</b>		

Paid Chk# 004833E 8/24/2020 **DELTA DENTAL**

G 101-1158	Cobra Insurance Receivable	\$162.10	COBRA	DELTA DENTAL PREM ACH ER - SEPTEMBER 2020
G 101-2182	Health-Dental-Life Ins Payable	\$2,745.35	ER PORTION	DELTA DENTAL PREM ACH ER - SEPTEMBER 2020
E 101-300-75-05-4008	Insurance Benefits (er)	\$110.65	HANDELAND	DELTA DENTAL PREM ACH ER - SEPTEMBER 2020
<b>Total DELTA DENTAL</b>		<b>\$3,018.10</b>		

Paid Chk# 004834E 8/24/2020 **PITNEY BOWES INC**

G 101-1551	Prepaid Postage	\$200.00		POSTAGE PURCHASE 8/20/2020
<b>Total PITNEY BOWES INC</b>		<b>\$200.00</b>		

Paid Chk# 004835E 8/25/2020 **US BANK**

G 101-2020	Accounts Payable	\$196.05		BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR JUNE 2020
<b>Total US BANK</b>		<b>\$196.05</b>		

Paid Chk# 004836E 8/25/2020 **PAYROLL TAXES - FED/FICA**

G 101-2173	FICA Tax Withholding Payable	\$82.62		Federal/FICA Payroll Taxes for Pay Period #
<b>Total PAYROLL TAXES - FED/FICA</b>		<b>\$82.62</b>		

Paid Chk# 004837E 8/27/2020 **COLONIAL LIFE**

G 101-2183	Other Pre-Tax Insurance Payabl	\$180.56		COLONIAL LIFE DEDUCTIONS FOR AUGUST 2020
<b>Total COLONIAL LIFE</b>		<b>\$180.56</b>		

Paid Chk# 004838E 9/3/2020 **PAYROLL TAXES - FED/FICA**



**\*Check Detail Register©**

Cks 8/20/2020 - 9/3/2020

		Check Amt	Invoice	Comment
G 101-2171	Federal Withholding Payable	\$50.00		Federal/FICA Payroll Taxes for Pay Period #9 CITY COUNCIL 9/01/2020
G 101-2173	FICA Tax Withholding Payable	\$260.10		Federal/FICA Payroll Taxes for Pay Period #9 CITY COUNCIL 9/01/2020
<b>Total PAYROLL TAXES - FED/FICA</b>		\$310.10		
<b>Paid Chk# 004839E 9/3/2020 PAYROLL TAX - STATE</b>				
G 101-2172	State Withholding Payable	\$50.00	ACH	State Payroll Taxes for Pay Period #9 CITY COUNCIL 9/01/2020
<b>Total PAYROLL TAX - STATE</b>		\$50.00		
<b>Paid Chk# 004840E 9/1/2020 PAYROLL TAXES - FED/FICA</b>				
G 101-2171	Federal Withholding Payable	\$11,558.68		Federal/FICA Payroll Taxes for Pay Period #18 09/02/2020
G 101-2173	FICA Tax Withholding Payable	\$15,111.12		Federal/FICA Payroll Taxes for Pay Period #18 09/02/2020
<b>Total PAYROLL TAXES - FED/FICA</b>		\$26,669.80		
<b>Paid Chk# 004841E 9/1/2020 PAYROLL TAX - STATE</b>				
G 101-2172	State Withholding Payable	\$5,356.04	ACH	State Payroll Taxes for Pay Period #18 09/02/2020
<b>Total PAYROLL TAX - STATE</b>		\$5,356.04		
<b>Paid Chk# 004842E 9/1/2020 OPTUM - H.S.A.</b>				
G 101-2184	HSA Contribution payable	\$2,585.01	ACH	EE PORT H.S.A Payment for Period #18 09/02/2020
G 101-2184	HSA Contribution payable	\$1,124.87	ACH	ER PORT H.S.A Payment for Period #18 09/02/2020
<b>Total OPTUM - H.S.A.</b>		\$3,709.88		
<b>Paid Chk# 004843E 9/1/2020 PERA</b>				
G 101-2174	PERA Withholding Payable	\$13,144.63	ACH	PERA Payment for Pay Period #18 09/02/2020
G 101-2178	P.E.R.A. - Police/Fire Payable	\$13,005.97	ACH	PERA Payment for Pay Period #18 09/02/2020
<b>Total PERA</b>		\$26,150.60		
<b>Paid Chk# 004844E 9/1/2020 ICMA</b>				
G 101-2177	ICMA - RC Withholding Payable	\$1,849.00	ACH	ICMA Payment for Pay Period #18 09/02/2020
<b>Total ICMA</b>		\$1,849.00		
<b>Paid Chk# 004845E 9/1/2020 TASC</b>				
G 101-2183	Other Pre-Tax Insurance Payabl	\$165.38	ACH	FLEX Payment for Employee Portion/Pay Period #18 09/02/2020
<b>Total TASC</b>		\$165.38		
<b>Paid Chk# 004846E 9/2/2020 CONSTANT CONTACT</b>				
G 280-2020	Accounts Payable	\$45.00	ACH	FARMERS MARKET CONSTANT CONTACT MONTHLY SUBSCRIPTION FOR AUGUST 2020
<b>Total CONSTANT CONTACT</b>		\$45.00		
<b>Paid Chk# 004847E 8/28/2020 US BANK</b>				
G 101-2020	Accounts Payable	\$183.60	ACH	BANK SERVICE CHARGES ELECTRONIC CHECK DEPOSIT FOR JULY 2020
<b>Total US BANK</b>		\$183.60		
<b>Paid Chk# 004848E 8/31/2020 MINNESOTA TRUCKING ASSOCIATION</b>				
E 101-200-50-25-4238	Training/Schools	\$100.00	200017989	DOT RECERTIFICATION NORM MICHAELS
<b>Total MINNESOTA TRUCKING ASSOCIATION</b>		\$100.00		
<b>Paid Chk# 083671 8/20/2020 ALL AMERICAN TITLE CO., INC.</b>				
G 401-2059	Unapplied Payments	\$120.19		W/S REFUND 19253 EAGLE LAKE RD S
<b>Total ALL AMERICAN TITLE CO., INC.</b>		\$120.19		
<b>Paid Chk# 083672 8/20/2020 BECKER, AARON &amp; LINDSAY</b>				



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G 401-2059	Unapplied Payments	\$175.07		W/S REFUND 4722 STERLING DR
<b>Total BECKER, AARON &amp; LINDSAY</b>		\$175.07		
<hr/>				
Paid Chk#	083673	8/20/2020	<b>BELL BOY CORPORATION-1</b>	
E 501-000-00-27-4262	Purchases - Liquor	\$63.00	0085395200	LIQUOR
E 501-000-00-27-4269	Freight - In	\$2.70	0085395200	FRT
E 501-000-00-27-4265	Purchases - Mix/Pop	\$115.75	0101858600	MIX
E 501-000-00-27-4269	Freight - In	\$2.54	0101858600	FRT
<b>Total BELL BOY CORPORATION-1</b>		\$183.99		
<hr/>				
Paid Chk#	083674	8/20/2020	<b>BIESIADA, BENJAMIN &amp; MELISSA</b>	
G 401-2059	Unapplied Payments	\$207.83		W/S REFUND 5395 MITCHELL RD
<b>Total BIESIADA, BENJAMIN &amp; MELISSA</b>		\$207.83		
<hr/>				
Paid Chk#	083675	8/20/2020	<b>BJORKLUND, JARED</b>	
G 401-2059	Unapplied Payments	\$476.58		W/S REFUND 20350 GORDON LN
<b>Total BJORKLUND, JARED</b>		\$476.58		
<hr/>				
Paid Chk#	083676	8/20/2020	<b>BOOM ISLAND BREWING CO LLC</b>	
E 501-000-00-27-4263	Purchases - Beer	\$245.00	9706	BEER
<b>Total BOOM ISLAND BREWING CO LLC</b>		\$245.00		
<hr/>				
Paid Chk#	083677	8/20/2020	<b>BURNET TITLE</b>	
G 401-2059	Unapplied Payments	\$26.86		W/S REFUND 18900 HELEN WAY
G 401-2059	Unapplied Payments	\$134.22		W/S REFUND 5479 HIGHLAND TRL
<b>Total BURNET TITLE</b>		\$161.08		
<hr/>				
Paid Chk#	083678	8/20/2020	<b>BUTTS, DAVID</b>	
G 401-2059	Unapplied Payments	\$9.22		W/S REFUND 4306 RIDGE CIR
<b>Total BUTTS, DAVID</b>		\$9.22		
<hr/>				
Paid Chk#	083679	8/20/2020	<b>CASTER, CHRIS &amp; MELISSA</b>	
G 401-2059	Unapplied Payments	\$82.74		W/S REFUND 21504 LENA TRAIL
<b>Total CASTER, CHRIS &amp; MELISSA</b>		\$82.74		
<hr/>				
Paid Chk#	083680	8/20/2020	<b>CHARTER COMMUNICATIONS</b>	
E 101-100-15-25-4230	Telephone/Internet	\$324.96	020368508142	CITY HALL INTERNET
<b>Total CHARTER COMMUNICATIONS</b>		\$324.96		
<hr/>				
Paid Chk#	083681	8/20/2020	<b>CONNEXUS ENERGY</b>	
E 101-200-55-25-4570	Electricity	\$14.50	390212-28297	PARK
<b>Total CONNEXUS ENERGY</b>		\$14.50		
<hr/>				
Paid Chk#	083682	8/20/2020	<b>COTTER, SARAH &amp; NATHAN</b>	
G 401-2059	Unapplied Payments	\$126.74		W/S REFUND 20703 ATLANTIC BLVD
<b>Total COTTER, SARAH &amp; NATHAN</b>		\$126.74		
<hr/>				
Paid Chk#	083683	8/20/2020	<b>DAHLHEIMER DISTRIBUTING CO</b>	
E 501-000-00-27-4265	Purchases - Mix/Pop	\$206.00		MIX
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$105.55		NA BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$150.00)		KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	\$22,067.20	112-03841	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$42.60)	1267972	CREDIT
E 501-000-00-27-4263	Purchases - Beer	(\$206.17)	1275544	CREDIT
E 501-000-00-27-4263	Purchases - Beer	\$0.95	76-01173	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$21,980.93		
<hr/>				
Paid Chk#	083684	8/20/2020	<b>EDINA REALTY TITLE</b>	
G 401-2059	Unapplied Payments	\$118.76		W/S REFUND 470 HIGHLAND AVE



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<b>Total</b>		<b>EDINA REALTY TITLE</b>	\$118.76		
Paid Chk#	083685	8/20/2020	<b>EXECUTIVE TITLE - MAPLE GROVE</b>		
	G 401-2059	Unapplied Payments	\$99.36		W/S REFUND 3380 LAKE VIEW LN
<b>Total</b>		<b>EXECUTIVE TITLE - MAPLE GROVE</b>	\$99.36		
Paid Chk#	083686	8/20/2020	<b>HAGEN, ROBERT &amp; MARCIA</b>		
	G 101-2057	Seed/Sod Escrow	\$1,860.00		LANDSCAPE ESCROW 410 WASHINGTON AVE
<b>Total</b>		<b>HAGEN, ROBERT &amp; MARCIA</b>	\$1,860.00		
Paid Chk#	083687	8/20/2020	<b>HICKMAN, JESSE &amp; OR JESSICA</b>		
	G 401-2059	Unapplied Payments	\$49.06		W/S REFUND 110 POWELL CIR E
<b>Total</b>		<b>HICKMAN, JESSE &amp; OR JESSICA</b>	\$49.06		
Paid Chk#	083688	8/20/2020	<b>INDIAN ISLAND WINERY</b>		
	E 501-000-00-27-4264	Purchases - Wine	\$619.68	3296	WINE
<b>Total</b>		<b>INDIAN ISLAND WINERY</b>	\$619.68		
Paid Chk#	083689	8/20/2020	<b>KAMROWSKI, JOSHUA</b>		
	G 401-2059	Unapplied Payments	\$126.63		W/S REFUND 18970 KINGSBARN ALCOVE
<b>Total</b>		<b>KAMROWSKI, JOSHUA</b>	\$126.63		
Paid Chk#	083690	8/20/2020	<b>LEGACY TITLE</b>		
	G 401-2059	Unapplied Payments	\$72.24		W/S REFUND 4221 LOON LOOP
<b>Total</b>		<b>LEGACY TITLE</b>	\$72.24		
Paid Chk#	083691	8/20/2020	<b>LEGACY TITLE -</b>		
	G 401-2059	Unapplied Payments	\$115.89		W/S REFUND 19951 JANUARY ST
<b>Total</b>		<b>LEGACY TITLE -</b>	\$115.89		
Paid Chk#	083692	8/20/2020	<b>LLOYD, JULIE</b>		
	G 401-2059	Unapplied Payments	\$32.61		W/S REFUND 20079 204TH AVE
<b>Total</b>		<b>LLOYD, JULIE</b>	\$32.61		
Paid Chk#	083693	8/20/2020	<b>MINNESOTA TITLE, LLC</b>		
	G 401-2059	Unapplied Payments	\$143.09		W/S REFUND 513 GLEN OAKS CIRCLE
<b>Total</b>		<b>MINNESOTA TITLE, LLC</b>	\$143.09		
Paid Chk#	083694	8/20/2020	<b>PETROSKE, THERESE</b>		
	G 401-2059	Unapplied Payments	\$73.86		W/S REFUND 241 SHOREVIEW EST
<b>Total</b>		<b>PETROSKE, THERESE</b>	\$73.86		
Paid Chk#	083695	8/20/2020	<b>PILLAR TITLE SERVICES</b>		
	G 401-2059	Unapplied Payments	\$34.93		W/S REFUND 18995 EARL RD
<b>Total</b>		<b>PILLAR TITLE SERVICES</b>	\$34.93		
Paid Chk#	083696	8/20/2020	<b>REDMANN, KRISTIE</b>		
	G 401-2059	Unapplied Payments	\$19.10		W/S REFUND 20082 DELTA ST
<b>Total</b>		<b>REDMANN, KRISTIE</b>	\$19.10		
Paid Chk#	083697	8/20/2020	<b>SANCHEZ, STEVEN</b>		
	G 401-2059	Unapplied Payments	\$112.01		W/S REFUND 611 ORMSBEE ST
<b>Total</b>		<b>SANCHEZ, STEVEN</b>	\$112.01		
Paid Chk#	083698	8/20/2020	<b>SERVION TITLE INC</b>		
	G 401-2059	Unapplied Payments	\$7.73		W/S REFUND 5435 MITCHELL RD
<b>Total</b>		<b>SERVION TITLE INC</b>	\$7.73		
Paid Chk#	083699	8/20/2020	<b>SITEONE LANDSCAPE SUPPLY</b>		



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E 101-200-55-25-4545	Repair/Maintenance Equipm	\$83.03		PARKS
<b>Total SITEONE LANDSCAPE SUPPLY</b>		\$83.03		
<hr/>				
Paid Chk# 083700	8/20/2020	<b>TITLE SPECIALISTS, INC.</b>		
G 401-2059	Unapplied Payments	\$198.77		W/S REFUND 18860 NEW CASTLE BAY
<b>Total TITLE SPECIALISTS, INC.</b>		\$198.77		
<hr/>				
Paid Chk# 083701	8/20/2020	<b>C&amp;L DISTRIBUTING COMPANY</b>		
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$93.00		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$85.50		MIX
E 501-000-00-27-4263	Purchases - Beer	\$17,651.45	961005149	BEER
E 501-000-00-27-4263	Purchases - Beer	\$2,626.70	1067002154	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$100.50)	968001169	CREDIT
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$20,356.15		
<hr/>				
Paid Chk# 083702	8/20/2020	<b>CITY OF BIG LAKE</b>		
E 101-200-55-25-4590	Water/Sewer Utilities	\$625.59	04 000000010	19255 ENGLEWOOD DR SANFORD
E 101-200-55-25-4590	Water/Sewer Utilities	\$852.66	04 000000110	20480 NEDD ST
E 101-200-50-25-4590	Water/Sewer Utilities	\$30.97	04 000001610	PW BUILDING METER 2
E 101-100-20-25-4590	Water/Sewer Utilities	\$435.66	04 000416600	POLICE/LIBRARY BLDG
E 101-100-15-25-4590	Water/Sewer Utilities	\$543.19	04 000560200	CITY HALL
E 101-200-55-25-4590	Water/Sewer Utilities	\$367.20	04 000560500	LAKESIDE PARK RESTROOM
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000560700	LAKESIDE PARK WATER FOUNTAIN
E 101-200-50-25-4590	Water/Sewer Utilities	\$167.19	04 000560900	PW BUILDING METER 1
E 501-000-00-25-4590	Water/Sewer Utilities	\$67.17	04 000561400	LAKE LIQUOR STORE
E 101-200-55-25-4590	Water/Sewer Utilities	\$1,533.87	04 000572400	HUDSON WOODS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$5,307.93	04 000573600	SHORES OF LAKE MITCHELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$2,888.46	04 000573700	WRIGHTS CROSSING PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$10,115.55	04 000573800	HIGHLINE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$750.87	04 000576400	MITCHELL FARMS PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$813.51	04 000577600	POWELL PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$8,432.10	04 000577700	LAKESIDE PARK IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$3,389.58	04 000577800	LAKE RIDGE PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$30.97	04 000712600	PARKWAY IRRIGATION
E 101-200-55-25-4590	Water/Sewer Utilities	\$750.87	04 000712700	BLUFF PARK
E 101-200-55-25-4590	Water/Sewer Utilities	\$234.09	04 000728500	JEFFERSON SQUARE PARK IRRIGATION
<b>Total CITY OF BIG LAKE</b>		\$37,368.40		
<hr/>				
Paid Chk# 083703	8/20/2020	<b>GRANITE CITY JOBBING</b>		
E 501-000-00-27-4265	Purchases - Mix/Pop	\$92.42		MIX
E 501-000-00-25-4210	Operating Supplies	\$11.79		SUPPLIES
E 501-000-00-27-4271	Purchases - Cigars	\$67.82		CIGARS
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$980.74	196805	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$1,157.02		
<hr/>				
Paid Chk# 083704	8/20/2020	<b>MOEDELL</b>		
E 280-000-00-25-4257	Contractors Hired	\$100.00		FARMERS MARKET MUSIC 8/26/20
<b>Total MOEDELL</b>		\$100.00		
<hr/>				
Paid Chk# 083705	8/20/2020	<b>PATRIOT NEWS MN</b>		
E 501-000-00-25-4220	Advertising	\$65.00	000413	LIQUOR STORE ADVERTISING
<b>Total PATRIOT NEWS MN</b>		\$65.00		
<hr/>				
Paid Chk# 083706	8/20/2020	<b>QUALITY REFRIGERATION</b>		
E 501-000-00-25-4545	Repair/Maintenance Equipm	\$194.00	0080269	AC SERVICE CALL
<b>Total QUALITY REFRIGERATION</b>		\$194.00		



