



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

**MARCH 18, 2026
6:30 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. Oath of Office for Police Captain Tom Kucala
- 7B. Big Lake Police Reserve Officer Recognitions
- 7C. Final Plans and Specifications for the 2026 Street and Utility Improvement Project No. 2026-1 and Authorize Advertisement for Bid
- 7D. Big Lake Pizza Factory, Inc. Sixth Amendment to Sale and Purchase Agreement
- 7E. Comprehensive Plan Land Use Map Amendment

8) ADMINISTRATOR'S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

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.

**BIG LAKE CITY COUNCIL
CONSENT AGENDA
MARCH 18, 2026**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of February 18, 2026
- 6C. Approve Regular Council Meeting Minutes of February 18, 2026
- 6D. Approve 2026/2027 Liquor License Renewal Resolution
- 6E. Approve Appointment of Jack Berner to the Part-time Liquor Clerk Position
- 6F. Approve 2025 Budget Amendment No. 1
- 6G. Approve 2025 Inter-fund Transfers
- 6H. Approve Wine and on-sale Malt Liquor Licenses to Lamn Nick Bergherr 1 LLC dba Taste of Thai and Lao at 16777 Marketplace Drive, Suite B
- 6I. Approve Parks Advisory Committee Liaison Appointments
- 6J. Approve 2026 Recycle Day SCORE Grant Agreement with Sherburne County, 2026 Participation Agreement with Big Lake Township, and set a Council Gathering on May 16, 2026 from 7am to 1pm at the Big Lake Township Maintenance Building located at 20150 166th Street for the event
- 6K. Approve the 2026 SCORE Grant Agreement for the City of Big Lake Yard Waste Site
- 6L. Approve Agreement with DoorDash for a Delivery Service at the Municipal Liquor Store
- 6M. Accept Resignation of Part-time Liquor Clerks Kylie Schultz and Timmothy Schultz
- 6N. Approve 2026 Summer Farmers Market Agreements
- 6O. Accept Resignation from Parks Advisory Committee Member Jeff Webster
- 6P. Approve Big Lake Car Condos II Final Plat and PUD Extension
- 6Q. Approve Prairie Meadows Fifth Addition Preliminary Plat and PUD Extension
- 6R. Approve Conditional Employment Offer to Henry Harris for the Police Officer Position
- 6S. Approve 2026 Music in the Park Musician and Sound Technician Contracts
- 6T. Approve Soil Boring Proposal with Chosen Valley Testing, Inc. for the 2026 Street and Utility Improvement Project No. ST2026-1



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>3/18/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6A
Item Description: <i>List of Claims</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>		
	Reviewed By: <i>N/A</i>		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would approve the List of Claims paid from February 12, 2026, through March 10, 2026, and approve Payrolls 4 and 5 for 2026.

BACKGROUND/DISCUSSION

Claims and Payroll Report – Through March 10, 2026

Attached is the List of Claims paid through March 10, 2026, along with Payroll No. 4 paid on February 25, 2026, and Payroll No. 5 paid on March 11, 2026.

Please contact me if you have any questions or need further information.

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACE SOLID WASTE INC								
15	ACE SOLID WASTE INC	12958905T067	FEB 2026 PW GARBAGE OVER	03/01/2026	120.00	120.00	03/05/2026	
15	ACE SOLID WASTE INC	12958905T067	MARCH 2026 PW GARBAGE	03/01/2026	409.13	409.13	03/05/2026	
Total ACE SOLID WASTE INC:					529.13	529.13		
ADVANCED GRAPHIX INC								
10897	ADVANCED GRAPHIX INC	218710	UNIT 733 REPAIRS - 1/19/26 DE	02/11/2026	257.50	257.50	02/19/2026	
Total ADVANCED GRAPHIX INC:					257.50	257.50		
AFLAC								
10394	AFLAC	125459	FEB PREMIUMS 2026	02/26/2026	136.63	136.63	03/05/2026	
Total AFLAC:					136.63	136.63		
AMERITAS LIFE INSURANCE CO (E-CHECK)								
10989	AMERITAS LIFE INSURANCE C	MARCH 2026	MARCH 2026 VISION	03/02/2026	170.52	170.52	03/10/2026	
Total AMERITAS LIFE INSURANCE CO (E-CHECK):					170.52	170.52		
AMSTERDAM PRINTING AND LITHO								
3251	AMSTERDAM PRINTING AND LI	8016604	LIQ STORE MARKETING	02/13/2026	498.25	498.25	02/26/2026	
Total AMSTERDAM PRINTING AND LITHO:					498.25	498.25		
ARTISAN BEER COMPANY								
10864	ARTISAN BEER COMPANY	3830240	THC	02/11/2026	72.80	72.80	02/19/2026	
10864	ARTISAN BEER COMPANY	3831817	BEER	02/18/2026	187.60	187.60	02/19/2026	
10864	ARTISAN BEER COMPANY	3831818	THC	02/18/2026	553.39	553.39	02/19/2026	
10864	ARTISAN BEER COMPANY	3833656	BEER	02/25/2026	46.15	46.15	02/26/2026	
10864	ARTISAN BEER COMPANY	3833657	THC	02/25/2026	524.30	524.30	02/26/2026	
10864	ARTISAN BEER COMPANY	3835534	BEER	03/04/2026	209.15	209.15	03/05/2026	
10864	ARTISAN BEER COMPANY	3835535	THC	03/04/2026	492.00	492.00	03/05/2026	
10864	ARTISAN BEER COMPANY	443680	BEER	02/06/2026	15.36	15.36	02/19/2026	
Total ARTISAN BEER COMPANY:					2,070.03	2,070.03		
ARVIG								
10974	ARVIG	3059394	FEB 2 POLICE INTERNET - JAN 2026	02/06/2026	382.18	382.18	02/19/2026	
Total ARVIG:					382.18	382.18		
AUTO VALUE								
87362	AUTO VALUE	21248777	STREET TRUCK #736	02/06/2026	510.00	510.00	02/11/2026	
87362	AUTO VALUE	21248983	SHOP SUPPLIES	02/12/2026	135.92	135.92	02/26/2026	
87362	AUTO VALUE	21249001	SHOP SUPPLIES	02/13/2026	151.92	151.92	02/26/2026	
87362	AUTO VALUE	21249243	WWTP #527 OIL	02/19/2026	139.96	139.96	03/05/2026	
87362	AUTO VALUE	21249338	WWTP #517 REPAIR	02/24/2026	185.99	185.99	02/26/2026	
87362	AUTO VALUE	21249339	WWTP #517 REPAIR	02/24/2026	117.98	117.98	02/26/2026	
87362	AUTO VALUE	21249549	BLFD CHIEF 1 VEHICLE - REAR	03/02/2026	121.98	121.98	03/10/2026	
Total AUTO VALUE:					1,363.75	1,363.75		
BEAUDRY OIL & PROPANE								
10544	BEAUDRY OIL & PROPANE	3236716	OIL	02/26/2026	635.10	635.10	03/05/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BEAUDRY OIL & PROPANE:					635.10	635.10		
BELL BOY CORPORATION-1								
1032	BELL BOY CORPORATION-1	0110851100	MIX	02/17/2026	24.00	24.00	02/19/2026	
1032	BELL BOY CORPORATION-1	0110851100	SUPPLIES	02/17/2026	153.00	153.00	02/19/2026	
1032	BELL BOY CORPORATION-1	0110851100	FRT	02/17/2026	3.82	3.82	02/19/2026	
1032	BELL BOY CORPORATION-1	0110874400	MIX	02/24/2026	24.00	24.00	02/26/2026	
1032	BELL BOY CORPORATION-1	0110874400	FRT	02/24/2026	3.43	3.43	02/26/2026	
1032	BELL BOY CORPORATION-1	0110874400	SUPPLIES	02/24/2026	68.00	68.00	02/26/2026	
1032	BELL BOY CORPORATION-1	0110898400	MIX	03/03/2026	23.75	23.75	03/05/2026	
1032	BELL BOY CORPORATION-1	0110898400	FRT	03/03/2026	3.12	3.12	03/05/2026	
1032	BELL BOY CORPORATION-1	0210460400	LIQUOR	02/17/2026	659.95	659.95	02/19/2026	
1032	BELL BOY CORPORATION-1	0210460400	FRT	02/17/2026	9.90	9.90	02/19/2026	
1032	BELL BOY CORPORATION-1	0210525000	WINE	02/17/2026	208.00	208.00	02/19/2026	
1032	BELL BOY CORPORATION-1	0210525000	LIQUOR	02/17/2026	675.00	675.00	02/19/2026	
1032	BELL BOY CORPORATION-1	0210525000	FRT	02/17/2026	8.25	8.25	02/19/2026	
1032	BELL BOY CORPORATION-1	0210583600	WINE	02/24/2026	80.00	80.00	02/26/2026	