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<b>Paid Chk# 083707 8/20/2020 THE AMERICAN BOTTLING COMPANY</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$136.00	3568713953	MIX
<b>Total THE AMERICAN BOTTLING COMPANY</b>		\$136.00		
<b>Paid Chk# 083708 8/25/2020 KOPPEL, DAVID</b>				
E 101-300-75-25-4545	Repair/Maintenance Equipm	\$2,500.00		DAMAGE TO BICYCLE ACCIDENT OCCURRED 8/1/2020 - PIF RELEASE RECEIVED
<b>Total KOPPEL, DAVID</b>		\$2,500.00		
<b>Paid Chk# 083709 8/25/2020 ARTISAN BEER COMPANY</b>				
E 501-000-00-27-4263	Purchases - Beer	\$80.00	3433811	BEER
<b>Total ARTISAN BEER COMPANY</b>		\$80.00		
<b>Paid Chk# 083710 8/25/2020 CONNEXUS ENERGY</b>				
E 101-200-50-25-4575	Electricity (Street Lights)	\$36.68	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$155.88	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$842.99	390212-30695	STREET LIGHTS
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$1,924.27	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$2,319.52	390212-30695	WELL #4
E 101-100-20-25-4570	Electricity	\$456.91	390212-30695	POLICE/LIBRARY
E 301-000-00-25-4570	Electricity	\$159.62	390212-30695	WELL #3
E 401-000-00-25-4570	Electricity	\$226.55	390212-30695	LIFT #1
E 401-000-00-25-4570	Electricity	\$28.86	390212-30695	LIFT #4
E 101-200-55-25-4570	Electricity	\$7.76	390212-30695	CR 5 PARK
E 401-000-00-25-4570	Electricity	\$3,025.91	390212-30695	WASTEWATER FACILITY
E 401-000-00-25-4570	Electricity	\$26.66	390212-30695	LIFT #6
E 101-200-55-25-4570	Electricity	\$53.11	390212-30695	PINTAIL PARK
E 101-200-50-25-4580	Natural Gas	\$24.86	390212-30695	PUBLIC WORKS SHED
E 101-200-55-25-4570	Electricity	\$13.76	390212-30695	TEAL ST PARK
E 101-200-55-25-4570	Electricity	\$5.00	390212-30695	POWELL ST PARK
E 401-000-00-25-4570	Electricity	\$125.73	390212-30695	LIFT #7
E 401-000-00-25-4570	Electricity	\$127.63	390212-30695	LIFT #8
E 101-200-55-25-4570	Electricity	\$109.63	390212-30695	LAKERIDGE PARK
E 301-000-00-25-4570	Electricity	\$1,793.09	390212-30695	WELL #5
E 101-200-50-25-4575	Electricity (Street Lights)	\$759.34	390212-30695	STREET LIGHTS
E 301-000-00-25-4570	Electricity	\$74.14	390212-30695	WATER TOWER
E 101-200-50-25-4575	Electricity (Street Lights)	\$78.51	390212-30695	STREET LIGHTS
E 101-200-50-25-4575	Electricity (Street Lights)	\$13.50	390212-30695	STREET FLASH SIGNAL
E 301-000-00-25-4570	Electricity	\$7,369.48	390212-30695	WATER TREATMENT FACILITY
E 401-000-00-25-4570	Electricity	\$93.88	390212-30695	LIFT #9
E 401-000-00-25-4570	Electricity	\$122.89	390212-30695	LIFT #11
E 401-000-00-25-4570	Electricity	\$196.00	390212-30695	LIFT #10
E 401-000-00-25-4570	Electricity	\$136.08	390212-30695	LIFT #12
E 401-000-00-25-4570	Electricity	\$72.72	390212-30695	PACIFIC LIFT
E 301-000-00-25-4570	Electricity	\$80.60	390212-30695	WATER TOWERS
E 101-200-55-25-4570	Electricity	\$134.40	390212-30695	HIGHLINE PARK
E 101-200-55-25-4570	Electricity	\$32.34	390212-30695	MAY CIR PARK
E 101-100-20-25-4570	Electricity	\$67.30	390212-30695	POLICE/LIBRARY BLDG
E 101-100-20-25-4570	Electricity	\$916.07	390212-30695	POLICE/LIBRARY BLDG
E 301-000-00-25-4570	Electricity	\$993.12	390212-30695	WELL #7
E 401-000-00-25-4570	Electricity	\$9,643.47	390212-30695	WASTEWATER FACILITY
E 101-200-55-25-4570	Electricity	\$5.37	390212-30695	NEDD PARK IRRIGATION
E 101-200-50-25-4575	Electricity (Street Lights)	\$44.08	390212-30695	STREET SIGNAL
E 101-200-55-25-4570	Electricity	\$120.08	390212-30695	LAKESIDE PARK
E 601-000-00-25-4570	Electricity	\$44.00	390212-30695	PUBLIC WORKS BLDG
E 101-200-50-25-4570	Electricity	\$209.04	390212-30695	PUBLIC WORKS BLDG
E 101-200-55-25-4570	Electricity	\$209.04	390212-30695	PUBLIC WORKS BLDG
E 301-000-00-25-4570	Electricity	\$209.04	390212-30695	PUBLIC WORKS BLDG



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E 401-000-00-25-4570	Electricity	\$209.04	390212-30695	PUBLIC WORKS BLDG
E 301-000-00-25-4570	Electricity	\$282.78	390212-30695	WATER TOWER
E 101-200-55-25-4570	Electricity	\$86.01	390212-30695	LAKESIDE PARK
E 101-200-55-25-4570	Electricity	\$60.34	390212-30695	LAKESIDE PARK
E 101-200-50-25-4570	Electricity	\$17.11	390212-30695	COMPOST GATE
<b>Total CONNEXUS ENERGY</b>		<b>\$33,744.19</b>		
<b>Paid Chk# 083711 8/25/2020 G&amp;J AWNING AND CANVAS, INC.</b>				
E 199-000-15-25-4540	Repair/Maintenance Building	\$1,114.00	500540	AWNINGS FOR CITY HALL
<b>Total G&amp;J AWNING AND CANVAS, INC.</b>		<b>\$1,114.00</b>		
<b>Paid Chk# 083712 8/25/2020 ROGERS, SHEILA</b>				
G 101-2020	Accounts Payable	\$10.00		REFUND OVERPAID PARKING VIOLATION
<b>Total ROGERS, SHEILA</b>		<b>\$10.00</b>		
<b>Paid Chk# 083713 8/25/2020 SPERLING, DAVID</b>				
E 401-000-00-25-4215	Uniforms/Clothing	\$62.50		UNIFORM ALLOWANCE
E 301-000-00-25-4215	Uniforms/Clothing	\$62.50		UNIFORM ALLOWANCE
<b>Total SPERLING, DAVID</b>		<b>\$125.00</b>		
<b>Paid Chk# 083714 8/27/2020 ALLSTATE PARTS OF SAUK RAPIDS</b>				
E 101-200-50-25-4385	Shop Materials	\$83.74	2704159133	SHOP MATERIALS
E 101-200-50-25-4385	Shop Materials	\$47.82	2704159165	SHOP MATERIALS
<b>Total ALLSTATE PARTS OF SAUK RAPIDS</b>		<b>\$131.56</b>		
<b>Paid Chk# 083715 8/27/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$134.19	118239	MIX
E 501-000-00-27-4265	Purchases - Mix/Pop	(\$134.19)	118239	MIX
E 501-000-00-27-4263	Purchases - Beer	\$2,235.00	118240	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$46.50	118240	NA BEER
E 501-000-00-27-4263	Purchases - Beer	(\$2,235.00)	118240	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	(\$46.50)	118240	NA BEER
<b>Total BELL BOY CORPORATION-1</b>		<b>\$0.00</b>		
<b>Paid Chk# 083716 8/27/2020 BIG LAKE CHAMBER OF COMMERCE</b>				
E 101-100-15-25-4243	Meals	\$15.00		AUG LUNCH/CLAY
<b>Total BIG LAKE CHAMBER OF COMMERCE</b>		<b>\$15.00</b>		
<b>Paid Chk# 083717 8/27/2020 BOLTON &amp; MENK INC</b>				
G 101-2055	Escrow Payable	\$225.00	0255214	SANDHILL ESCROW FINAL PLAT
G 150-2055	Escrow Payable	\$12,492.00	0255219	STATON STREET APARTMENT CONST
G 150-2055	Escrow Payable	\$216.00	0255220	THE CROSSING II
G 101-2055	Escrow Payable	\$585.00	0255221	NYSTROM PLAN REVIEW
<b>Total BOLTON &amp; MENK INC</b>		<b>\$13,518.00</b>		
<b>Paid Chk# 083718 8/27/2020 BREAKTHRU BEVERAGE</b>				
E 501-000-00-27-4264	Purchases - Wine	\$709.70		WINE
E 501-000-00-27-4265	Purchases - Mix/Pop	\$221.90		MIX
E 501-000-00-27-4262	Purchases - Liquor	\$2,884.73	10811700305	LIQUOR
E 501-000-00-27-4263	Purchases - Beer	\$122.75	1081170306	BEER
<b>Total BREAKTHRU BEVERAGE</b>		<b>\$3,939.08</b>		
<b>Paid Chk# 083719 8/27/2020 CARDA, AARON</b>				
R 101-055-3226	Park Permits-Daily	\$13.97		DBL CHARGE AT LAKESIDE #810
G 101-2176	Sales Tax Payable	\$1.03		DBL CHARGE AT LAKESIDE #810-TAX
<b>Total CARDA, AARON</b>		<b>\$15.00</b>		
<b>Paid Chk# 083720 8/27/2020 CRYSTAL SPRINGS ICE</b>				
E 501-000-00-27-4266	Purchases - Misc	\$124.20	3001303	ICE/WATER



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E 501-000-00-27-4266	Purchases - Misc	\$285.66	3001341	ICE/WATER
<b>Total CRYSTAL SPRINGS ICE</b>		<b>\$409.86</b>		
<hr/>				
Paid Chk# 083721	8/27/2020	<b>DAHLHEIMER DISTRIBUTING CO</b>		
E 501-000-00-27-4263	Purchases - Beer	\$3,275.65	112-03879	BEER
E 501-000-00-27-4263	Purchases - Beer	(\$106.36)	1275131	CREDIT
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		<b>\$3,169.29</b>		
<hr/>				
Paid Chk# 083722	8/27/2020	<b>DATA SUCCESS, INC</b>		
E 101-105-15-25-4130	Computers/Software	\$249.00	14547	DATA RECOVERY AUG 2020
<b>Total DATA SUCCESS, INC</b>		<b>\$249.00</b>		
<hr/>				
Paid Chk# 083723	8/27/2020	<b>ELK RIVER WINLECTRIC CO.</b>		
E 101-200-55-25-4540	Repair/Maintenance Building	\$54.89	319714 00	LAKESIDE PARK BATHROOM
<b>Total ELK RIVER WINLECTRIC CO.</b>		<b>\$54.89</b>		
<hr/>				
Paid Chk# 083724	8/27/2020	<b>FLOW MEASUREMENT &amp; CONTROL CO</b>		
E 401-000-00-25-4210	Operating Supplies	\$510.00	9060	CERT 1ST CLOSED PIPE FLOW METER & OPEN CHANNEL FLOW
<b>Total FLOW MEASUREMENT &amp; CONTROL CO</b>		<b>\$510.00</b>		
<hr/>				
Paid Chk# 083725	8/27/2020	<b>HAWKINS, INC-1</b>		
E 301-000-00-25-4380	Chemicals	\$1,446.56	4775466	WATER CHEMICALS
E 401-000-00-25-4380	Chemicals	\$4,996.55	4775468	WWTP CHEMICALS
<b>Total HAWKINS, INC-1</b>		<b>\$6,443.11</b>		
<hr/>				
Paid Chk# 083726	8/27/2020	<b>JOHNSON BROTHERS WHOLESALE</b>		
E 501-000-00-27-4262	Purchases - Liquor	\$1,767.72	1621124	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$151.68	1621125	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$1,072.86	1621168	LIQUOR
E 501-000-00-27-4262	Purchases - Liquor	\$2,746.76	1624403	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$2,538.07	1624404	WINE
E 501-000-00-27-4263	Purchases - Beer	\$96.00	1624405	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$40.00	1624406	MIX
E 501-000-00-27-4264	Purchases - Wine	\$599.90	1624408	WINE
<b>Total JOHNSON BROTHERS WHOLESALE</b>		<b>\$9,012.99</b>		
<hr/>				
Paid Chk# 083727	8/27/2020	<b>KNIFE RIVER</b>		
E 101-200-55-25-4210	Operating Supplies	\$658.00	58412	19260 ENGLEWOOD PARK PADS FOR PARKS BENCH
<b>Total KNIFE RIVER</b>		<b>\$658.00</b>		
<hr/>				
Paid Chk# 083728	8/27/2020	<b>LUPULIN BREWING LLC</b>		
E 501-000-00-27-4263	Purchases - Beer	\$1,080.75	31415	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$60.00	31415	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	(\$10.83)	961011	CREDIT
<b>Total LUPULIN BREWING LLC</b>		<b>\$1,129.92</b>		
<hr/>				
Paid Chk# 083729	8/27/2020	<b>MIDWAY IRON INC.</b>		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$168.00	468112	T07 TRAILER PARTS
<b>Total MIDWAY IRON INC.</b>		<b>\$168.00</b>		
<hr/>				
Paid Chk# 083730	8/27/2020	<b>MIDWEST MACHINERY CO</b>		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$45.04	2218481	UNIT 306 REPAIRS
<b>Total MIDWEST MACHINERY CO</b>		<b>\$45.04</b>		
<hr/>				
Paid Chk# 083731	8/27/2020	<b>MINNESOTA EQUIPMENT</b>		
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$181.34	P28240	UNIT 306 REPAIRS
<b>Total MINNESOTA EQUIPMENT</b>		<b>\$181.34</b>		