1032	BELL BOY CORPORATION-1	0210583600	LIQUOR	02/24/2026	441.00	441.00	02/26/2026	
1032	BELL BOY CORPORATION-1	0210583600	FRT	02/24/2026	5.23	5.23	02/26/2026	
1032	BELL BOY CORPORATION-1	0210642500	LIQUOR	03/03/2026	1,538.00	1,538.00	03/05/2026	
1032	BELL BOY CORPORATION-1	0210642500	FRT	03/03/2026	13.20	13.20	03/05/2026	
1032	BELL BOY CORPORATION-1	0300721500	THC	02/17/2026	84.00	84.00	02/19/2026	
1032	BELL BOY CORPORATION-1	0300721500	FRT	02/17/2026	1.65	1.65	02/19/2026	
1032	BELL BOY CORPORATION-1	0300741600	THC	02/24/2026	994.00	994.00	02/26/2026	
1032	BELL BOY CORPORATION-1	0300741600	FRT	02/24/2026	24.75	24.75	02/26/2026	
1032	BELL BOY CORPORATION-1	0300761100	THC	03/03/2026	170.00	170.00	03/05/2026	
1032	BELL BOY CORPORATION-1	0300761100	FRT	03/03/2026	3.30	3.30	03/05/2026	
Total BELL BOY CORPORATION-1:					5,219.35	5,219.35		
BERGANKDV								
710	BERGANKDV	1278441	2025 AUDIT GF - PLANNING	02/26/2026	100.00	100.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT GF - ADMIN	02/26/2026	1,000.00	1,000.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT EDA	02/26/2026	200.00	200.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT GF-BLDG	02/26/2026	200.00	200.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT GF-ENGINEER	02/26/2026	100.00	100.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT GF-STREETS	02/26/2026	1,000.00	1,000.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT GF-PARKS	02/26/2026	750.00	750.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT GF-POLICE	02/26/2026	1,150.00	1,150.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT EDA	02/26/2026	150.00	150.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT WATER	02/26/2026	1,650.00	1,650.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT SEWER	02/26/2026	1,650.00	1,650.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT STORM	02/26/2026	500.00	500.00	03/05/2026	
710	BERGANKDV	1278441	2025 AUDIT LIQUOR	02/26/2026	1,550.00	1,550.00	03/05/2026	
Total BERGANKDV:					10,000.00	10,000.00		
BERKLEY ADMINISTRATORS								
140	BERKLEY ADMINISTRATORS	00525791 - AS	WC DEDUCTIBLE - ASFELD	03/01/2026	31.49	31.49	03/05/2026	
140	BERKLEY ADMINISTRATORS	00527423 - DA	WC DEDUCTIBLE - DANIELS	03/01/2026	221.94	221.94	03/05/2026	
Total BERKLEY ADMINISTRATORS:					253.43	253.43		
BERNICKS PEPSI								
350	BERNICKS PEPSI	10457603	MIX	02/13/2026	124.07	124.07	02/19/2026	
350	BERNICKS PEPSI	10457604	THC	02/13/2026	306.00	306.00	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
350	BERNICKS PEPSI	10459983	MIX	02/20/2026	147.04	147.04	02/26/2026	
350	BERNICKS PEPSI	10459984	THC	02/20/2026	353.50	353.50	02/26/2026	
350	BERNICKS PEPSI	10459985	NA BEER	02/20/2026	23.00	23.00	02/26/2026	
350	BERNICKS PEPSI	10459985	BEER	02/20/2026	1,495.45	1,495.45	02/26/2026	
350	BERNICKS PEPSI	10462449	MIX	02/27/2026	51.45	51.45	03/05/2026	
350	BERNICKS PEPSI	10462450	MIX	02/27/2026	3.30-	3.30-	03/05/2026	
350	BERNICKS PEPSI	10462451	THC	02/27/2026	427.00	427.00	03/05/2026	
350	BERNICKS PEPSI	10462452	NA BEER	02/27/2026	51.20	51.20	03/05/2026	
350	BERNICKS PEPSI	10462452	BEER	02/27/2026	3,721.65	3,721.65	03/05/2026	
350	BERNICKS PEPSI	10462452	KEG DEPOSIT	02/27/2026	30.00	30.00	03/05/2026	
350	BERNICKS PEPSI	10465359	MIX	03/06/2026	24.74	24.74	03/10/2026	
350	BERNICKS PEPSI	10465360	THC	03/06/2026	175.50	175.50	03/10/2026	
350	BERNICKS PEPSI	10465361	BEER	03/06/2026	1,935.95	1,935.95	03/10/2026	
350	BERNICKS PEPSI	10465361	NA BEER	03/06/2026	88.10	88.10	03/10/2026	
350	BERNICKS PEPSI	10465361	KEG DEPOSIT	03/06/2026	30.00-	30.00-	03/10/2026	
350	BERNICKS PEPSI	1457605	BEER	02/13/2026	1,710.35	1,710.35	02/19/2026	
350	BERNICKS PEPSI	1457605	NA BEER	02/13/2026	69.40	69.40	02/19/2026	
Total BERNICKS PEPSI:					10,701.10	10,701.10		
BIG LAKE CAR WASH, INC.								
11925	BIG LAKE CAR WASH, INC.	1005	CAR WASH POLICE	02/19/2026	448.00	448.00	02/26/2026	
Total BIG LAKE CAR WASH, INC.:					448.00	448.00		
BIG LAKE CENTER OWNERS ASSOC								
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	LIGHTS	02/28/2026	41.63	41.63	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	WATER	02/28/2026	13.12	13.12	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	RESERVE	02/28/2026	639.96	639.96	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	LAWN	02/28/2026	39.37	39.37	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	SNOW	02/28/2026	693.75	693.75	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	P O BOX	02/28/2026	1.67	1.67	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	INSURANCE	02/28/2026	737.11	737.11	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	SPRINKLER	02/28/2026	78.74	78.74	03/05/2026	
10509	BIG LAKE CENTER OWNERS A	FEBRUARY 20	MISC	02/28/2026	11.56	11.56	03/05/2026	
Total BIG LAKE CENTER OWNERS ASSOC:					2,256.91	2,256.91		
BIG LAKE FIRE DEPARTMENT								
10523	BIG LAKE FIRE DEPARTMENT	2026 QTR 2 S	2026 2ND QTR FIRE SERVICES	03/06/2026	57,617.00	57,617.00	03/10/2026	
Total BIG LAKE FIRE DEPARTMENT:					57,617.00	57,617.00		
BIG LAKE SPUD FEST								
10570	BIG LAKE SPUD FEST	2026 SPUDFE	2026 SPUDFEST SPONSORSHI	03/09/2026	500.00	500.00	03/10/2026	
Total BIG LAKE SPUD FEST:					500.00	500.00		
BOLTON & MENK INC								
10400	BOLTON & MENK INC	0387855	DEVELOPMENT STANDARDS	01/31/2026	2,808.00	2,808.00	03/05/2026	
10400	BOLTON & MENK INC	0387855	WCA ANNUAL REPORTING	01/31/2026	360.00	360.00	03/05/2026	
10400	BOLTON & MENK INC	0387855	ASSESSMENT LENGTHS SPRE	01/31/2026	592.00	592.00	03/05/2026	
10400	BOLTON & MENK INC	0387855	CITY & TOWNSHIP SHARED ST	01/31/2026	1,110.00	1,110.00	03/05/2026	
10400	BOLTON & MENK INC	0387855	MN AVE TYPICAL SECTION	01/31/2026	296.00	296.00	03/05/2026	
10400	BOLTON & MENK INC	0387855	UPDATE CITY PLATES	01/31/2026	4,260.00	4,260.00	03/05/2026	
10400	BOLTON & MENK INC	0387855	GSOC FOR 2/18 UTILITY DESIG	01/31/2026	304.50	304.50	03/05/2026	
10400	BOLTON & MENK INC	0387855	WHITE BEAR CLOTHING	01/31/2026	888.00	888.00	03/05/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total BOLTON & MENK INC:					10,618.50	10,618.50		
BREAKTHRU BEVERAGE								
10671	BREAKTHRU BEVERAGE	125642162	LIQUOR	02/13/2026	2,362.50	2,362.50	02/19/2026	
10671	BREAKTHRU BEVERAGE	125642162	WINE	02/13/2026	400.00	400.00	02/19/2026	
10671	BREAKTHRU BEVERAGE	125642162	NA WINE	02/13/2026	112.00	112.00	02/19/2026	
10671	BREAKTHRU BEVERAGE	125642162	FRT	02/13/2026	56.55	56.55	02/19/2026	
10671	BREAKTHRU BEVERAGE	125642717	BEER	02/13/2026	146.25	146.25	02/19/2026	
10671	BREAKTHRU BEVERAGE	125744759	WINE	02/20/2026	544.00	544.00	02/26/2026	
10671	BREAKTHRU BEVERAGE	125744759	LIQUOR	02/20/2026	1,358.75	1,358.75	02/26/2026	
10671	BREAKTHRU BEVERAGE	125744759	MIX	02/20/2026	96.10	96.10	02/26/2026	
10671	BREAKTHRU BEVERAGE	125744759	FRT	02/20/2026	42.05	42.05	02/26/2026	
10671	BREAKTHRU BEVERAGE	125747315	BEER	02/20/2026	146.25	146.25	02/26/2026	
10671	BREAKTHRU BEVERAGE	125747316	LIQUOR	02/20/2026	454.60	454.60	02/26/2026	
10671	BREAKTHRU BEVERAGE	125849480	LIQUOR	02/27/2026	3,442.48	3,442.48	03/05/2026	
10671	BREAKTHRU BEVERAGE	125849480	WINE	02/27/2026	728.00	728.00	03/05/2026	
10671	BREAKTHRU BEVERAGE	125849480	FRT	02/27/2026	66.70	66.70	03/05/2026	
10671	BREAKTHRU BEVERAGE	125851656	BEER	02/27/2026	415.50	415.50	03/05/2026	
10671	BREAKTHRU BEVERAGE	125955643	BEER	03/06/2026	285.00	285.00	03/10/2026	
10671	BREAKTHRU BEVERAGE	125956229	MIX	03/06/2026	201.25	201.25	03/10/2026	
10671	BREAKTHRU BEVERAGE	125956229	LIQUOR	03/06/2026	2,295.51	2,295.51	03/10/2026	
10671	BREAKTHRU BEVERAGE	125956229	WINE	03/06/2026	456.00	456.00	03/10/2026	
10671	BREAKTHRU BEVERAGE	125956229	FRT	03/06/2026	60.90	60.90	03/10/2026	