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<b>Paid Chk# 083732 8/27/2020 NEWMAN TRAFFIC SIGNS</b>				
E 101-200-50-25-4395	Signs/Banners	\$672.68	TRFINV02393	PARKS SIGNS
<b>Total NEWMAN TRAFFIC SIGNS</b>		\$672.68		
<b>Paid Chk# 083733 8/27/2020 PAUSTIS WINE COMPANY</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$80.00		LIQUOR
E 501-000-00-27-4269	Freight - In	\$26.25		FRT
E 501-000-00-27-4264	Purchases - Wine	\$1,874.60	99943	WINE
<b>Total PAUSTIS WINE COMPANY</b>		\$1,980.85		
<b>Paid Chk# 083734 8/27/2020 PETTY CASH</b>				
E 101-300-75-25-4430	Vehicle Maintenance	\$35.50		DVM POLICE LICENSE
<b>Total PETTY CASH</b>		\$35.50		
<b>Paid Chk# 083735 8/27/2020 PHILLIPS WINE &amp; SPIRITS</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$2,587.70	6079720	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$434.50	6079722	MIX
E 501-000-00-27-4264	Purchases - Wine	\$852.75	679721	WINE
<b>Total PHILLIPS WINE &amp; SPIRITS</b>		\$3,874.95		
<b>Paid Chk# 083736 8/27/2020 PITNEY BOWES INC</b>				
E 101-100-15-25-4235	Postage	\$382.71	3311787093	JUNE-SEPT POSTAGE LEASE
<b>Total PITNEY BOWES INC</b>		\$382.71		
<b>Paid Chk# 083737 8/27/2020 POSTMASTER</b>				
E 301-000-00-25-4235	Postage	\$120.00		UTILITY BILLING 1ST CLASS PRESORT
E 401-000-00-25-4235	Postage	\$120.00		UTILITY BILLING 1ST CLASS PRESORT
<b>Total POSTMASTER</b>		\$240.00		
<b>Paid Chk# 083738 8/27/2020 SITEONE LANDSCAPE SUPPLY</b>				
E 101-200-55-25-4545	Repair/Maintenance Equipm	\$83.03	102343632-00	PARKS IRRIGATION
<b>Total SITEONE LANDSCAPE SUPPLY</b>		\$83.03		
<b>Paid Chk# 083739 8/27/2020 SOUTHERN WINE &amp; SPIRITS OF MN</b>				
E 501-000-00-27-4262	Purchases - Liquor	\$3,915.40	1985929	LIQUOR
E 501-000-00-27-4264	Purchases - Wine	\$344.00	1985930	WINE
<b>Total SOUTHERN WINE &amp; SPIRITS OF MN</b>		\$4,259.40		
<b>Paid Chk# 083740 8/27/2020 THELEN MECHANICAL</b>				
E 101-200-50-25-4545	Repair/Maintenance Equipm	\$79.00	1156	PUBLIC WORKS AC UNIT
E 401-000-00-25-4545	Repair/Maintenance Equipm	\$844.80	1418	WWTP AC UNIT
<b>Total THELEN MECHANICAL</b>		\$923.80		
<b>Paid Chk# 083741 8/27/2020 VIKING COCA-COLA</b>				
E 501-000-00-27-4263	Purchases - Beer	\$208.00	2574277	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$106.35	2574278	MIX
<b>Total VIKING COCA-COLA</b>		\$314.35		
<b>Paid Chk# 083742 8/27/2020 VINOCOPIA</b>				
E 501-000-00-27-4264	Purchases - Wine	\$221.32	0262090-IN	WINE
E 501-000-00-27-4262	Purchases - Liquor	\$188.50	0262090-IN	LIQUOR
E 501-000-00-27-4269	Freight - In	\$14.00	0262090-IN	FRT
<b>Total VINOCOPIA</b>		\$423.82		
<b>Paid Chk# 083743 8/27/2020 WINE MERCHANTS</b>				
E 501-000-00-27-4264	Purchases - Wine	\$1,048.70	7295338	WINE
<b>Total WINE MERCHANTS</b>		\$1,048.70		
<b>Paid Chk# 083744 8/31/2020 APP PROFESSIONAL PLUMBING</b>				



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E 101-100-92-25-4251	Emergency Management	\$2,000.00	C10386	WATER TO GARAGE/CLEANING CARS
<b>Total APP PROFESSIONAL PLUMBING</b>		\$2,000.00		
<b>Paid Chk# 083745 8/31/2020 BELL BOY CORPORATION-1</b>				
E 501-000-00-25-4210	Operating Supplies	\$70.79		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$2.89		FRT
E 501-000-00-27-4264	Purchases - Wine	\$286.00		WINE
E 501-000-00-27-4269	Freight - In	\$21.60		FRT
E 501-000-00-27-4262	Purchases - Liquor	\$973.96	0085497700	LIQUOR
E 501-000-00-27-4265	Purchases - Mix/Pop	\$122.54	0101895700	MIX
<b>Total BELL BOY CORPORATION-1</b>		\$1,477.78		
<b>Paid Chk# 083746 8/31/2020 BERNICKS PEPSI</b>				
E 501-000-00-27-4265	Purchases - Mix/Pop	\$134.19	118239	MIX
E 501-000-00-27-4263	Purchases - Beer	\$2,235.00	118240	BEER
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$46.50	118240	NA BEER
<b>Total BERNICKS PEPSI</b>		\$2,415.69		
<b>Paid Chk# 083747 8/31/2020 BIG LAKE CHAMBER OF COMMERCE</b>				
E 501-000-00-25-4220	Advertising	\$200.00		LIQUOR ADVERTISING
<b>Total BIG LAKE CHAMBER OF COMMERCE</b>		\$200.00		
<b>Paid Chk# 083748 8/31/2020 BRENTESON COMPANIES INC</b>				
E 301-000-00-25-4545	Repair/Maintenance Equipm	\$25,564.75	2675	WATERMAIN REPAIRS
<b>Total BRENTESON COMPANIES INC</b>		\$25,564.75		
<b>Paid Chk# 083749 8/31/2020 C&amp;L DISTRIBUTING COMPANY</b>				
E 501-000-00-27-4263	Purchases - Beer	\$1,589.90	1067002191	BEER
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$85.00	1067002191	KEG DEPOSIT
E 501-000-00-27-4263	Purchases - Beer	\$118.56	1067002192	BEER
E 501-000-00-27-4263	Purchases - Beer	\$13,649.15	961005202	BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$128.40	961005202	MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	\$115.00	961005202	KEG DEPOSIT
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$24.25	961005202	NA BEER
<b>Total C&amp;L DISTRIBUTING COMPANY</b>		\$15,710.26		
<b>Paid Chk# 083750 8/31/2020 CORNERSTONE FORD</b>				
E 101-300-75-25-4430	Vehicle Maintenance	\$377.70	16303744/1	POLICE VEHICLE MAINT
<b>Total CORNERSTONE FORD</b>		\$377.70		
<b>Paid Chk# 083751 8/31/2020 DAHLHEIMER DISTRIBUTING CO</b>				
E 501-000-00-27-4267	Purchases - Non Alcoholic B	\$83.15		NA BEER
E 501-000-00-27-4265	Purchases - Mix/Pop	\$80.00		MIX
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)		KEG RETURN
E 501-000-00-27-4263	Purchases - Beer	\$33,971.20	112-03886	BEER
<b>Total DAHLHEIMER DISTRIBUTING CO</b>		\$34,104.35		
<b>Paid Chk# 083752 8/31/2020 GHANDOUR, ELIZABETH</b>				
E 280-000-00-25-4257	Contractors Hired	\$200.00		FARMERS MARKET MUSIC 9/2/20
<b>Total GHANDOUR, ELIZABETH</b>		\$200.00		
<b>Paid Chk# 083753 8/31/2020 GRANITE CITY JOBBING</b>				
E 501-000-00-27-4271	Purchases - Cigars	\$67.82		CIGARS
E 501-000-00-25-4210	Operating Supplies	\$64.27		SUPPLIES
E 501-000-00-27-4269	Freight - In	\$4.25		FRT
E 501-000-00-27-4273	Purchaes - Cigarette non tax	\$923.44	197900	TOBACCO
<b>Total GRANITE CITY JOBBING</b>		\$1,059.78		
<b>Paid Chk# 083754 8/31/2020 LUPULIN BREWING LLC</b>				



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E 501-000-00-27-4263	Purchases - Beer	\$389.75	31434	BEER
E 501-000-00-27-4269	Freight - In	(\$30.00)	31434	KEG RETURN
E 501-000-00-27-4269	Freight - In	\$30.00	31434	KEG RETURN
E 501-000-00-27-4274	Bottle/Keg Purchases - non t	(\$30.00)	31434	KEG RETURN
<b>Total LUPULIN BREWING LLC</b>		<b>\$359.75</b>		
<hr/>				
Paid Chk# 083755	8/31/2020	<b>MICHAEL KELLER, PH.D.,L.P.</b>		
E 101-300-75-05-4008	Insurance Benefits (er)	\$250.00		EAP POLICE
<b>Total MICHAEL KELLER, PH.D.,L.P.</b>		<b>\$250.00</b>		
<hr/>				
Paid Chk# 083756	8/31/2020	<b>OFFICE DEPOT</b>		
E 501-000-00-25-4126	Use Tax	\$9.51		USE TAX
G 501-2176	Sales Tax Payable	(\$9.51)		SALES TAX
E 501-000-00-25-4210	Operating Supplies	\$123.00	111639228001	LIQUOR SUPPLIES
<b>Total OFFICE DEPOT</b>		<b>\$123.00</b>		
<hr/>				
Paid Chk# 083757	8/31/2020	<b>SMALL LOT MN</b>		
E 501-000-00-27-4264	Purchases - Wine	\$288.00	MN37783	WINE
E 501-000-00-27-4269	Freight - In	\$8.20	MN37783	FRT
<b>Total SMALL LOT MN</b>		<b>\$296.20</b>		
<hr/>				
Paid Chk# 083758	8/31/2020	<b>WINDSTREAM</b>		
E 101-300-75-25-4230	Telephone/Internet	\$371.00	000305939400	POLICE
E 101-300-75-25-4230	Telephone/Internet	(\$371.00)	000305939400	POLICE
<b>Total WINDSTREAM</b>		<b>\$0.00</b>		
<hr/>				
Paid Chk# 083759	9/2/2020	<b>ANDERSON, HEATHER</b>		
G 280-2026	Farmer Markets Token Payable	\$25.00		CC TOKENS AUG
<b>Total ANDERSON, HEATHER</b>		<b>\$25.00</b>		
<hr/>				
Paid Chk# 083760	9/2/2020	<b>ANDERSON, JERI</b>		
G 280-2026	Farmer Markets Token Payable	\$30.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable	\$24.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses	\$3.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses	\$22.00		MARKET BUCKS AUG
<b>Total ANDERSON, JERI</b>		<b>\$79.00</b>		
<hr/>				
Paid Chk# 083761	9/2/2020	<b>FELDEVERD, ALLEN</b>		
G 280-2026	Farmer Markets Token Payable	\$45.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable	\$26.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses	\$4.00		POP TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses	\$1.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses	\$23.00		MARKET BUCKS AUG
<b>Total FELDEVERD, ALLEN</b>		<b>\$99.00</b>		
<hr/>				
Paid Chk# 083762	9/2/2020	<b>HAUER, LISA</b>		
G 280-2026	Farmer Markets Token Payable	\$5.00		CC TOKENS AUG
<b>Total HAUER, LISA</b>		<b>\$5.00</b>		
<hr/>				
Paid Chk# 083763	9/2/2020	<b>HENNUM, CHAD</b>		
G 280-2026	Farmer Markets Token Payable	\$10.00		CC TOKENS AUG
<b>Total HENNUM, CHAD</b>		<b>\$10.00</b>		
<hr/>				
Paid Chk# 083764	9/2/2020	<b>HOPKINS, JOHNATHAN</b>		
G 280-2026	Farmer Markets Token Payable	\$15.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable	\$24.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses	\$22.00		MARKET BUCKS AUG
<b>Total HOPKINS, JOHNATHAN</b>		<b>\$61.00</b>		



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<b>Paid Chk# 083765 9/2/2020 JOHNSON, TRUDY</b>					
G 280-2026	Farmer Markets Token Payable		\$40.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$19.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$8.00		MAKRET BUCKS AUG
<b>Total JOHNSON, TRUDY</b>			<b>\$67.00</b>		
<b>Paid Chk# 083766 9/2/2020 KEN GEROUX CONSTRUCTION</b>					
E 199-000-15-25-4540	Repair/Maintenance Building		\$8,684.81	8791-83	CITY COUNCIL CHAMBER DOOR
<b>Total KEN GEROUX CONSTRUCTION</b>			<b>\$8,684.81</b>		
<b>Paid Chk# 083767 9/2/2020 LARSON, LINDA</b>					
G 280-2026	Farmer Markets Token Payable		\$35.00		CC TOKENS AUG
<b>Total LARSON, LINDA</b>			<b>\$35.00</b>		
<b>Paid Chk# 083768 9/2/2020 LY LEE VUE</b>					
G 280-2026	Farmer Markets Token Payable		\$130.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$23.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$6.00		POP TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$27.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$37.00		MARKET BUCKS AUG
<b>Total LY LEE VUE</b>			<b>\$223.00</b>		
<b>Paid Chk# 083769 9/2/2020 MAAS, NANCY</b>					
G 280-2026	Farmer Markets Token Payable		\$3.00		EBT TOKENS AUG
<b>Total MAAS, NANCY</b>			<b>\$3.00</b>		
<b>Paid Chk# 083770 9/2/2020 NEIS, CYNTHIA</b>					
G 280-2026	Farmer Markets Token Payable		\$15.00		CC TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$1.00		PROMOTION TOKENS AUG
<b>Total NEIS, CYNTHIA</b>			<b>\$16.00</b>		
<b>Paid Chk# 083771 9/2/2020 PAGGEN, JOE</b>					
G 280-2026	Farmer Markets Token Payable		\$55.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$32.00		EBT TOKENS AUG
G 280-1150	Accounts Receivable		\$2.00		CENTRACARE AUG
E 280-000-00-25-4212	Other Operations Expenses		\$6.00		POP TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$9.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$3.00		MARKET BUCKS AUG
<b>Total PAGGEN, JOE</b>			<b>\$107.00</b>		
<b>Paid Chk# 083772 9/2/2020 RACE, ALRICK</b>					
G 280-2026	Farmer Markets Token Payable		\$15.00		CC TOKENS AUG
<b>Total RACE, ALRICK</b>			<b>\$15.00</b>		
<b>Paid Chk# 083773 9/2/2020 SENG, MARY</b>					
G 280-2026	Farmer Markets Token Payable		\$60.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$11.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$4.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$28.00		MARKET BUCKS AUG
<b>Total SENG, MARY</b>			<b>\$103.00</b>		
<b>Paid Chk# 083774 9/2/2020 SVIHEL, JULIE</b>					
G 280-2026	Farmer Markets Token Payable		\$50.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$20.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$8.00		POP TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$7.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$6.00		MARKET BUCKS AUG
<b>Total SVIHEL, JULIE</b>			<b>\$91.00</b>		



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Cks 8/20/2020 - 9/3/2020

			Check Amt	Invoice	Comment
<b>Paid Chk# 083775 9/2/2020 TRYGGESETH, STEVE</b>					
G 280-2026	Farmer Markets Token Payable		\$10.00		TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$5.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$3.00		PROMOTION TOKENS AUG
	<b>Total TRYGGESETH, STEVE</b>		<u>\$18.00</u>		
<b>Paid Chk# 083776 9/2/2020 TUTTLE, GRACE</b>					
G 280-2026	Farmer Markets Token Payable		\$35.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$5.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$3.00		PROMOTION TOKENS AUG
	<b>Total TUTTLE, GRACE</b>		<u>\$43.00</u>		
<b>Paid Chk# 083777 9/2/2020 WARNKE, TOM</b>					
G 280-2026	Farmer Markets Token Payable		\$30.00		CC TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$4.00		POP TOKENS AUG
	<b>Total WARNKE, TOM</b>		<u>\$34.00</u>		
<b>Paid Chk# 083778 9/2/2020 WARREN, JADE</b>					
G 280-2026	Farmer Markets Token Payable		\$35.00		CC TOKENS AUG
G 280-2026	Farmer Markets Token Payable		\$29.00		EBT TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$3.00		PROMOTION TOKENS AUG
E 280-000-00-25-4212	Other Operations Expenses		\$17.00		MARKET BUCKS AUG
	<b>Total WARREN, JADE</b>		<u>\$84.00</u>		
<b>Paid Chk# 083779 9/2/2020 ADVANCED STYLING</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT 10,000 MAX
	<b>Total ADVANCED STYLING</b>		<u>\$10,000.00</u>		
<b>Paid Chk# 083780 9/2/2020 ARCADIAN SALON</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$9,060.00		NON ESSEN BUSINESS COVID 19 GRANT MAX 10,000
	<b>Total ARCADIAN SALON</b>		<u>\$9,060.00</u>		
<b>Paid Chk# 083781 9/2/2020 AUTOSTOP INC</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$5,000.00		ESSENTIAL BUSINESS COVID 19 GRANT FUND
	<b>Total AUTOSTOP INC</b>		<u>\$5,000.00</u>		
<b>Paid Chk# 083782 9/2/2020 BANK STREET FITNESS LLC</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT 10,000 MAX
	<b>Total BANK STREET FITNESS LLC</b>		<u>\$10,000.00</u>		
<b>Paid Chk# 083783 9/2/2020 BIG LAKE HARDWARE</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$5,000.00		ESSENTIAL BUSINESS COVID 19 GRANT FUND
	<b>Total BIG LAKE HARDWARE</b>		<u>\$5,000.00</u>		
<b>Paid Chk# 083784 9/2/2020 BP ATHLETICS</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$5,000.00		ESSENTIAL BUSINESS COVID 19 GRANT FUND
	<b>Total BP ATHLETICS</b>		<u>\$5,000.00</u>		
<b>Paid Chk# 083785 9/2/2020 COOPER, OSCAR</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$14,168.71		COVID 19 GRANT NON ESSEN RECEIVED NO OTHER SUPPORT
	<b>Total COOPER, OSCAR</b>		<u>\$14,168.71</u>		
<b>Paid Chk# 083786 9/2/2020 DAY DREAMERS</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT MAX 10,000
	<b>Total DAY DREAMERS</b>		<u>\$10,000.00</u>		
<b>Paid Chk# 083787 9/2/2020 DIAMOND DISTRIBUTING INC</b>					
E 279-000-92-25-5000	COVID 19 RELIEF GRANTS		\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT MAX 10,000