Total BREAKTHRU BEVERAGE:					13,670.39	13,670.39		
BRENTESON COMPANIES INC								
11012	BRENTESON COMPANIES INC	50952	WATER MAIN BREAK - TARRYT	01/26/2026	14,250.00	14,250.00	02/11/2026	
Total BRENTESON COMPANIES INC:					14,250.00	14,250.00		
BROTHERS FIRE & SECURITY								
10522	BROTHERS FIRE & SECURITY	W48200	2026 ANNUAL INSPECTION - PO	02/10/2026	440.00	440.00	02/19/2026	
10522	BROTHERS FIRE & SECURITY	W48201	2026 ANNUAL INSPECTION - CI	02/10/2026	399.00	399.00	02/19/2026	
10522	BROTHERS FIRE & SECURITY	W48202	2026 ANNUAL INSPECTION - PU	02/10/2026	325.00	325.00	02/19/2026	
Total BROTHERS FIRE & SECURITY:					1,164.00	1,164.00		
BRUSTAD, BRENDA								
119111	BRUSTAD, BRENDA	FARMERS MK	FARMERS MKT MUSIC 2.21.26	02/18/2026	200.00	200.00	02/18/2026	
Total BRUSTAD, BRENDA:					200.00	200.00		
C&L DISTRIBUTING COMPANY								
550	C&L DISTRIBUTING COMPANY	2249949	MIX	02/11/2026	108.25	108.25	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2250084	WINE	02/11/2026	33.60	33.60	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2250084	LIQUOR	02/11/2026	1,002.70	1,002.70	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2250085	THC	02/11/2026	194.48	194.48	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2250085	BEER	02/11/2026	5,440.95	5,440.95	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2253596	BEER	02/18/2026	416.00	416.00	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2253597	LIQUOR	02/18/2026	4,121.05	4,121.05	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2253598	THC	02/18/2026	50.00	50.00	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2253598	BEER	02/18/2026	7,352.75	7,352.75	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2253598	FRT	02/18/2026	5.00	5.00	02/19/2026	
550	C&L DISTRIBUTING COMPANY	2257035	WINE	02/25/2026	33.60	33.60	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257036	MIX	02/25/2026	108.25	108.25	02/26/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
550	C&L DISTRIBUTING COMPANY	2257037	WINE	02/25/2026	411.00	411.00	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257037	LIQUOR	02/25/2026	191.34	191.34	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257038	THC	02/25/2026	515.44	515.44	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257038	NA BEER	02/25/2026	281.05	281.05	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257038	BEER	02/25/2026	11,313.40	11,313.40	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257038	FRT	02/25/2026	5.00	5.00	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2257278	WINE	02/25/2026	33.60	33.60	02/26/2026	
550	C&L DISTRIBUTING COMPANY	2260425	BEER	03/04/2026	60.20	60.20	03/05/2026	
550	C&L DISTRIBUTING COMPANY	2260503	LIQUOR	03/04/2026	47.50	47.50	03/05/2026	
550	C&L DISTRIBUTING COMPANY	2260504	MIX	03/04/2026	30.00	30.00	03/05/2026	
550	C&L DISTRIBUTING COMPANY	2260505	FRT	03/04/2026	5.00	5.00	03/05/2026	
550	C&L DISTRIBUTING COMPANY	2260505	THC	03/04/2026	217.00	217.00	03/05/2026	
550	C&L DISTRIBUTING COMPANY	2260505	KEG DEPOSIT	03/04/2026	30.00	30.00	03/05/2026	
550	C&L DISTRIBUTING COMPANY	2260505	BEER	03/04/2026	8,058.70	8,058.70	03/05/2026	
550	C&L DISTRIBUTING COMPANY	3641002344	BEER	02/11/2026	11.05-	11.05-	02/19/2026	
550	C&L DISTRIBUTING COMPANY	3641002362	BEER	02/25/2026	50.65-	50.65-	02/26/2026	
550	C&L DISTRIBUTING COMPANY	3641002368	BEER	03/04/2026	68.95-	68.95-	03/05/2026	
550	C&L DISTRIBUTING COMPANY	3641002369	THC	03/04/2026	6.29-	6.29-	03/05/2026	
550	C&L DISTRIBUTING COMPANY	CM2253596	BEER	02/18/2026	416.00-	416.00-	02/19/2026	
550	C&L DISTRIBUTING COMPANY	CM2257035	WINE	02/25/2026	33.60-	33.60-	02/26/2026	
550	C&L DISTRIBUTING COMPANY	CM2257278	WINE	02/25/2026	33.60-	33.60-	02/26/2026	
550	C&L DISTRIBUTING COMPANY	CM2260425	BEER	03/04/2026	60.20-	60.20-	03/05/2026	
Total C&L DISTRIBUTING COMPANY:					39,385.52	39,385.52		