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Cks 8/20/2020 - 9/3/2020

			Check Amt	Invoice	Comment
<b>Total</b>		<b>DIAMOND DISTRIBUTING INC</b>	\$10,000.00		
Paid Chk#	083788	9/2/2020	<b>DILL, REED D.</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT MAX 10,000
		<b>Total DILL, REED D.</b>	\$10,000.00		
Paid Chk#	083789	9/2/2020	<b>FRENCH TWIST SALON &amp; BOUTIQUE</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$20,000.00		COVID 19 GRANT NON ESSEN RECEIVED NO OTHER SUPPORT
		<b>Total FRENCH TWIST SALON &amp; BOUTIQUE</b>	\$20,000.00		
Paid Chk#	083790	9/2/2020	<b>GESS WHATS COOKIN</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$20,000.00		COVID 19 GRANT FUND NON ESS RECEIVED NO OTHER SUPPORT
		<b>Total GESS WHATS COOKIN</b>	\$20,000.00		
Paid Chk#	083791	9/2/2020	<b>HERITAGE MONTESSORI SCHOOL</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$5,000.00		ESSEN BUSINESS COVID 19 GRANT FUND
		<b>Total HERITAGE MONTESSORI SCHOOL</b>	\$5,000.00		
Paid Chk#	083792	9/2/2020	<b>HOMETOWN EYE CARE</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$9,892.00		NON ESSEN BUSINESS COVID 19 GRAND MAX 10,000
		<b>Total HOMETOWN EYE CARE</b>	\$9,892.00		
Paid Chk#	083793	9/2/2020	<b>INSURANCE SPECIALISTS TEAM</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$5,000.00		NON ESSEN BUSINESS COVID 19 GRANT MAX 10,000
		<b>Total INSURANCE SPECIALISTS TEAM</b>	\$5,000.00		
Paid Chk#	083794	9/2/2020	<b>KASPER, JACLYN</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$20,000.00		COVID 19 GRANT NON ESSEN RECEIVED NO OTHER SUPPORT
		<b>Total KASPER, JACLYN</b>	\$20,000.00		
Paid Chk#	083795	9/2/2020	<b>LUPULIN BREWING LLC</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$35,000.00		COVID 19 GRANT FUND RESTAURANTS/BARS
		<b>Total LUPULIN BREWING LLC</b>	\$35,000.00		
Paid Chk#	083796	9/2/2020	<b>MCPETES SPORTS BAR &amp; GRILL</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$35,000.00		COVID 19 GRANT FUND RESTAURANTS/BARS
		<b>Total MCPETES SPORTS BAR &amp; GRILL</b>	\$35,000.00		
Paid Chk#	083797	9/2/2020	<b>MIDWEST BUS PARTS, INC</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$5,000.00		ESSENT BUSINESS COVID 19 GRANT
		<b>Total MIDWEST BUS PARTS, INC</b>	\$5,000.00		
Paid Chk#	083798	9/2/2020	<b>NEW CREATIONS CHILD CARE LLC</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$5,000.00		ESSENTIAL BUSINESS COVID 19 GRANT FUND
		<b>Total NEW CREATIONS CHILD CARE LLC</b>	\$5,000.00		
Paid Chk#	083799	9/2/2020	<b>OPTIONS INC</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$100,000.00		COVID 19 GRANT FUND NON PROFIT
		<b>Total OPTIONS INC</b>	\$100,000.00		
Paid Chk#	083800	9/2/2020	<b>PARAGON</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT FUND MAX 10,000
		<b>Total PARAGON</b>	\$10,000.00		
Paid Chk#	083801	9/2/2020	<b>RACKS INC</b>		
E	279-000-92-25-5000	COVID 19 RELIEF GRANTS	\$10,000.00		COVID 19 GRANT FUND RESTAURANTS/BARS



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			Check Amt	Invoice	Comment
<b>Total RACKS INC</b>			\$10,000.00		
Paid Chk# 083802	9/2/2020	<b>RUSSELLS ON THE LAKE</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$35,000.00		COVID 19 GRANT RESTAURANTS/BARS
<b>Total RUSSELLS ON THE LAKE</b>			\$35,000.00		
Paid Chk# 083803	9/2/2020	<b>SIZER, LACY</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$5,000.00		ESSEN BUSINESS COVID 19 GRANT FUND
<b>Total SIZER, LACY</b>			\$5,000.00		
Paid Chk# 083804	9/2/2020	<b>STYLE CATERING</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$20,000.00		COVID 19 GRANT FUND NON ESSEN RECEIVED NO OTHER SUPPORT
<b>Total STYLE CATERING</b>			\$20,000.00		
Paid Chk# 083805	9/2/2020	<b>THE WAVE YOUTH CENTER</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT FUND MAX 10,000
<b>Total THE WAVE YOUTH CENTER</b>			\$10,000.00		
Paid Chk# 083806	9/2/2020	<b>TIMAT, LLC</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$35,000.00		COVID 19 GRANT FUND RESTAURANTS/BARS
<b>Total TIMAT, LLC</b>			\$35,000.00		
Paid Chk# 083807	9/2/2020	<b>TUYET T NGUYEN</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$10,000.00		NON ESSEN BUSINESS COVID 19 GRANT MAX 10,000
<b>Total TUYET T NGUYEN</b>			\$10,000.00		
Paid Chk# 083808	9/2/2020	<b>VIVID TAN</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$20,000.00		COVID 19 GRANT FUND NON ESSEN RECEIVED NO OTHER SUPPORT
<b>Total VIVID TAN</b>			\$20,000.00		
Paid Chk# 083809	9/2/2020	<b>VOLKERS, INC</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$35,000.00		COVID 19 GRANT FUND RESTAURANTS/BARS
<b>Total VOLKERS, INC</b>			\$35,000.00		
Paid Chk# 083810	9/2/2020	<b>WHIRL AIR FLOW</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$5,000.00		ESSENTIAL BUSINESS COVID 19 GRANT FUND
<b>Total WHIRL AIR FLOW</b>			\$5,000.00		
Paid Chk# 083811	9/2/2020	<b>WHITE BEAR CLOTHING</b>			
E 279-000-92-25-5000		COVID 19 RELIEF GRANTS	\$5,000.00		ESSENTIAL BUSINESS COVID 19 GRANT FUND
<b>Total WHITE BEAR CLOTHING</b>			\$5,000.00		
Paid Chk# 083812	9/3/2020	<b>BIG LAKE FIRE DEPARTMENT</b>			
E 199-000-85-70-4316		Capital Purchases/Improve	\$7,500.00		WORKOUT EQUIP FOR FIRE HALL CIP
<b>Total BIG LAKE FIRE DEPARTMENT</b>			\$7,500.00		
Paid Chk# 083813	9/3/2020	<b>BODIEN, BRITTANY</b>			
E 101-400-56-25-4210		Operating Supplies	\$439.49		BACKYARD & BEYOND EXPENSES
<b>Total BODIEN, BRITTANY</b>			\$439.49		
Paid Chk# 083814	9/3/2020	<b>GANJE, DANIELLE</b>			
E 101-400-56-25-4210		Operating Supplies	\$439.49		BACKYARD & BEYOND EXPENSES
<b>Total GANJE, DANIELLE</b>			\$439.49		
Paid Chk# 083815	9/3/2020	<b>LEAGUE OF MN CITIES</b>			
G 101-1555		Prepaid Other	\$11,089.00		MEMBERSHIP DUES 2020-2021



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<b>Total LEAGUE OF MN CITIES</b>			\$11,089.00		
Paid Chk#	083816	9/3/2020			<b>MN MAYOR S ASSOCIATION</b>
G	101-1555	Prepaid Other	\$30.00		MEMBERSHIP DUES 2020-2021
<b>Total MN MAYOR S ASSOCIATION</b>			\$30.00		
Paid Chk#	083817	9/3/2020			<b>MUNICIPAL BUILDERS, INC</b>
G	499-1600	Construction WIP	\$190,309.45		WASTEWATER IMPROVEMENTS PAY 7
G	499-2065	Retainage Payable	(\$9,515.47)		WASTEWATER IMPROVEMENTS PAY 7 RETAINAGE
<b>Total MUNICIPAL BUILDERS, INC</b>			\$180,793.98		
Paid Chk#	083818	9/3/2020			<b>SHERBURNE COUNTY EXTENSION</b>
E	101-400-56-25-4210	Operating Supplies	\$439.49		BACKYARD & BEYOND EXPENSES
<b>Total SHERBURNE COUNTY EXTENSION</b>			\$439.49		
		<b>1010 US BANK</b>	<b>\$2,717,457.26</b>		

**Fund Summary**

**1010 US BANK**

101 GENERAL FUND	\$195,416.58
150 CAPITAL PROJECT/LOCAL DEVELOPM	\$12,708.00
199 EQUIP & BLDG REPLACEMENTS	\$18,277.81
211 TRLF-GO STATE AID LOAN 2010	\$141,012.96
279 CARES ACT FUNDING	\$548,120.71
280 FARMERS MARKET	\$1,474.24
301 WATER ENTERPRISE FUND	\$587,312.11
401 SEWER ENTERPRISE FUND	\$900,763.11
499 SEWER-EQUIP/BLDG REPLCMNT FUND	\$180,793.98
501 LIQUOR ENTERPRISE FUND	\$131,350.32
601 STORM SEWER ENTERPRISE FUND	\$227.44
	\$2,717,457.26



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6B</b>
<b>Item Description:</b> August 26, 2020 City Council Workshop Minutes		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the August 26, 2020 City Council Workshop Minutes as presented.

## **BACKGROUND/DISCUSSION**

The August 26, 2020 City Council Workshop Minutes are attached for Council's review

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

Workshop Minutes

**BIG LAKE CITY COUNCIL  
WORKSHOP MINUTES  
AUGUST 26, 2020**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Council Members present: Paul Knier, Mike Wallen, and Scott Zettervall. Council Member Seth Hansen arrived at 5:08 p.m. due to a fire call. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Deputy Police Chief Matt Hayen, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Big Lake School Liaison Ella Dotzler.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. 2021 Budget Review**

Deb Wegeleben reviewed 2021 draft Enterprise Fund Budgets including the water fund, sewer fund, storm sewer fund, and the liquor store. Revenues are proposed to decrease 2.04% in the water fund due to a less conservative approach to new development than what was budgeted in 2020. Expenses are proposed to increase 4.16% with increases in professional services, operations, transfers to Water CIP, and debt service. Revenues in the sewer fund are proposed to increase 4.81% with expenses proposed to decrease 1.69%. Wegeleben noted that with the proposed water and sewer budgets the average utility bill with 5,000 gallons of usage each month would see an increase of approximately \$3.00 per month for 2021. When comparing the City of Big Lake to surrounding communities, the City's rates are right in the middle. Wegeleben reviewed storm sewer revenues increasing 1.11% with expenses decreasing \$168,308. Liquor Store revenues are proposed to increase 3.41% with expenses increasing 4.28%. Wegeleben noted that the liquor store transfer to the general fund is set at \$450,000 again in 2021. Wegeleben also reviewed the Capital Improvement Plan fund, noting that any Local Government Aid (LGA) funds the City gets in 2021 will be allocated to fund 198 and 199 to purchase equipment and/or complete projects. The certified LGA amount for 2021 is \$756,115 which is an increase of \$35,141 over 2020.

Wegeleben discussed that she would like to schedule another budget discussion at the next Council Workshop in order for Council to review additional information regarding the Fire position and the 2021 Police Union Contract. Wegeleben noted that Council will be asked to set the Preliminary Budget at their meeting on September 23, 2020, and additional budget workshops

can be held in October for discussion on the Final Levy before the Public Input hearing that is scheduled on November 25, 2020. Wegeleben also reviewed that Council should discuss the 2021 Fee Schedule in November before adoption in December. Wegeleben noted that Council will be asked to set the Final Levy at their December 9, 2020 meeting.

#### **4B. Discuss Amendments to Council Committee Appointments**

Clay Wilfahrt reviewed amendments to the Council Committee Appointments needed due to the vacancy on the City Council. Committee appointments are approved by the Council at the first meeting of the year and generally are effective for the entire year. Due to the recent vacancy on the City Council, Councilmembers were asked to provide feedback on Mayor Wallen's recommendations for filling vacant committee appointments through the end of the year.

Council Members directed Staff to proceed with bringing the item to the regular Agenda as recommended by Mayor Wallen.

#### **4C. City Hall Hours Discussion**

Clay Wilfahrt provided an update on how summer hours have worked at City Hall. Hours were changed from 8:00 a.m. - 4:30 p.m. Monday through Friday, to 7:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. to 11:30 a.m. on Fridays. City Hall Staff was recently asked to complete a survey to evaluate how summer hours went. From the survey responses, it appears that there was very little criticism of the new hours and that Staff overwhelmingly prefers these hours. Due to Staff's response, Council is being asked to make the hours permanent throughout the year.

Council Member Hansen stated that he is fine with the current schedule, but wouldn't be opposed to a citizen survey. Hansen asked that the summer hours be extended until a decision is made.

Council Member Knier suggested doing a citizen survey to get feedback from residents. Knier also stated that he doesn't see a problem with a flexible summer hour's schedule.

Council Member Zettervall stated that he values consistency, and from a resident perspective he supports a consistent schedule. Zettervall also noted that he would prefer to offer a survey to residents before a decision is made.

Mayor Wallen stated that he likes the earlier/later schedule Monday through Thursday. Wallen also indicated that he is in favor of conducting a survey to take feedback from citizens, noting that we may want to include contractors and businesses in the survey as well.

#### **4D. New Ideas Discussion**

Mayor Wallen discussed the recent tragedies we have experienced in the last six weeks, and stressed the need for the control of confidential information provided to City Officials from Administration and Law Enforcement, stating that he feels the City needs a clear

communications policy that regulates and identifies the chain of command on City communication. Wallen also noted that with new Council Members coming on next year, we need to have a clear and concise policy in place to educate newly elected officials. Deb Wegeleben discussed that the City does have a communications policy but it is more directed to City Staff. That policy could be built upon to include communications to City Council Members as well as City Commissioners.

Council Member Zettervall stated that confidentiality needs to be clear when relayed to officials, and the policy should not slow or inhibit the sharing of information to City Officials.

Mayor Wallen stressed that we need to learn from our mistakes and move forward.

Council directed Staff to proceed with drafting Communication Policy language directed towards City Council Members and City Commissioners and to bring back for Council review.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Zettervall motioned to adjourn at 5:30 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

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City Clerk

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Date Approved By Council



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6C</b>
<b>Item Description:</b> August 26, 2020 City Council Regular Meeting Minutes		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving the August 26, 2020 City Council Regular Meeting Minutes as presented.

## **BACKGROUND/DISCUSSION**

The August 26, 2020 City Council Regular Meeting Minutes are attached for Council's review

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ATTACHMENTS**

Regular Meeting Minutes

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 26, 2020**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Council Members present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Deputy Police Chief Matt Hayen, City Clerk Gina Wolbeck, City Planner Lucinda Meyers, Liquor Store Manager Greg Zurbey, and Consultant City Planner Kevin Shay from Landform.

**4. OPEN FORUM**

Mayor Wallen opened the Open Forum at 6:01 p.m. No one came forward. Mayor Wallen closed the Open Forum at 6:02 p.m.

**5. PROPOSED AGENDA**

Council Member Zettervall motioned to adopt the proposed Agenda with the addition of item no. 7I. Sandhill Villa's Final Plat Extension Request. Seconded by Council Member Knier, unanimous ayes, Agenda adopted.

**6. CONSENT AGENDA**

Council Member Hansen motioned to approve the Consent Agenda with the removal of item no. 6F. Seconded by Council Member Zettervall, unanimous ayes, Consent Agenda approved.

The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of August 12, 2020, 6C. Approve Council Meeting Minutes of August 12, 2020, 6D. Approve Meeting Date Change for Second Meeting in November and the Public Input Hearing to Wednesday, November 25, 2020, 6E. Approve the Purchase of a Laser Guide System for use on the New Plow Truck Wing, ~~6F. Approve Employment Status Change for Brett Johnson to Lead Streets/Parks Operator II~~, 6G. Approve Resolution No. 2020-66 approving the Nystrom Treatment Facility Final Plat Development Application, and 6H. Approve Resolution No. 2020-67 approving the City of Big Lake ADA Transition Plan.

## **7. BUSINESS**

### **7A. Recognition – Police Officer Tyler Sinclair DWI All-Star Award**

Matt Hayen discussed the DWI All-Star Award program that recognizes local law enforcement for their efforts in making life-saving DWI catches while on patrol. In 2019, Police Officer Tyler Sinclair arrested 43 drunk drivers in the City of Big Lake. Hayen noted that normally, award recipients are recognized on-field at a MN Twins game and are given a hat and baseball bat, however this event has been cancelled this year due to COVID-19. Council thanked Officer Sinclair for his DWI enforcement efforts. Becky Putzke from the MN Department of Public Safety, and Duane Siedschlag from the MN Office of Traffic Safety also participated in the presentation to Officer Sinclair.