CAMPBELL KNUTSON PROFESSIONAL

994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	PLANNING LEGAL - ANNEXATIO	02/28/2026	1,260.00	1,260.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	ADMIN LEGAL CMAR	02/28/2026	396.00	396.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	ADM LEGAL - FOOD VENDING	02/28/2026	882.00	882.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	ADM LEGAL - LAWFUL GAMBLI	02/28/2026	519.48	519.48	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	ADM LEGAL - DEFERRED ASSE	02/28/2026	234.00	234.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	EDA LEGAL - PIZZA FACTORY	02/28/2026	2,948.50	2,948.50	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	POLICE LEGAL	02/28/2026	849.00	849.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	BLEDA LEGAL - PIZZA FACTOR	02/28/2026	54.00	54.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	FEB 2026 INV	LIQUOR STORE DOOR DASH	02/28/2026	72.00	72.00	03/10/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	PLANNING LEGAL - ANNEXATIO	01/31/2026	1,728.00	1,728.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	ADMIN LEGAL CMAR	01/31/2026	1,782.00	1,782.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	ADMIN LEGAL GENERAL	01/31/2026	36.00	36.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	ADM - LEGAL PERSONNEL	01/31/2026	126.00	126.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	BLEDA LEGAL - PIZZA FACTOR	01/31/2026	36.00	36.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	ENGINEER LEGAL	01/31/2026	144.00	144.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	POLICE LEGAL	01/31/2026	216.00	216.00	02/11/2026	
994	CAMPBELL KNUTSON PROFES	JAN 2026 INV	PRAIRIE MEADOWS 5TH	01/31/2026	90.00	90.00	02/11/2026	