### **7B. PUBLIC HEARING – Cambo Flare LLC Wine and 3.2% Malt Liquor License Application**

Gina Wolbeck discussed the Wine and 3.2% Malt Liquor License application submitted by the Applicant, Mike Nget from Cambo Flare LLC to operate an establishment at 16777 Marketplace Drive. The site is located in Suite B of the gas station building owned by Frontier MN LLC, who will be leasing the site to the Applicant. The Applicant will be operating a 65-seat capacity restaurant and license fees have been pro-rated 8-months which total \$1,016.56 that have been paid by the Applicant. Wolbeck noted that State law allows for the sale of “strong” beer products if the licensee secures a State issued Wine license and a City issued on-sale 3.2% Malt liquor license. Wolbeck also noted that the Applicant has submitted all required fees and documentation and a background investigation has been authorized by the Police Chief. The Applicant must also obtain approval from the State of MN Department of Public Safety prior to the purchase or sale of wine or strong beer products.

Mayor Wallen opened the public hearing at 6:13 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:13 p.m.

Mike Nget from Cambo Flare provided information on products the restaurant will provide. Council welcomed Nget to the Big Lake Community and wished him well on his new business.

Council Member Hansen motioned to approve Resolution No. 2020-68 approving an On-Sale Wine, Sunday, and 3.2% Malt Liquor licenses for Cambo Flare LLC located at 16777 Marketplace Drive, contingent upon approval from the State of MN Department of Public Safety. Seconded by Council Member Knier, unanimous ayes, motion carried.

**7C. PUBLIC HEARING – Mitch K Farms 4<sup>th</sup> Addition Development Application – Preliminary Plat, Final Plat, and Easement Agreement**

Kevin Shay reviewed the planners report for the Mitch K Farms 4<sup>th</sup> Addition Development Application. Daniel Ahles submitted an application requesting Preliminary Plat, Final Plat, and Easement Vacation approval to adjust the common lot line between two parcels platted as part of the Mitch K Farms 3<sup>rd</sup> Addition Planned Unit Development (PUD). Shay reviewed that the survey monuments marking the lot corners were not placed consistent with the approved final plat. The current property owner purchased the property based on the survey monuments which created a larger lot than the platted lot lines. In order to correct the error, it is required to adjust the lot line to be consistent with the survey monuments. Shay indicated that City Code does not allow property changes within a PUD to be processed as a lot adjustment or minor subdivision. The only remaining option to move the lot line is to replat both parcels that share the lot line as a 4<sup>th</sup> addition to the plat.

Mayor Wallen opened the public hearing at 6:18 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:18 p.m.

Council Member Zettervall motioned to approve Resolution No. 2020-69 approving the Preliminary Plat, Final Plat and Easement Vacation for Mitch K Farms 4<sup>th</sup> Addition. Seconded by Council Member Knier, unanimous ayes, motion carried.

**7D. Big Lake COVID-19 Emergency Grant Program – Award Recommendation**

Hanna Klimmek reviewed the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that distributed money to local governments to assist with the financial strain caused by plummeting tax revenues due to the COVID-19 pandemic. The City of Big Lake received \$863,098 and the City approved a grant program to provide a portion of the CARES Act funding to businesses and non-profits to cover business interruption, and the administration of the program was delegated to the Big Lake Economic Development Authority (BLEDA). Staff is comfortable designating up to \$550,000 to the business community for a first round of funding to ensure enough funds are set aside to cover all City COVID expenses. Klimmek reviewed the grant application

process, noting that the program information/application was released on July 22, 2020 after Council approved the program, and the deadline for submittal was August 5, 2020. The BLEDA accepted 33 applications with a total request of \$1,513,698.91 from essential and non-essential businesses as well as non-profits. At their meeting on August 10, 2020 the BLEDA recommended to the City Council to approve grant awards totaling \$548,120.71 as submitted by the BLEDA Finance Committee. Klimmek noted that the City has until November 15, 2020 to spend down the funds. If we are unable to meet the November 15<sup>th</sup> deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If they are unable to meet their deadline, the balance of funds will be turned over to the State of MN.

Knier asked what the reaction was from grant applicants. Klimmek noted that applicants were very grateful and satisfied with the grant amounts awarded.

Council Member Hansen motioned to approve the BLEDA recommendation of awarding \$548,120.71 of CARES Act funding to 33 businesses/non-profits that submitted a COVID-19 Emergency Grant Program Application. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

#### **7E. 2020 Safe Routes to School Improvement Project – Accept Bids and Award Contract**

Layne Otteson reviewed the bid opening for the 2020 Safe Routes to School Project. Bids were opened on July 21, 2020 with 8 bidders submitting. The low bid came in at \$144,164.00 which was \$31,920 over the engineers estimate. Otteson reviewed the scope of work to be completed and noted that due to the high bid amount, MNDOT has increased the grant funding from \$89,796 to \$115,331.20. The expected cost to the City is estimated to be \$61,384.80. Staff recommended Council receive the bids and award the project to Concrete Idea, Inc. of Plymouth MN in the amount of \$144,164.00.

Council Member Knier motioned to approve Resolution No. 2020-70 receiving the bids and awarding the 2020 Safe Routes to Schools Project Contract to Concrete Idea, Inc. of Plymouth, MN. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

#### **7F. 2020 Street and Utility Improvement Project ST2020-2 – Receive and Reject Bids**

Layne Otteson reviewed the bid opening for the 2020 Street and Utility Improvement Project No. ST2020-2. Bids were opened on August 20, 2020 with only one bid submitted. The low bid was provided by OMG Midwest, Inc./Minnesota Paving and Materials in the amount of \$357,801.00 which is \$182,801 over the engineers estimate. Otteson reviewed line items within the bid noting slightly elevated paving and water main work costs, but

significantly higher concrete, casting adjustment, and storm sewer costs than what was expected. Otteson noted that the cost to perform the work as bid will not fit within budget and recommended Council receive and reject all bids, and direct Staff to bring back re-evaluated options at the September 9<sup>th</sup> Council Meeting.

Council Member Zetervall questioned why the City received only one bid. Otteson noted that the inability for contractors to hire sub-contractors definitely had an impact on the number of bids submitted.

Council Member Hansen stated that he still regrets rejecting the first bid presented to Council earlier this summer, stressing concern that the City's street conditions are going to continue to deteriorate.

Council Member Knier motioned to receive and reject all bids for the 2020 Street and Utility Improvement Project No. ST2020-2, and direct Staff to re-evaluate options and to bring back to the next Council Meeting. Seconded by Council Member Zetervall, unanimous ayes, motion carried.

#### **7G. Amendment to 2020 City Council Committee Appointments**

Clay Wilfahrt reviewed amendments to the Council committee appointments needed due to the vacancy on the City Council. Committee appointments are approved by the Council at the first meeting of the year and are generally effective for the entire year. Due to the recent vacancy on the City Council, Councilmembers were asked at the August 26, 2020 Council Workshop to discuss Mayor Wallen's recommendations for filling vacant committee appointments and all were in favor as recommended.

Council Member Zetervall motioned to approve Resolution No. 2020-71 amending City of Big Lake Resolution No. 2020-03 to amend the 2020 Official City Appointments due to a vacancy on the Big Lake City Council. Seconded by Council Member Knier, unanimous ayes, motion carried.

#### **7H. Monthly Department Reports**

Deb Wegeleben provided a year-to-date financial report and provided an update on the City's outstanding debt. Wegeleben also discussed the upcoming schedule for the 2021 budget cycle indicating that Council will be asked to set the Preliminary Budget at their September 23<sup>rd</sup> meeting.

Greg Zurbey provided an update on the Municipal Liquor Store operations for July 2020 noting inventory issues on the supplier end, reviewed the stores current hours of operation, and discussed proprietary products the store carries. Zurbey also provided a year to date

financial comparison between 2019 and 2020. Zurbey discussed how the store is continuing to compete with large privately owned retail chains. Lake Liquor currently carries 65 proprietary products and are staying competitive with private stores.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing, commercial and redevelopment projects, and provided a year to date 2019/2020 permit activity comparison. Klimmek introduced new City Planner Lucinda Meyers, reviewed meetings of the newly created Code Revision Task Force, discussed distribution of CARES Act funding, and discussed planning for the upcoming Big Lake Manufacturer's Week event. Klimmek also provided an update on the Streets and Parks Department activities and discussed vandalism issues the department has experienced during the summer season.

#### **7I. Sandhill Villa's Final Plat Extension Request**

Hanna Klimmek discussed the Final Plat extension request submitted by Jesse Hartung for the Sandhill Villa's project. The developer is seeking a 90-day filing extension due to a backlog in financing and title work because of current construction demand. Klimmek presented a First Amendment to the Development Agreement that would allow a total of 180 days from the approval date to record the Final Plat. This would provide an additional 90 days for the developer to file the Plat. The new Plat filing deadline would be November 24, 2020.

Council Member Knier motioned to approve the First Amendment to Development Agreement for the Sandhill Villa's project to allow for an additional 90 days for the recording of the Final Plat. Seconded by Council Member Hansen, unanimous ayes, motion carried.

#### **8. ADMINISTRATOR'S REPORT**

Clay Wilfahrt provided an update on the proposed full-time Fire position noting that the City is seeking feedback from Big Lake Township, members of the Fire Department, and partner agencies. Wilfahrt noted that he expects to report to Council at the first meeting in September. Wilfahrt also discussed the CARES Act funding that Council approved to be administered to local businesses and non-profits who qualified for funding, stressing that the City should be proud of how those federal grant dollars are being utilized. Wilfahrt also noted that some of the funds will be used to help offset current City COVID-19 expenses such as State mandated election purchases, radios for public safety, and i-pads for Public Works vehicles. Wilfahrt recognized that these funds are tax dollars noting that the City wants to continue to be responsible in how the funds are utilized and distributed.

**9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Wallen: Discussed the Code Revision Task Force meeting, and the recent Finance Committee Meeting.

Council Member Knier: Discussed the recent Finance Committee Meeting, and reviewed the August Big Lake Beyond the Yellow Ribbon Meeting.

Council Member Zettervall: Discussed the August Parks Advisory Committee Meeting. Zettervall also announced a second ATV run event that will be held on September 26<sup>th</sup>. The run will help promote ATV vehicle safety and the City's new ATV ordinance.

**10. OTHER** - No other.

**11. ADJOURN**

Council Member Hansen motioned to adjourn at 6:57 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

\_\_\_\_\_  
Clerk

Date Approved By Council \_\_\_\_\_



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Corrie Scott, Recreation and Communication Coordinator	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6D</b>
<b>Item Description:</b> Parks Advisory Committee Resignation	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> Hanna Klimmek, Community Development Director		

**ACTION REQUESTED**

By approving this item on the Consent Agenda, Council will be accepting the resignation of Parks Advisory Committee Member Shane Fisher.

**BACKGROUND/DISCUSSION**

On August 25, 2020 Shane Fisher submitted an official letter of resignation from his seat on the Parks Advisory Committee.

**FINANCIAL IMPACT**

N/A

**STAFF RECOMMENDATION**

Council accept resignation of Parks Advisory Committee Member Shane Fisher effective 08/25/2020.

**ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Corrie Scott, Recreation and Communication Coordinator	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6E</b>
<b>Item Description:</b> Appointments to Vacant Parks Advisory Committee Seats		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator  <b>Reviewed By:</b> Hanna Klimmek, Community Development Director	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council will be appointing Jack Merwin and Scott Creighton to the City of Big Lake Parks Advisory Committee.

### **BACKGROUND/DISCUSSION**

At the August 24, 2020 Big Lake Parks Advisory Committee Meeting, Parks Advisory members held two interviews to fill a vacancy on the committee. Since that time, another vacancy has opened up on the committee due to an expected resignation.

The Parks Advisory Committee recommended to the City Council to appoint Jack Merwin and Scott Creighton to fill the two vacant Parks Advisory Committee seats.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

Council approval of the Parks Advisory Committee recommendation to appoint Jack Merwin and Scott Creighton the Big Lake Parks Advisory Committee.

### **ATTACHMENTS**

Letters of Interest

August 17, 2020

Dear Ms. Scott,

I am writing this letter of intent to express my interest, enthusiasm, and qualifications for the volunteer position within the parks department in Big Lake. With my years as a Big Lake citizen, a frequent visitor of the area parks and recreation areas, and as a parent, I feel I could be a valuable asset to the department to not only maintain our current parks, but to also keep them growing to meet the needs of our community.

I have been a tax-paying/property-owning citizen of the city of Big Lake, MN since 2002. After graduating from Big Lake Senior High School in 2001, and accepting a managerial position at a local business (remained employed there until 2015), I knew in my heart that I wanted to be a part of the community that I grew up in for many years to come. Although there were only a few parks in my younger years, there have since been many more built, and I have always wanted to be part of the team that gets to plan, develop, and execute these wonderful recreational areas for our residents.

I have been a frequent visitor over the years, but now that I am a parent to two young children, they also utilize (and love!) these parks, too. The difference between my younger years and today is that I am able to look at things from the perspective of a grown adult, and I see opportunities to make the parks even more enjoyable for our citizens, no matter what age they are, whether it's biking/walking trails, playgrounds, or the lakeside park.

In addition to being a Big Lake citizen, I have also grown my career in the community as well. Since 2016, I have been on the management team at Lupulin Brewing, one of the fastest growing companies in the area. My contributions to the team to grow the business took it from infancy to over \$3 Million in sales in two years, with no signs of slowing down. I have learned many skills in planning, coordination/communication, and growing long-lasting business relationships, all of which would translate well to the volunteer position.

Thank you for your time and consideration for this volunteer opportunity. I would be honored to help our community and give back an equal amount of what it has offered my family over the last 18+ years.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Merwin', with a stylized, cursive script.

Jack Merwin  
19101 Gunter Way  
Big Lake, MN 55309

## Letter of Intent

My name is Scott Creighton, this is a Letter of Intent for the Position of Member of the Big Lake Park Board. I am submitting a Bio along with this letter for application and consideration for this position.

I want to also thank everyone for considering me for this position on the Big Lake Park Board.

Thank you,

Scott Creighton

## Biography

My Name is Scott Creighton, 58 Years old, resident of Big Lake for 21 years.

I am married to Shannon Creighton, and have a son Jared (20), daughter Mackenzie (18) and a Goldendoodle dog named Toby (6). My wife works for General Mills as a Product Sales Planner and my son and daughter are both in college working on their respective Degrees in Psychology/Counseling and Occupational Therapy.

I am a Veteran, with an Honorable Discharge from the U.S. Air Force (Sept 83-89).

I will be shortly retiring from the Minneapolis Police Department after 28 years as a Street Level Narcotics Investigator and 911 responder.

My experience is made up of training and life experiences in various actions and interactions with people of Minneapolis and Big Lake. I have worked in cultivating working relations with colleagues, executives, neighbors and community members to build trust and communication between us for a positive outcome for everyone involved in the projects or actions taken.

My hobbies are taking walks, boating and working on home projects with friends and family.

My family will continue to live in Big Lake and be active members of this community and city.



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Dan Childs Water and Wastewater Superintendent	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6F</b>
<b>Item Description:</b> Employment Status Change – Water and Wastewater Operators Employees Dana Mattson and Bruce Frandle		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator Reviewed By: Layne Otteson, City Engineer and Deb Wegeleben, Finance Director	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving employment status changes for Water and Wastewater Operator II employees Dana Mattson and Bruce Frandle from Probationary to Regular Employee Status effective September 09, 2020.

### **BACKGROUND/DISCUSSION**

Water and Wastewater operator Dana Mattson was hired on March 02, 2020, and Bruce Frandle was hired on March 09, 2020. Dana’s probationary period ended on September 02, 2020 and Bruce’s Probationary period will end on September 09, 2020. Staff recommends that both Dana and Bruce be moved to regular employment status effective September 09, 2020 following a positive performance review.

### **FINANCIAL IMPACT**

Step increase is budgeted in the 2020 Budget.

### **STAFF RECOMMENDATION**

Approve employment status change from probationary to Regular Employee Status for Water and Wastewater Operator II employees Dana Mattson and Bruce Frandle.

### **ATTACHMENTS**

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Layne R. Otteson P.E. City Engineer / Utilities Manager PW20-61	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item	<b>Item No.</b> <b>6G</b>
<b>Item Description:</b> Employment Status Change for Phil Kollar to Lead Water/Wastewater Operator II	<b>Reviewed By:</b> Clay Wilfahrt, City Administrator		
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director		

## ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving an employment status change for Phil Kollar to Lead Water/Wastewater Operator II, effective September 13, 2020.

## BACKGROUND/DISCUSSION

Three Public Works employees submitted applications for the new Lead Water/Wastewater Operator II duties. This will not be an additional position within the Public Works Department, but will add additional duties and responsibilities onto a staff person within the Department.

The interviews were conducted on Wednesday, August 26<sup>th</sup> and the interview panel is recommending the City designate Phil Kollar as a Lead within the Water/Wastewater Division. Phil has many years of experience and knowledge with water and sewer operations including distribution, collection and treatment. Phil has experience teaching others and performing snow plowing, grounds keeping and mechanical repairs. Upon appointment, Phil will be assisting the Superintendent in the day-to-day operations of the Division, and will also fill in when the Superintendent is unavailable.

## FINANCIAL IMPACT

The staff person that takes on the extra Lead duties is paid a shift differential of \$0.85/hour, which has been recommended for approval by the Personnel Committee.

## STAFF RECOMMENDATION

Approve employment status change for Phil Kollar to Lead Water/Wastewater Operator II as presented.

## ATTACHMENTS

N/A



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Deb Wegeleben, Finance Director</i>	<b>Meeting Date:</b> 9/9/2020	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>6H</b>
<b>Item Description:</b> <i>Federal Coronavirus Relief Funds received in the amount of \$863,098</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i> <b>Reviewed By:</b> <i>N/A</i>	

## **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION accepting the Federal Coronavirus Relief Funds distributed by the State of Minnesota in the amount of \$863,098

## **BACKGROUND/DISCUSSION**

Recently the State of Minnesota authorized the \$841.4 million from the Federal Coronavirus Relief Fund to be distributed to cities, counties and townships. The City of Big Lake received \$863,098 in aid to help offset the cost pertaining to COVID-19. The funding was distributed through a certification process, which the City submitted on 7/8/2020. The City received the distribution on July 28, 2020

Federal guidance indicates that a City can have discretion to determine what payments are necessary. Guidance also indicates that fund payments may be used for economic support in the absence of the stay-at-home order if such expenditures are determined by the City to be necessary as well as expenditures of the City necessary and due to COVID-19. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 pandemic.

With that being said, the Big Lake City Council has approved a grant program to provide the CARES Act funding to businesses to cover business interruption, and the City Council has delegated the administration of the program to the Big Lake EDA. Out of the \$863,098 in CARES Act funding, Business grants in the amount of \$548,120.71 has been approved and the remaining \$314,977.29 will be used to cover City COVID-19 related expenditures.

Following is a summary of what the City of Big Lake will use the relief funds for:

- Masks and cleaning supplies for all staff members
- IPADs for the Public Works Employees to promote social distancing/decontamination
- Election supplies and equipment to promote social distancing/decontamination
- New exit door for the City Council Chamber to meet CDC requirements for elections
- Copier/Printer/Scanner for Police Department to promote social distancing
- Additional workstation for Police Department to promote social distancing
- Additional door to small conference room for Police Department to promote social distancing
- Equipment and training for Police Department for De-escalation due to increasing mental health issues and civil unrest related to the pandemic
- Shower locker room for Police Department for decontamination and maintain cleanliness
- Water added to garage at Police Department to promote decontamination and sanitizing police vehicles

- Self-pay parking box at Lakeside Park
- Portable radios for the Police Department to ensure no sharing of radios
- Portable radios for the Fire Department to ensure no sharing of radios – State Bid \$139,015; the Township will be contributing \$69,508 towards the purchase cost
- Personal Protective Equipment for the Fire Department to ensure that the firefighters will always have a clean PPE to use to promote decontamination – estimated cost \$150,000 (state bid); the Township will be contributing \$75,000 towards the purchase cost
- Business grants to City Businesses and Non-Profits impacted by COVID-19 - \$548,120.71

***FINANCIAL IMPACT***

These funds will be used to offset the impact of COVID-19 on the City of Big Lake.

***STAFF RECOMMENDATION***

Approve the resolution accepting the Federal Coronavirus Relief Funds.

***ATTACHMENTS***

Resolution

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the City Council of the City of Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. in the Council Chambers of City Hall, Big Lake, on Wednesday, September 9, 2020. The following Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**RESOLUTION ACCEPTING CORONAVIRUS AID, RELIEF AND ECONOMIC  
SECURITY ACT FUNDS (KNOWN AS THE CARES ACT FUNDS)  
TO LOCAL GOVERNMENT ACTIVITIES**

**WHEREAS**, on March 27, 2020 the President of the United States signed into law the Coronavirus Aid, Relief and Economic Security Act (Known as the CARES Act) that was passed by the U.S. Congress in response to the COVID-19 Pandemic Outbreak; and,

**WHEREAS**, The CARES Act included \$339.8 Billion in relief under the COVID-19 pandemic in the United States dedicated for State and Local Governments; and,

**WHEREAS**, on June 25, 2020 the Governor of the State of Minnesota by Executive Order under the current Emergency allowed for the distribution of \$841 million in CARES Act Funds to counties and cities within the State of Minnesota in accordance with the U.S. Treasury Guidance based on a per-capita basis; and,

**WHEREAS**, the City of Big Lake received \$863,098 in CARES Act Funding allocation; and,

**WHEREAS**, the CARES Act allows local governmental units to expend funds on costs that are necessary expenditures related to the COVID-19 public health emergency; and,

**WHEREAS**, the CARES Act allows local governmental units to expend funds on costs that were not included in the most recently adopted budget as of March 27, 2020, and,

**WHEREAS**, the CARES Act allows local governmental units to expend funds on costs that were incurred during the covered period of March 1, 2020 – November 15, 2020.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, to hereby approve the acceptance of the Cares Act Funds to provide funding to cover expenses of business interruption and to cover eligible expenditures incurred by the City of Big Lake due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

Adopted by the Big Lake City Council this 9th day of September, 2020.

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**Mayor Mike Wallen**

Attest:

---

**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

Drafted By:  
City of Big Lake  
160 Lake Street North  
Big Lake, MN 55309

STATE OF MINNESOTA    )  
  )SS.  
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this \_\_\_ day of September 9<sup>th</sup>, 2020, by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

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Notary Public



# AGENDA ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Gina Wolbeck, City Clerk</i>	<b>Meeting Date:</b> 09/09/20	<input type="checkbox"/> <b>Regular Agenda Item</b> <input checked="" type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>61</b>
<b>Item Description:</b> <i>New Therapeutic Massage License – Hong Mei Liu at Lily’s Massage located at 635 Rose Drive, Ste. 2</i>		<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
		<b>Reviewed By:</b> <i>Joel Scharf, Police Chief</i>	

### **ACTION REQUESTED**

By approving this item on the Consent Agenda, Council would be approving a Resolution approving a Therapeutic Massage License to Hong Mei Liu at Lily’s Massage located at 635 Rose Drive, Ste. 2.

### **BACKGROUND/DISCUSSION**

Staff has received an application for a Therapeutic Massage license for Hong Mei Liu to practice Therapeutic Massage at Lily’s Massage located at 635 Rose Drive, Ste. 2, Big Lake, MN. Previously, Lily’s Massage has operated out of Suite 4 of this same commercial building. They are in the process of moving from Suite 4 to Suite 2 and both Hong Mei Liu and Xuling Qin (Lily) will be licensed to perform Therapeutic Massage at Suite 2.

The license application fee of \$100.00 has been fully paid and the background investigation has been conducted and authorized by Police Chief Joel Scharf. All required application materials have been submitted as requested. Upon Council approval, the license will be effective September 10, 2020 through December 31, 2020.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

It is staff’s recommendation that Council approve a Therapeutic Massage license to Hong Mei Liu to operate at Lily’s Massage located at 635 Rose Drive, Ste. 2, Big Lake, MN.

### **ATTACHMENTS**

Resolution



Have you ever received formal training in massage?

Yes

No

If Yes, please complete the following:

Name of School & Address: MILPITAS MASSAGE COLLEGE

Address of School: 106 South Abel Street Milpitas, CA 95035

Dates Attended: 04/13/2017

Total Hours of Training: 500 Hours

Type of Diploma Received: \_\_\_\_\_

By Whom is the School Accredited: \_\_\_\_\_

Please read the following statements carefully. By signing below, you agree to and are bound by each item:

- I have received from the City of Big Lake a copy of the Therapeutic Massage Ordinance and will familiarize myself with its provisions.
- I understand that a criminal conviction will not bar me from obtaining a license unless the conviction is directly related to the occupation for which the license is sought and there is no showing of sufficient rehabilitation and present fitness to perform the duties of the occupation. I understand that failure to reveal a criminal conviction is falsification of the application and constitutes grounds for denial of the license.
- The information I have provided on this application is truthful. I authorize the City of Big Lake to investigate the information and contact persons/organizations named on this application.

Signature of Applicant Hongmei Liu Date 08/27/20

Attach along with this application:

1. Evidence of the applicant's educational qualifications, including originals or certified copies of degrees, diplomas, and certificates from a certified school, and where training was received (only required for new applicants).
2. A recent photograph of yourself.
3. Birth certificate or naturalization papers (only required for new applicants).
4. Payment of required non-refundable fee (as per attached Fee Schedule).

Have you ever been convicted of any felony, crime, or violation of any city ordinance other than traffic related?

Yes  No

If Yes, please complete the following:

Date of arrest \_\_\_\_\_ Municipality of arrest \_\_\_\_\_

Charge \_\_\_\_\_

Date of conviction \_\_\_\_\_ Sentence received \_\_\_\_\_

Have you ever had a license denied, revoked, or suspended?

Yes  No

If Yes, please complete the following:

Where? \_\_\_\_\_ When? \_\_\_\_\_

Type of license \_\_\_\_\_

Reason for revocation: \_\_\_\_\_

Have you ever been committed for one of the following:

Yes  No

Psychological problems \_\_\_\_\_ Inebriation \_\_\_\_\_ Drug Use \_\_\_\_\_ Alcohol Use \_\_\_\_\_

Other \_\_\_\_\_

At what location(s) in the City will you perform massages?

635 Rose Dr Big Lake MN 55309

Will you be leasing property for therapeutic massage business:

Yes  No

If Yes, please provide the owner's name, address, and phone number:

\_\_\_\_\_  
Name Address Telephone

List the name and address of two (2) persons who are residents of Sherburne County who can attest to your character:

Steve Smith  
Name Address Telephone

David Sandeen  
Name Address Telephone

Please provide your principal address for the last 10 years?

\_\_\_\_\_  
Street City State Zip

**MILPITAS MASSAGE COLLEGE**  
 106 South Abel Street, Milpitas, CA, 95035 | (408) 946-9522  
 Institution Code #60985589

**OFFICIAL TRANSCRIPT**  
**Therapeutic Massage - Advanced (500 Hours)**

STUDENT NAME: **Hong Mei Liu**

SSN:

DATE STARTED: 04/13/2017

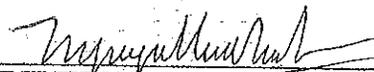
DATE OF BIRTH:

DATE GRADUATED: 01/04/2018

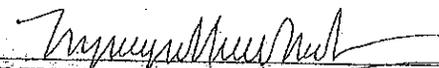
HOURS COMPLETED: 500 HOURS

Class Title	Technical Hours	Practical Hours	Grade
1. Anatomy & Physiology	80		PASS
2. Bacteriology & Sanitation	50		PASS
3. Theory	50		PASS
4. Massage Practicum (Swedish, Shiatsu, Deep Tissue)		220	PASS
5. Acupressure	30		PASS
6. Hygiene & Grooming	10		PASS
7. Business Practice	35		PASS
8. Job Interview	5		PASS
9. Reception Desk	10		PASS
10. Ethics	10		PASS
Subtotal Hours	280	220	
<b>TOTAL HOURS</b>	<b>500</b>		

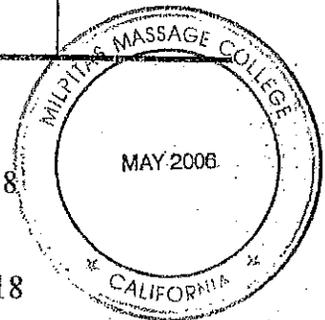
VERIFIED BY:

  
 \_\_\_\_\_  
 NINH THI NGUYEN (INSTRUCTOR)

DATE: 01/04/2018

  
 \_\_\_\_\_  
 NINH THI NGUYEN (DIRECTOR)

DATE: 01/04/2018



# Therapeutic Massage Certificate

Issued by

Milpitas Massage College

106 South Abel Street, Milpitas, Ca. 95035

Institution Code #60985589

This is to certify that

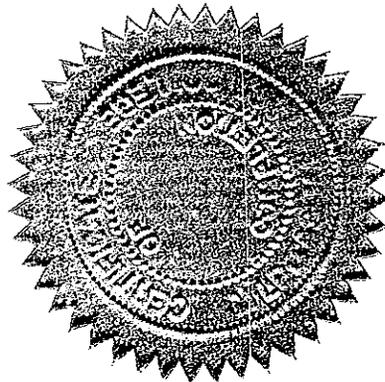
**Hong Mei Liu**

Has successfully completed the

500 Hour Therapeutic Massage-Advanced Certificated Course

As approved by the

California State Department of Private Post-Secondary Education



On 04th day of January 2018

  
Supervising Instructor (Ninh Thi Nguyen)

  
Director (Ninh Thi Nguyen)

No: 2968

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the Big Lake City Council, Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. at Big Lake City Hall, Big Lake, Minnesota, on Wednesday, September 9, 2020. The following City Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**BIG LAKE CITY COUNCIL  
RESOLUTION NO. 2020-XX**

**A RESOLUTION APPROVING A THERAPEUTIC MASSAGE LICENSE TO HONG  
MEI LIU TO OPERATE AT LILY'S MASSAGE LOCATED AT  
635 ROSE DRIVE, STE. 2, BIG LAKE, MN.**

**WHEREAS**, Chapter 3, Section 395 of the Big Lake City Code regulates the licensing and practice of Therapeutic Massage in the City of Big Lake; and

**WHEREAS**, Hong Mei Liu has submitted a license application to perform Therapeutic Massage at Lily's Massage at the location described as 635 Rose Drive, Suite 2, Big Lake, MN.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, that the above listed individual is hereby authorized to perform therapeutic massage at the respective location as designated through December 31, 2020 contingent upon the following conditions:

1. Receipt of the required licensing fees from applicant.
2. Receipt of completed application.
3. Satisfactory results from the applicant's background investigation.
4. Recommendation of approval received from the Big Lake Police Chief and the City Clerk.

Adopted by the Big Lake City Council this 9<sup>th</sup> day of September, 2020.





# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Deb Wegeleben, Finance Director	<b>Meeting Date:</b> 9/9/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7A</b>
<b>Item Description:</b> Acceptance of Donations towards the Big Lake Fire Department – Department of Defense Firefighter Program		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator <b>Reviewed By:</b> Seth Hansen, Fire Chief	

**ACTION REQUESTED**

Motion to approve a Resolution accepting donations towards the Big Lake Fire Department.

**BACKGROUND/DISCUSSION**

The State through the Department of Defense Firefighter Program (FFP), has acquired from the Federal Government, certain equipment for the suppression of fires and emergency response and is authorized under M.S. 88.065 and 84.085 to receive and furnish equipment to organizations providing fire suppression and/or emergency services. The Big Lake Fire Department enrolled in the Department of Defense Firefighter Program administer by the Department of Natural Resources (DNR) and on July 31, 2020 did receive the following pieces of equipment:

- 2003 Diesel 4 cyl engine Bobcat S150, with 331 hours with an estimated value of \$21,900 (including shipping)
- 2 Shelter Tents, to be used for emergency shelter of up to 250 people with an estimated value of \$42,000 each (there was no delivery charge on the tents)

The cost for shipping and handling fee for the Bobcat due to the Department of Natural Resources was \$3,000. The cost to ship the asset to the Fire Department was split between the City and Township 50/50, each paying \$1,500.

The City’s portion of the donation that needs to be recognized is \$52,950; which is 50% of the total estimated value of the assets received.

**FINANCIAL IMPACT**

Positive Financial Impact upon Fire Department.

**STAFF RECOMMENDATION**

Accept Donations as presented

**ATTACHMENTS**

- Resolution accepting donations
- Program Agreement

**CITY OF BIG LAKE  
MINNESOTA**

A general meeting of the Big Lake City Council, Big Lake, Minnesota was called to order by Mayor Mike Wallen at 6:00 p.m. at Big Lake City Hall, Big Lake, Minnesota, on Wednesday, September 9, 2020. The following City Council Members were present: Seth Hansen, Paul Knier, Mike Wallen, and Scott Zettervall. A motion to adopt the following resolution was made by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_.

**CITY OF BIG LAKE  
RESOLUTION NO. 2020-XX**

**A RESOLUTION ACCEPTING DONATIONS THAT HAVE BEEN MADE  
TO THE CITY OF BIG LAKE**

**WHEREAS**, donations that are to be made to the City of Big Lake must be accepted by the City Council; and

**WHEREAS**, the following donations were submitted towards the City of Big Lake Fire Department as follows:

1. **DEPARTMENT OF DEFENSE FIREFIGHTER PROGRAM (FFP) -**
  - 2003 Bobcat S150 4-cyl, diesel motor, 331 hours \$10,950
  - Shelter Tents for emergency shelter (2) 42,000
  - Value Totaling \$52,950**

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Big Lake, Minnesota, to hereby accept the donations listed above towards the City of Big Lake Fire Department.

Adopted by the Big Lake City Council this 9<sup>th</sup> day of September, 2020.

\_\_\_\_\_  
**Mayor Mike Wallen**

Attest:

\_\_\_\_\_  
**Gina Wolbeck, City Clerk**

The following Council Members voted in favor:

The following Council Members voted against or abstained:

Whereupon the motion was duly passed and executed.

*Drafted By:*

*City of Big Lake*

*160 Lake Street North*

*Big Lake, MN 55309*

STATE OF MINNESOTA    )  
COUNTY OF SHERBURNE )<sup>SS.</sup>

The foregoing instrument was acknowledged before me this \_\_\_ day of September, 2020, by Mike Wallen and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public

**MINNESOTA**  
**DEPARTMENT OF NATURAL RESOURCES**  
**Department of Defense Firefighter Program Agreement**

**THIS AGREEMENT**, Made on 7-31-2020 by and between the State of Minnesota acting and through the Commissioner of the Department of Natural Resources, referred to as the "State" and the Big Lake Fire Department, referred to as the "Unit."