Total CAMPBELL KNUTSON PROFESSIONAL:

11,372.98 11,372.98

CANNON RIVER WINERY

10899	CANNON RIVER WINERY	200335	WINE	02/19/2026	615.60	615.60	02/26/2026	
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Total CANNON RIVER WINERY:

615.60 615.60

CEDA

11934	CEDA	PHASE 1-PRO	GRANT OPPORTUNITIES FOR P	02/25/2026	689.00	689.00	03/05/2026	
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Total CEDA:

689.00 689.00

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CENTERPOINT ENERGY-HOUSTON, TX								
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	160 LAKE ST - CITY HALL	02/28/2026	1,127.15	1,127.15	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	160 LAKE ST - CITY HALL	02/28/2026	1,311.32	1,311.32	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	790 MN AVE - POLICE/LIBRARY	02/28/2026	223.54	223.54	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	790 MN AVE - POLICE/LIBRARY	02/28/2026	527.13	527.13	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	790 MN AVE - POLICE/LIBRARY	02/28/2026	733.66	733.66	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	50 198TH AVE - PW SHED	02/28/2026	44.00	44.00	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	80 198TH AVE NW PW SHED	02/28/2026	247.87	247.87	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	18041 198TH - PW FACILITY	02/28/2026	5,710.81	5,710.81	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	4430 PINTAIL PUMP HOUSE	02/28/2026	131.49	131.49	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	6122739-3 WTP	02/28/2026	2,460.42	2,460.42	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	501 MN AVE WELL 2	02/28/2026	25.59	25.59	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	301 MN AVE - WELL 1	02/28/2026	25.59	25.59	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	621 ROSE DRIVE - (OLD JERKY)	02/28/2026	582.54	582.54	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	617 ROSE DR - LIQ STORE	02/28/2026	425.39	425.39	03/10/2026	
10551	CENTERPOINT ENERGY-HOUS	FEB 2026 INV	160 LAKE ST - OLD SCHOOL BL	02/28/2026	548.43	548.43	03/10/2026	
Total CENTERPOINT ENERGY-HOUSTON, TX:					14,124.93	14,124.93		
CHARTER COMMUNICATIONS								
10418	CHARTER COMMUNICATIONS	099338901020	POLICE TV - FEB 2026	02/01/2026	36.89	36.89	02/19/2026	
10418	CHARTER COMMUNICATIONS	122210701030	CITY HALL FIBER	03/01/2026	775.00	775.00	03/10/2026	
10418	CHARTER COMMUNICATIONS	122210701030	LIQ STORE FIBER	03/01/2026	389.00	389.00	03/10/2026	
10418	CHARTER COMMUNICATIONS	122210701030	CITY HALL RING CENTRAL	03/01/2026	663.10	663.10	03/10/2026	
10418	CHARTER COMMUNICATIONS	122210701030	POLICE DEPT RING CENTRAL	03/01/2026	301.44	301.44	03/10/2026	
10418	CHARTER COMMUNICATIONS	122210701030	PW RING CENTRAL	03/01/2026	176.94	176.94	03/10/2026	
10418	CHARTER COMMUNICATIONS	122210701030	LIQ STORE RING CENTRAL	03/01/2026	133.98	133.98	03/10/2026	
10418	CHARTER COMMUNICATIONS	175326601022	PW INTERNET MARCH 2026	02/21/2026	221.14	221.14	03/10/2026	
10418	CHARTER COMMUNICATIONS	175327801020	CITY HALL READER BOARD - F	02/07/2026	77.77	77.77	02/19/2026	
10418	CHARTER COMMUNICATIONS	175327901021	CITY HALL FAX/ALARM - FEB 20	02/14/2026	119.18	119.18	02/26/2026	
10418	CHARTER COMMUNICATIONS	175328001020	WTP INTERNET - FEB 2026	02/07/2026	258.69	258.69	02/19/2026	
10418	CHARTER COMMUNICATIONS	175329501030	LIQ STORE MARCH 2026	03/01/2026	301.23	301.23	03/10/2026	
10418	CHARTER COMMUNICATIONS	175329601021	LAKESIDE PARK WIFI FEB 2026	02/14/2026	149.99	149.99	02/26/2026	
Total CHARTER COMMUNICATIONS:					3,604.35	3,604.35		
CHASE PAYMENTECH (E-CHECKS)								
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527	BANK FEES FEB 2026	02/28/2026	149.77	149.77	03/05/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527	SEWER FUND BANK FEB 2026	02/28/2026	674.02	674.02	03/05/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527	WATER FUND BANK FEES FEB	02/28/2026	674.02	674.02	03/05/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527 J	BANK FEES JAN 2026	01/31/2026	161.95	161.95	02/19/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527 J	SEWER FUND BANK JAN 2026	01/31/2026	728.80	728.80	02/19/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527 J	WATER FUND BANK FEES JAN	01/31/2026	728.80	728.80	02/19/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	BANK FEES FEB 2026	02/28/2026	17.15	17.15	03/05/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	SEWER FUND BANK FEB 2026	02/28/2026	77.23	77.23	03/05/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	WATER FUND BANK FEES FEB	02/28/2026	77.23	77.23	03/05/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528 J	BANK FEES JAN 2026	01/31/2026	23.29	23.29	02/19/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528 J	SEWER FUND BANK JAN 2026	01/31/2026	104.84	104.84	02/19/2026	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528 J	WATER FUND BANK FEES JAN	01/31/2026	104.84	104.84	02/19/2026	
Total CHASE PAYMENTECH (E-CHECKS):					3,521.94	3,521.94		
CHILDS, DAN								
10584	CHILDS, DAN	REIMBURSEM	CLASS A WATER LICENSE	03/02/2026	23.00	23.00	03/05/2026	
Total CHILDS, DAN:					23.00	23.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CINTAS								
3860	CINTAS	4259728277	LIQUOR CLEANING - FEB 16, 20	02/16/2026	82.27	82.27	02/19/2026	
3860	CINTAS	4260476896	LIQUOR CLEANING - FEB 23, 20	02/23/2026	82.27	82.27	02/26/2026	
3860	CINTAS	4261130637	LIQUOR CLEANING - MARCH 2,	02/27/2026	82.27	82.27	03/05/2026	
3860	CINTAS	4261980348	LIQUOR CLEANING - MARCH 9,	03/09/2026	82.27	82.27	03/10/2026	
Total CINTAS:					329.08	329.08		
CITY OF BIG LAKE								
10929	CITY OF BIG LAKE	JANUARY 202	04-00056020-00-9 CITY HALL	01/31/2026	317.55	317.55	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00041660-00-5 LIBRARY/POL	01/31/2026	533.72	533.72	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00056090-00-0 PW BUILDING	01/31/2026	234.64	234.64	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00000161-00-0 PW BUILDING	01/31/2026	62.43	62.43	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00000001-00-5 19255 ENGLE	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00000011-00-8 20480 NEDD S	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00056050-00-8 LAKESIDE PA	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00056070-00-4 LAKESIDE PA	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057240-00-8 HUDSON WO	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057360-00-1 SHORES OF L	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057370-00-4 WRIGHTS CR	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057380-00-7 HIGHLINE PA	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057640-00-6 MITCHELL FA	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057760-00-9 POWELL PAR	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057770-00-2 LAKESIDE PA	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00057780-00-5 LAKERIDGE P	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00071260-00-6 PARKWAY IR	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00071270-00-9 BLUFF PARK	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00072850-00-4 JEFFERSON	01/31/2026	40.42	40.42	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-0001490-00 160 LAKE ST N -	01/31/2026	526.15	526.15	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00015750-00 421 FOLEY	01/31/2026	75.81	75.81	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00056140-00-2 LAKE LIQUOR	01/31/2026	80.79	80.79	02/26/2026	