**Purpose and Authorities:**

The Commissioner of Natural Resources is charged with the duty of preventing and extinguishing forest fires and the State desires and needs support in preventing and suppressing grass, forest, or prairie wildland fires.

The Unit has established a Fire Department to extinguish fires within its statutory authorized boundaries and may have contracted with certain other local units of government for joint fire prevention, protection, and/or providing emergency services.

The Commissioner of Natural Resources and the Unit are authorized under M.S. 88.04 to cooperate in the prevention and suppression of wildfire.

The State, through the Department of Defense Firefighter Program (FFP), has acquired from the Federal Government, certain equipment for the suppression of fires and emergency response and is authorized under M.S. 88.065 and 84.085 to receive and furnish equipment to organizations providing fire suppression and/or emergency services

It is understood that the purpose of this agreement is to enable the State to better their cooperative effort in preventing and suppressing fires and in providing emergency services to residents within the Unit's protection area and the State of Minnesota, for the mutual benefits derived.

The State Shall:

1. Make available to the Unit the following listed equipment:

MAKE/MODEL: **Bobcat S150, 2003 DIESEL 4 CYL ENGINE, 331 HOURS**

SERIAL NUMBER: **526912310**

MNDOD #: **DODMN 20-34A**

and allow the Unit to modify and affix any emergency response equipment needed to meet the Unit's emergency response needs.

2. Provide to the Unit, available assistance for suppression of wildland fires and/or emergency incident management response as available.
3. Provide personnel, wildland fire suppression and incident management training as time and budget allows.
4. Special conditions:

The Unit Shall:

1. With respect to the DoD Firefighter Program equipment:
  - a. Convert the equipment into an acceptable fire control or emergency response unit within one year from the time of acquisition. The unit shall notify the Rural Fire Program staff of the MNDNR in writing when the equipment is fire ready. Non-compliance without good reason shall require return of the equipment to the nearest military base that accepts such equipment at the expense of then Unit.

Initials BA

- b. Use the aforementioned equipment only for fire suppression, emergency medical, and/or for

- other emergencies which threaten the loss of life or property.
- c. Provide adequate storage and maintenance for the equipment and responsible for all operational cost, transportation and repairs.
  - d. Make available the said equipment for periodic inspection by a duly authorized representative of the Department of Natural Resources and or the U.S. Forest Service, for three years from the date of the equipment being put in service.
  - e. Maintain the equipment in full readiness at all times.
  - f. Provide property identification on the equipment that shows that the equipment is under the Department of Defense Firefighter Program (FFP) by maintaining the white and red "DODMNxxxxx" sticker as placed on the equipment by the MNDNR.
  - g. Have liability insurance coverage for any vehicles in this agreement.
  - h. All vehicles that are olive drab, camouflage, or desert sand, must be painted with an emergency response color, such as red, safety yellow, or the organizations emergency vehicle response color. All vehicles must be equipped with a metal roof cab, emergency lighting, siren and lettering on the body to denote as an emergency vehicle. **TOTAL WEIGHT NOT TO EXCEED MANUFACTURERS GROSS VEHICLE WEIGHT RATING**
  - i. The Unit must inform the State in writing if the equipment in this agreement is sold, damaged beyond repair, lost, stolen, transferred, or disposed of within three years of the date of the equipment being put into service.

Initials BA

- k. All consumable items issued in conjunction with any durable equipment must also be used for firefighting /emergency response purposes.

2. Special Conditions: The Unit **must** maintain ownership of and use of the equipment for firefighting or emergency purposes for a **minimum of three years** after the item is put into service. Non-compliance will jeopardize future eligibility for program participation...

3. Cost to the Unit: **TOTAL TRANSPORTATION, LABOR AND OR PARTS TO BE PAID AS PER ATTACHED INVOICE = \$ 3000.00**

4. Statement of non-discrimination: "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

#### Transfer of Title:

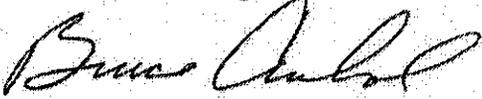
**The State will provide the Unit with documentation to transfer title of the above equipment to the Unit, upon completion of conversion, payment of any funds owed to the DNR and with proof that the equipment has been placed into emergency service.**

(Proof that conversion is complete and that the equipment is in service may include inspection by a DNR representative and/or a photo of completed equipment along with a signed and dated statement by the Unit's chief officer.)

This agreement is effective on the date signed and is to continue in force until terminated by either party giving thirty (30) days written notice to the other and the return of the above equipment, if title has not been transferred.

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

RECEIVING UNIT

<p>Unit's Authorized Signature </p>	<p>MNDNR Approval </p>
<p>Name (Print) <i>Bruce Aubol</i></p> <p>Title Chief      Date 07-31-20 <i>Chair</i></p>	<p>Name (Print) STEVE GROVE Title Rural Fire Program Manager      Date 07-31-20</p>



# AGENDA ITEM

Big Lake City Council

<b>Prepared By:</b> Gina Wolbeck, City Clerk	<b>Meeting Date:</b> 9/9/2020	<input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b>	<b>Item No.</b> <b>7B</b>
<b>Item Description:</b> Monthly Department Reports		<b>Reviewed By:</b> Clay Wilfahrt, City Administrator	
		<b>Reviewed By:</b> N/A	

### **ACTION REQUESTED**

No Action Required.

### **BACKGROUND/DISCUSSION**

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

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

1. Fire Department
2. Police Department
3. Engineering/Public Works Department
4. Student Liaison

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

N/A

### **ATTACHMENTS**

N/A



**INFORMATIONAL ONLY**  
**Big Lake City Council**

***DRAFT CITY COMMISSION MINUTES***

**FYI**

***BACKGROUND***

City Commissions meet regularly to review various projects underway in the City. In an effort to better inform members of the City Council, Staff is providing copies of minutes from meetings of the Big Lake Planning Commission, Big Lake Economic Development Authority, and the Big Lake Parks Advisory Committee.

Commission minutes will be provided in DRAFT form if they have not yet been approved by their specific Board. If minutes have been approved, the finalized version will be provided to Council.

The following minutes are being provided as informational only and do not require any action from the City Council:

- **August 5, 2020 Planning Commission Minutes – not yet approved**
- **August 10, 2020 BLEDA Minutes – not yet approved**
- **August 24, 2020 Parks Advisory Committee Minutes – not yet approved**

**BIG LAKE PLANNING COMMISSION  
REGULAR MEETING MINUTES**

**AUGUST 5, 2020**

**1. CALL TO ORDER**

Chair Heidemann called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIENCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: Alan Heidemann, Scott Marotz, Lisa Odens, Dustin Vickerman, Ketti Green, Shane Shatka, and Scott Zettervall. Also present: Consultant Planner Kevin Shay, Community Development Director Hanna Klimmek.

**4. ADOPT AGENDA**

Commissioner Zettervall moved to adopt the agenda. Seconded by Commissioner Green, unanimous ayes, agenda adopted.

**5. OPEN FORUM**

Chair Heidemann opened the Open Forum at 6:01 p.m. No one came forward for comment. Chair Heidemann closed the Open Forum at 6:01 p.m.

**6. APPROVE MEETING MINUTES**

**6A. APPROVE REGULAR PLANNING COMMISSION MEETING MINUTES OF JULY 1, 2020**

Commissioner Zettervall motioned to approve the July 1, 2020 Regular Meeting Minutes. Seconded by Commissioner Odens, unanimous ayes, Minutes approved.

**7. BUSINESS**

**7A. PUBLIC HEARING: DEVELOPMENT APPLICATION FOR PRELIMINARY PLAT FOR MITCH K FARMS 4TH ADDITION (PID 65-547-0242 AND 65-547-0244)**

## Big Lake Planning Commission Meeting Minutes

Date: August 5, 2020

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Shay reviewed that Daniel Ahles, the applicant, has submitted a development application requesting the following:

- Preliminary Plat approval
- Final Plat approval
- Easement Vacation approval

The two parcels included in the development application were initially platted as part of Mitch K Farms 3rd Addition as part of the larger Planned Unit Development.

The proposed development is to replat the two existing lots at 21533 Lena Trail and 21537 Lena Trail to adjust the common lot line between the two lots. The survey monuments marking the lot corners were not placed consistent with the approved final plat. The current property owner bought the property based on the survey monuments which created a larger lot than the platted lot lines. In order to correct the error, it is required to adjust the lot line to be consistent with the survey monuments. City Code does not allow property changes within a Planned Unit Development to be processed as a lot line adjustment or minor subdivision. The only remaining option to move the lot line is to replat both parcels which share the lot line as a 4th Addition to the plat.

The proposed plat is consistent with all local ordinances and the requirements of the approved Planned Unit Development. Staff is recommending approval of the Preliminary Plat for the Mitch K Farms 4th Addition project.

Chair Heidemann opened the public hearing at 6:04 p.m.

A resident of Lena Trail commented that there are irrigation and sod issues that are contingent on this lot change.

Chair Heidemann closed the public hearing at 6:05 p.m.

Commissioner Zettervall motioned to recommend approval of the Preliminary Plat for the Mitch K Farms 4<sup>th</sup> Addition project. Seconded by Commissioner Marotz, unanimous ayes, motion carried.

### **8. PLANNER'S REPORT**

Klimmek reviewed that Lucinda Meyers is coming from the City of Jordan to start on August 24, 2020 as the new Big Lake City Planner. She has experience in City Planning and she is currently in the process of moving to the area. Klimmek stated that Shane Shatka has been formally accepted as a BLEDA Commissioner. He will be sworn in formally at the next regular BLEDA meeting.

Klimmek reviewed the following:

#### **1. Current Development Activity (as of 8/5/20):**

## Big Lake Planning Commission Meeting Minutes

Date: August 5, 2020

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### Housing:

- Single-Family New Construction Issued Permits 28
- Single-Family New Construction in Review 05
  
- Multi-Family New Construction
  - The Crossings Phase II – 38 Affordable Townhome Rental Units
    - Extended their Partial C/O
  - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
    - Developer – Kuepers, Inc.
    - In Construction – Received BP Application for Phase 3 on 8/5/20
  - Sandhill Villas (HOA) – 12-Unit Single-Family Development Project
    - Developer – Troy Siemers
    - Fully Approved – Working on Development Agreement
  - Avalon Estates – 108 Units for 55+ (Patio Homes, Twin Homes, Apt. Building)
    - Developer – Avalon Homes
    - Concept Phase
  - Big Lake Station Apartments – 55 Affordable Multi-Family Units; 70 Affordable Units for 55+
    - Developer – Aeon
    - Concept Phase
  - Marketplace Crossing I & II – 120 Affordable and Market Rate Multi-Family Rental Units (2, 60-unit buildings)
    - Developer – CommonBond
    - Concept Phase

### Commercial/Industrial:

- ❖ Big Lake Car Condo's
  - Project is on hold
- ❖ Wastewater Treatment Expansion Project
  - In Construction
- ❖ Great River Federal Credit Union
  - Building Permit is in Review
- ❖ Nystrom & Associates Treatment Facility
  - Working Through Final Plat Application
- ❖ Liberty Savings Bank
  - Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
  - Administrative Site-Plan Review
- ❖ Blackbird Group, LLC
  - BLEDA Provided a 1-Year Extension

## 2. BLEDA:

- Kick-off for the Branding and Identity Design Project has been postponed until

# Big Lake Planning Commission Meeting Minutes

Date: August 5, 2020

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the community is ready to engage in the project.

- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- Priority is on the CARES Act funding and granting funds to the Big Lake Business Community.
  - Application deadline was 4 pm on 8/5/20
  - Received 33 eligible applications requesting total of \$1,513,698.91
    - Non-essential – 23 applications requesting total of \$1,188,187.98
    - Essential – 10 applications requesting total of \$325,510.93
  - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses

### 3. Planning & Zoning:

- Hired Lucinda Meyers – Start date is August 24<sup>th</sup>
- The Code Revision Task Force has been created. Kick-off meeting will be held on August 18<sup>th</sup>.
- Planning Commission has a new Planning Commissioner, Shane Shatka.

### 4. Building:

#### PERMIT ACTIVITY REPORT – THROUGH JULY 31, 2020

Permit Type	Permits Issued in July of 2020	2020 Total
Single-Family	4	27
Multi-Family	0	2
Commercial New / Remodel / Addition	2	16
Remodel / Decks / Misc.	65	218
HVAC / Mechanical	13	55
Plumbing	9	55
Zoning	18	116
Land Alteration	6	9
Fire	1	13
<b>TOTAL</b>	<b>118</b>	<b>511</b>

	Permit Fee	Plan Review	TOTAL
Total Fees in July 2020	\$29,990.15	\$7,243.40	<b>\$37,233.55</b>

Big Lake Planning Commission Meeting Minutes

Date: August 5, 2020

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YTD 2020 Total Valuation (through 7/31/20)	YTD 2020 Permit Fee + Plan Review (through 7/31/20)
\$21,017,662.80	\$285,086.14

**PREVIOUS YEAR COMPARISON – THROUGH JULY 31, 2019**

Permit Type	Permits Issued in July of 2019	2019 Total
Single-Family	23	44
Multi-Family	2	2
Commercial New / Remodel / Addition	0	14
Remodel / Decks / Misc.	44	184
HVAC / Mechanical	10	50
Plumbing	5	33
Zoning	14	101
Land Alteration	0	0
Fire	0	0
<b>TOTAL</b>	<b>98</b>	<b>428</b>

	Permit Fee	Plan Review	TOTAL
Total Fees in June 2019	\$320,649.44	\$30,660.30	\$351,309.74

YTD 2019 Total Valuation (through 7/31/19)	YTD 2019 Permit Fee + Plan Review (through 7/31/19)
\$23,486,741.24	\$743,138.95

**5. Recreation & Communication:**

- The Farmers Market has had a record year for both vendors and patrons of the Market.

**6. Streets & Parks:**

- Purchasing new equipment to provide more efficiency out in the field.

- Purchasing new technology to also provide more efficiency out in the field.
- Interviewing internal applicants for a lead position under Nick Abel, Streets & Parks Superintendent.

## **9. COMMISSIONERS' REPORTS**

Zeterval stated that Council is currently going through the preliminary budget and considering different options for the vacant Council seat. They are also discussing options for small cell site guidelines regarding 5g towers. He stated that Council wants to be sure that these towers are discreet.

Marotz stated that the Parks Committee is discussing options for creating a park near Brom Lane. The City's currently owned land is subject to flooding and a park would be very difficult to construct. Area residents expressed their concern about a park on that land and suggested purchasing other land in the area that is more feasible for a neighborhood park. He stated that the Parks Committee has made it a priority to construct a park on the south side of town as there are currently only two parks in the area and they are not in walking distance to many residents that live on the south side of town.

**10. OTHER** – None.

## **11. ADJOURN**

Commissioner Green motioned to adjourn at 6:25 p.m. Seconded by Commissioner Vickerman, unanimous ayes, motion carried.

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY  
MEETING MINUTES**

**MONDAY, AUGUST 10, 2020**

**1. CALL TO ORDER**

President Alan Heidemann called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**3. ROLL CALL**

Commissioners present: J. Brian Calva, Jim Dickinson, Ken Geroux, Greg Green, Alan Heidemann, and Mike Wallen.

Also present: BLEDA Executive Director Hanna Klimmek, Finance Director Deb Wegeleben, and BLEDA Secretary Corrie Scott.

**4. ADOPT AGENDA**

Commissioner Wallen motioned to approve the agenda as presented. Seconded by Commissioner Dickinson unanimous ayes, motion carried.

**5. APPROVE BLEDA MEETING MINUTES OF JULY 13, 2020**

Commissioner Geroux motioned to approve the July 13, 2020 BLEDA minutes. Seconded by Commissioner Green, unanimous ayes, motion carried.

**6. BLEDA BUSINESS ITEMS**

**6A. BIG LAKE COVID-19 EMERGENCY GRANT PROGRAM – AWARD RECOMMENDATION**

Klimmek reviewed that the State has approved a bill to distribute funding from the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The bill distributes money to local governments to assist with the financial strain caused by plummeting tax revenues. The City of Big Lake has received \$863,098.

Federal guidance indicates that a City can have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of

business interruption caused by required closure should be tailored to assist those businesses in need of such assistance. Also, guidance indicates that fund payments may be used for economic support in the absence of the stay-at-home order if such expenditures are determined by the City to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 pandemic.

With that being said, the Big Lake City Council has approved a grant program to provide the CARES Act funding to businesses to cover business interruption, and the City Council has delegated the administration of the program to the Big Lake EDA. Out of the \$863,098 in CARES Act funding, Staff is comfortable with providing \$550,000 to the business community for a first round to ensure all City COVID expenses have been captured.

The Big Lake COVID-19 Emergency Grant Program application was released the evening of July 22, 2020 after the Big Lake City Council meeting and its approval. The application deadline was scheduled for 4:00 pm on Wednesday, August 5, 2020.

The Big Lake EDA has accepted 33 applications with a total request of \$1,513,698.91. Twenty-three (23) applications were from businesses/non-profits that were deemed non-essential when the executive order was executed. The 23 applications amount to a request of \$1,188,187.98. The remaining 10 applications are from businesses that never had to officially close their doors and stop production. Those 10 applications from essential businesses amount to a request of \$325,510.93.

Staff reviewed all applications to ensure they are eligible, the funds will be used correctly, and the proper documentation is included. From there, Staff met with the Big Lake EDA Finance Committee to define a way to make the awards as impactful as possible knowing that it's impossible to provide the full amount of all grant requests.

The Big Lake EDA Finance Committee is recommending that non-essential businesses/non-profits should be first priority for the awards. The Committee is recommending that maximum grant amounts should be placed on 4 categories:

- Non-Profit that remains shut down (Options, Inc.) = \$100,000
- Restaurants/Bars = \$35,000
- Businesses that received no other Federal/State funding = \$20,000
- All other non-essential businesses/non-profits = \$10,000

The Big Lake EDA Finance Committee is also recommending to provide \$5,000 of funding to each of the 10 businesses deemed essential through the Governor's executive orders.

The City of Big Lake has until November 15, 2020 to spend down the funds. If unable to meet the November 15, 2020 deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If unable to meet the December 1, 2020 deadline, Sherburne County will have to provide their balance of funds to the State of MN.

Dickinson stated that businesses who are shut down should be considered a priority. He commented that the finance committee's recommendations were well done. Geroux stated that set procedures were followed by staff. Green asked if businesses are now able to go to the County for additional funding. Klimmek confirmed that eligible businesses can apply for funding through the County.

Commissioner Geroux motioned to recommend to City Council the proposed Big Lake COVID-19 Emergency Grant Program awards, funded by the CARES Act. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

## **6B. PRELIMINARY 2021 BLEDA BUDGET**

Wegeleben reviewed the first draft of the Preliminary 2021 BLEDA Budget. It includes the revenue and expenditure budget as well as a concept budget for 2022-2025.

The 2021 preliminary levy is at \$130,000, which is the same as 2020; the executive director salary and fringe is again split 50/50 between the BLEDA and General Fund budgets.

Total expenditures are \$45,831 less than 2020 budget; this is due to the \$50,000 Branding project that was budgeted in 2020. Again this year there is the \$46,362 transfer to the Industrial Park Land Expansion Fund. In the past the Industrial Park Land Expansion fund paid for the special assessment associated with the purchase of the industrial park, however the sewer fund had to subsidize the fund as there has been no cash sales since the purchase of the property. The total outstanding indebtedness to the sewer fund pertaining to the industrial park land expansion is \$580,453.37. The long term plan of the City is to pay this interfund loan back using BLEDA funds and General Funds.

In regards to the projected cash balance, the board could choose to direct staff to allocate some of the projected fund balance to specific projects for the upcoming budget years.

Heidemann asked if the consultants hired for the rebranding project have been paid yet. Wegeleben stated they haven't been paid yet, but there should be funds set aside for future payment. Calva stated that there is a paragraph in the Preliminary budget that lists an incorrect meeting date for Council. Wegeleben confirmed that she would fix the

mistake. Dickinson stated that he is not in favor of the levy being included in the BLEDA budget as BLEDA is not an elected body.

Commissioner Dickinson motioned to recommend to City Council approval of the proposed 2021 Preliminary BLEDA Budget as presented. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

## 6C. BLEDA BUDGET AND LIST OF CLAIMS

Commissioner Dickinson motioned to accept the budget report and approve the BLEDA List of Claims for July 2020 as presented. Seconded by Commissioner Wallen, unanimous ayes, motion carried.

## 6D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Klimmek reviewed the following:

### 1. Current Development Activity (as of 8/5/20):

#### Housing:

- |   |    |
|---|----|
| ➤ Single-Family New Construction Issued Permits | 28 |
| ➤ Single-Family New Construction in Review      | 05 |
- 
- Multi-Family New Construction
    - The Crossings Phase II – 38 Affordable Townhome Rental Units
      - Extended their Partial C/O
    - Station Street Apartments Phase I and Phase II – 70 Market Rate Rental Units
      - Developer – Kuepers, Inc.
      - In Construction – Received BP Application for Phase 3 on 8/5/20
    - Sandhill Villas (HOA) – 12-Unit Single-Family Development Project
      - Developer – Troy Siemers
      - Fully Approved – Working on Development Agreement
    - Avalon Estates – 108 Units for 55+ (Patio Homes, Twin Homes, Apt. Building)
      - Developer – Avalon Homes
      - Concept Phase
    - Big Lake Station Apartments – 55 Affordable Multi-Family Units; 70 Affordable Units for 55+
      - Developer – Aeon
      - Concept Phase
    - Marketplace Crossing I & II – 120 Affordable and Market Rate Multi-Family Rental Units (2, 60-unit buildings)
      - Developer – CommonBond
      - Concept Phase

**Commercial/Industrial:**

- ❖ Big Lake Car Condo’s
  - Project is on hold
- ❖ Wastewater Treatment Expansion Project
  - In Construction
- ❖ Great River Federal Credit Union
  - Building Permit is in Review
- ❖ Nystrom & Associates Treatment Facility
  - Working Through Final Plat Application
- ❖ Liberty Savings Bank
  - Working Through Site Plan, CUP, and Variance
- ❖ Metro-Transit (North Star Commuter Rail) Facility Expansion
  - Administrative Site-Plan Review
- ❖ Blackbird Group, LLC
  - BLEDA Provided a 1-Year Extension

**2. BLEDA:**

- Kick-off for the Branding and Identity Design Project has been postponed until the community is ready to engage in the project.
- BLEDA Strategic Plan Committee will be working on creating strategies/framework for development, re-development, and repurposing.
- Priority is on the CARES Act funding and granting funds to the Big Lake Business Community.
  - Application deadline was 4 pm on 8/5/20
  - Received 33 eligible applications requesting total of \$1,513,698.91
    - Non-essential – 23 applications requesting total of \$1,188,187.98
    - Essential – 10 applications requesting total of \$325,510.93
  - Staff is comfortable awarding \$550,000 at this time, which will leave the City \$313,098 to capture its own COVID related expenses

**3. Planning & Zoning:**

- Hired Lucinda Meyers – Start date is August 24<sup>th</sup>
- The Code Revision Task Force has been created. Kick-off meeting will be held on August 18<sup>th</sup>.
- Planning Commission has a new Planning Commissioner, Shane Shatka.

**4. Building:**

**PERMIT ACTIVITY REPORT – THROUGH JULY 31, 2020**

Permit Type	Permits Issued in July of 2020	2020 Total
Single-Family	4	27
Multi-Family	0	2

Commercial New / Remodel / Addition	2	16
Remodel / Decks / Misc.	65	218
HVAC / Mechanical	13	55
Plumbing	9	55
Zoning	18	116
Land Alteration	6	9
Fire	1	13
<b>TOTAL</b>	<b>118</b>	<b>511</b>

	Permit Fee	Plan Review	TOTAL
Total Fees in July 2020	\$29,990.15	\$7,243.40	<b>\$37,233.55</b>

YTD 2020 Total Valuation (through 7/31/20)	YTD 2020 Permit Fee + Plan Review (through 7/31/20)
<b>\$21,017,662.80</b>	<b>\$285,086.14</b>

**PREVIOUS YEAR COMPARISON – THROUGH JULY 31, 2019**

Permit Type	Permits Issued in July of 2019	2019 Total
Single-Family	23	44
Multi-Family	2	2
Commercial New / Remodel / Addition	0	14
Remodel / Decks / Misc.	44	184
HVAC / Mechanical	10	50
Plumbing	5	33
Zoning	14	101
Land Alteration	0	0
Fire	0	0

<b>TOTAL</b>	<b>98</b>	<b>428</b>
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	Permit Fee	Plan Review	TOTAL
Total Fees in June 2019	\$320,649.44	\$30,660.30	<b>\$351,309.74</b>

YTD 2019 Total Valuation (through 7/31/19)	YTD 2019 Permit Fee + Plan Review (through 7/31/19)
<b>\$23,486,741.24</b>	<b>\$743,138.95</b>

**5. Recreation & Communication:**

- The Farmers Market has had a record year for both vendors and patrons of the Market.

**6. Streets & Parks:**

- Purchasing new equipment to provide more efficiency out in the field.
- Purchasing new technology to also provide more efficiency out in the field.
- Interviewing internal applicants for a lead position under Nick Abel, Streets & Parks Superintendent.

**7. OTHER**

Wallen stated that on Wednesday, August 12, 2020 Council will have a discussion on what they plan to do with Rose's seat and will discuss appointments as Rose sat on multiple committees. Geroux commented that while doing construction for a customer of his, they complimented the amount of growth in Big Lake including the industrial park.

**8. ADJOURN**

Commissioner Dickinson motioned to adjourn the meeting at 6:18 p.m. Seconded by Commissioner Green, unanimous ayes, meeting adjourned.

**PARKS ADVISORY COMMITTEE  
MEETING MINUTES**

**MONDAY, AUGUST 24, 2020**

**1. CALL TO ORDER**

Chair McDowall-Seyko called the meeting to order at 6:35 p.m.

**2. ROLL CALL**

Committee Members present: Scott Marotz, Denise McDowall-Seyko, Doug Peterson, Laura Talvitie, and Scott Zetervall. Committee Members absent: Shane Fisher.

Also present: Recreation and Communication Coordinator Corrie Scott, and Streets and Parks Superintendent Nick Abel.

**3. ADOPT AGENDA**

Committee Member Peterson motioned to approve the agenda as presented. Seconded by Committee Member Zetervall, unanimous ayes, motion carried.

**4. APPROVAL OF MINUTES**

Committee Member Zetervall motioned to accept the June 22, 2020 Parks Advisory Committee minutes as presented. Seconded by Committee Member Marotz, unanimous ayes, motion carried.

**5. BUSINESS**

**5A. PAC INTERVIEWS**

Scott stated that a total of two submittals were received by the deadline from Scott Creighton and Jack Merwin for the current vacant seat on the Parks Advisory Committee. The Parks Advisory Committee asked each candidate to explain their interest in the current vacancy.

Zetervall asked about the Bylaws and what is stated regarding termination due to absences from meetings. Scott stated that the Committee is able to recommend termination of a Member due to absences, but there isn't a specific number of absences stated in the Bylaws. Peterson stated that it might be best to recommend termination rather than waiting for a formal resignation in the case that the process of accepting resignation takes longer than accepting a termination.

Committee Member Peterson motioned to recommend to Council the termination of Shane Fisher from the Parks Advisory Committee with the ability to reapply for future vacancies. Seconded by Committee Member Talvitie, unanimous ayes, motion carried.

Committee Member Talvitie motioned to recommend to Council the appointment of Jack Merwin to the current vacancy on the Parks Advisory Committee and to recommend to Council that Scott Creighton be appointed to Shane Fisher's current seat contingent on Council approval of his resignation or termination. Seconded by Commissioner Zettervall, unanimous ayes, motion carried.

## **5B. BROM PARK DISCUSSION**

McDowall reviewed that residents in the neighborhood near Brom have come forward with hopes to create a park near Brom Lane, but that staff has concerns that the currently owned City parcels are not feasible for a park structure due to flooding. Zettervall stated that there is land near Brom Lane that could potentially be purchased by the City for a future park, but that staff prefers to negotiate with current land owners prior to a formal discussion at a Parks meeting on which land they prefer for a future park. McDowall stated that residents commented on how traffic at the corner of Brom and Tarrytown is dangerous for children and they preferred a different parcel farther from Tarrytown. Residents stated that they prefer having the current City owned land continue to be natural wetland and that a small park for young children be put in on another parcel in the area.

McDowall asked about costs of land in the Brom Lane area for potential purchase. Zettervall stated that he consulted staff and although there aren't official quotes, it is likely that it would cost around \$30,000 for land in that area for a playground. Zettervall stated that he will keep the Parks Committee updated as he learns more from staff about potential purchase of land for parks near Brom Lane.

## **5C. FAIRY HOUSES DISCUSSION**

Scott reviewed that residents have been creating 'fairy houses' and placing them in local parks; mainly McDowall Trail. In April, the City made a Facebook post encouraging that these 'fairy houses' be made with natural items to avoid hurting wildlife and the environment. In the early summer months, pictures of vandalized 'fairy houses' were posted on the Big Lake Forum Facebook group. This poses a risk for Public Works staff that uses equipment to mow the grass and maintain the trails and parks. Staff would like the Parks Committee to discuss ways to encourage eco-friendlier 'fairy houses' and potentially a week or two 'event' in the summer where residents can show off their creations and then remove them for maintenance and to avoid more vandalism on the trails. Staff is asking the Committee to discuss the potential for hosting a Fairy Houses event annually on McDowall Trail.

Marotz commented that this could be a possibility to get Spud Fest or another non-profit group involved. He stated that there could be a judging ceremony where eco-friendly fairy houses are given priority for winning. Marotz stated that we could designate a small portion of the trail to keep the houses condensed to a certain area of the trail to simplify the judging process. Zettervall stated that the Parks Committee would make great judges for this type of event. Zettervall stated that Halloween or Spud Fest would be great times of year to host this style of event. Abel recommended setting a timeline for picking up fairy houses at the end of the fall season in 2020 and including an update for a fairy house event for the year 2021. Zettervall asked when Public Works would like the fairy houses picked up. Abel stated that pickup for fairy houses from this year would be best by November 1<sup>st</sup> at the latest. Marotz mentioned that there should be a prize for the winners, i.e. tokens to the farmers market, gift certificates from local businesses, wristbands to Spud Fest, etc... Scott stated she would bring more in depth options and marketing materials to the next Parks Meeting for a final decision.

#### 5D. RECREATION AND COMMUNICATION UPDATE

Scott reviewed the following:

1. **Summer Programming**
  - a. **Farmers Market:** The summer market takes place every Wednesday from 3-7pm from June-August and 3-6pm in September at Lakeside Park. There are 22 vendors on average each week and staff has noticed a spike in attendees this year. Staff is looking into the feasibility of hosting an indoor winter market with current COVID-19 restrictions.
  - b. **Backyard & Beyond:** Sherburne County 4-H and the City of Big Lake hosted two day camps this summer. They went well, even with COVID-19 guidelines. Staff will work with Sherburne County 4-H to put together plans for more day camps in 2021.
  - c. **Movie in the Park:** Staff is working on making this a drive in style event without any activities beforehand. Information will come out by early September on how the event will take place.
2. **Park Maintenance Survey:** Staff is asking the Parks Committee to keep an eye on the existing parks in Big Lake and make a list of updates that should be considered for 2021. Examples include updated sidewalks, deteriorating park equipment, etc... Later in the summer or fall the Parks Committee will have a discussion on what parks should be considered priority for repairs and upgrades.
3. **Freedom Rock:** The Freedom Rock committee received approval from Council to move the Freedom Rock to a location farther from Highway 10 because it was considered too loud of an area. They are moving the Freedom Rock to the area under the trees off of Lakeshore Drive at Lakeside Park. They are having a rock setting event on September 19, 2020.
4. **Skate Park:** Streets and Parks Superintendent Nick Abel closed the skate park temporarily after finding a massive amount of inappropriate graffiti, garbage, and other vandalism. This has become an increasingly bigger problem compared to previous years.

Zettervall stated that an option for the winter farmers market is the Windstream building as they have a large, open courtyard area that is heated and used to be used for community events. Scott stated that she will look into this option.

Abel stated that the skate park has been closed temporarily in prior years due to past vandalism. McDowall asked about the age ranges that use the skate park. Abel stated that it is mainly high school students that don't have the ability to drive. Abel stated that there is an excess of garbage and graffiti being found at the skate park this year. McDowall asked if there are youth that would be interested in coming up with a plan to help keep the skate park open. Abel commented that the purpose of shutting down the skate park is to help the individuals using the park realize they need to take care of it. He doesn't want to close the park permanently, but is looking for ways to reduce vandalism as it is becoming more expensive and time consuming to clean up. Peterson stated that he notices there are many people that use the skate park, but that the spectators of the facility tend to be those that vandalize and litter. Peterson stated that there is a similar problem happening at the basketball courts located at Lakeside Park. McDowall asked if the issue has gotten worse without a park attendant. Abel stated that the park attendant generally was working a booth that isn't near the skate park or basketball court, so they wouldn't be able to view any issues that arise in those portions of the park unless notified by another park goer.

Talvitie commented that this year she has noticed an increase in garbage and foul language from park goers compared to other years. Abel agreed with Talvitie's statement and stated that this likely is because of recent changes in society due to COVID-19. Peterson stated that he has seen the basketball area, that used to be a problem area in the park, become cleaner and less of an issue. He commented that hopefully shutting the skate park down temporarily will help this area as well.

## **6. OTHER**

Peterson stated that the Code Revision Task Force had their first meeting and that the current code is at over 500 pages and they would like to reduce it to closer to 200 pages.

Zettervall stated that earlier in the year there was an ATV run and it was viewed as a great success. He stated that there is another event taking place at Lakeside Park on September 26, 2020. Marotz asked if the allowance of ATVs on City streets has helped to cut down ATV usage on trails. Abel stated that Public Works hasn't noticed a significant decrease. Marotz stated that there is a trail near his home that he has noticed a reduction in ATV usage recently which he prefers so that there is less deterioration of trails.

## **7. ADJOURN**

Committee Member Zettervall motioned to adjourn the meeting at 8:32 p.m. Seconded by Committee Member Peterson, unanimous ayes, meeting adjourned.