10929	CITY OF BIG LAKE	JANUARY 202	04-00072050-00 616 ROSE DR (	01/31/2026	46.95	46.95	02/26/2026	
Total CITY OF BIG LAKE:					2,484.34	2,484.34		
CLEARWAY COMMUNITY SOLAR LLC								
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	160 LAKE ST CITY HALL	12/31/2025	277.67	277.67	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	10 LAKE ST ST LIGHTS	12/31/2025	15.48	15.48	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	10 LAKE ST ST LIGHTS	12/31/2025	44.21	44.21	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	160 LAKE ST NO STREET LIGHT	12/31/2025	3.30	3.30	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	160 LAKE ST N SKATING RINK	12/31/2025	51.91	51.91	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	514 FOREST RD PARK	12/31/2025	2.98	2.98	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	19173 COUNTY RD 68 SEWER	12/31/2025	273.25	273.25	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	256 CRESCENT ST LIFT	12/31/2025	40.85	40.85	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	18889 COUNTY ROAD 68	12/31/2025	10.75	10.75	02/19/2026	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1260	615 ROSE DR LIQUOR STORE	12/31/2025	385.99	385.99	02/19/2026	
Total CLEARWAY COMMUNITY SOLAR LLC:					1,106.39	1,106.39		
CM2 SUPPLY								
4200	CM2 SUPPLY	0001153693	WELDING SUPPLIES	02/18/2026	67.15	67.15	02/26/2026	
Total CM2 SUPPLY:					67.15	67.15		
CODEMASTER ELECTRICAL CONTRACTORS, INC.								
11934	CODEMASTER ELECTRICAL CO	9369	ELECTRICAL WELL #4	02/25/2026	4,600.00	4,600.00	02/26/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CODEMASTER ELECTRICAL CONTRACTORS, INC.:					4,600.00	4,600.00		
COILS FLAGS & FLAGPOLES								
10828	COILS FLAGS & FLAGPOLES	8667	FLAGS STOCK	01/26/2026	753.95	753.95	03/10/2026	
Total COILS FLAGS & FLAGPOLES:					753.95	753.95		
CONNEXUS ENERGY								
3300	CONNEXUS ENERGY	390212-30162	JAN 2026 BIOSOLIDS	01/31/2026	8,022.70	8,022.70	03/05/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-177743 POLICE/LIBRAR	01/31/2026	346.24	346.24	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-299627 POLICE/LIBRAR	01/31/2026	211.27	211.27	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-299628 POLICE/LIBRAR	01/31/2026	699.05	699.05	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-242533 PW SHED 80 CT	01/31/2026	42.18	42.18	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-255998 PW FACILITY	01/31/2026	1,172.94	1,172.94	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-273493 COMPOST GATE	01/31/2026	20.11	20.11	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-276741 603 MN AVE FLA	01/31/2026	16.89	16.89	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-263543 STREET LIGHTS	01/31/2026	842.26	842.26	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-271778 HWY 10 TRAFFI	01/31/2026	80.74	80.74	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-169796 STREET LIGHTS	01/31/2026	40.42	40.42	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-170373 STREET LIGHTS	01/31/2026	171.80	171.80	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-173195 STREET LIGHTS	01/31/2026	912.78	912.78	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-173196 STREET LIGHTS	01/31/2026	2,314.68	2,314.68	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-295439 LAKESIDE PARK	01/31/2026	349.91	349.91	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-314518 EAGLE LAKE RD	01/31/2026	42.45	42.45	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-310963 NEDD STREET I	01/31/2026	5.80	5.80	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-296197 LAKESIDE PARK	01/31/2026	44.90	44.90	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-257084 LAKESIDE PARK	01/31/2026	16.50	16.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-257788 SHORES OF LA	01/31/2026	16.50	16.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-244196 MITCHELL FARM	01/31/2026	16.50	16.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-245749 POWELL PARK I	01/31/2026	5.40	5.40	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-241825 LAKESIDE PARK	01/31/2026	16.50	16.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-293685 HIGHLINE PARK I	01/31/2026	16.50	16.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-293811 HUDSON WOOD	01/31/2026	16.50	16.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-282970 BLUFF PARK (20	01/31/2026	17.71	17.71	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-177857 RIVER OAKS PA	01/31/2026	7.90	7.90	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-278685 LAKESIDE PARK	01/31/2026	22.18	22.18	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-282338 WTP & WELL #6	01/31/2026	2,534.28	2,534.28	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-264583 WATER TOWER	01/31/2026	148.42	148.42	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-262286 WELL #5	01/31/2026	230.50	230.50	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-173421 WELL #4	01/31/2026	2,264.61	2,264.61	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-177822 WELL #3	01/31/2026	549.19	549.19	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-299737 WELL #7	01/31/2026	1,238.87	1,238.87	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-292770 WATER TOWER	01/31/2026	399.34	399.34	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-177854 LIFT #1	01/31/2026	218.39	218.39	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-177855 LIFT #4	01/31/2026	55.61	55.61	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-245915 LIFT #7	01/31/2026	140.04	140.04	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-254731 LIFT #8	01/31/2026	131.28	131.28	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-177934 WWTP	01/31/2026	3,249.42	3,249.42	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-239862 LIFT #6	01/31/2026	44.26	44.26	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-282894 LIFT #9	01/31/2026	112.28	112.28	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-287484 LIFT #11	01/31/2026	139.99	139.99	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-287485 LIFT #10	01/31/2026	351.26	351.26	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-290396 LIFT #12	01/31/2026	162.23	162.23	02/26/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-290722 PACIFIC ST LIFT	01/31/2026	95.07	95.07	02/26/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CONNEXUS ENERGY:					27,554.35	27,554.35		
CONSTANT CONTACT (E-CHECKS)								
11075	CONSTANT CONTACT (E-CHEC	CONSTANT C	CONSTANT CONTACT - MARCH	03/02/2026	62.00	62.00	03/05/2026	
Total CONSTANT CONTACT (E-CHECKS):					62.00	62.00		
CORE & MAIN LP								
10944	CORE & MAIN LP	INV0026790	WATER CHEMICALS	02/20/2026	820.08	820.08	03/05/2026	
10944	CORE & MAIN LP	Y136921	GATE VALVE REPAIR SUPPLIES	01/06/2026	654.70	654.70	02/11/2026	
Total CORE & MAIN LP:					1,474.78	1,474.78		
CORNERSTONE CHEVROLET								
10890	CORNERSTONE CHEVROLET	5106525	OIL POLICE VEHICLE	02/12/2026	93.96	93.96	02/26/2026	
Total CORNERSTONE CHEVROLET:					93.96	93.96		
CREDO BRANDS								
11928	CREDO BRANDS	1036	THC	02/25/2026	360.00	360.00	03/05/2026	
Total CREDO BRANDS:					360.00	360.00		
CRYSTAL SPRINGS ICE								
10934	CRYSTAL SPRINGS ICE	02-603579	ICE	02/12/2026	284.80	284.80	02/19/2026	
10934	CRYSTAL SPRINGS ICE	02-603579	FREIGHT	02/12/2026	4.00	4.00	02/19/2026	
10934	CRYSTAL SPRINGS ICE	02-603654	ICE	03/02/2026	230.64	230.64	03/05/2026	
10934	CRYSTAL SPRINGS ICE	02-603654	FREIGHT	03/02/2026	4.00	4.00	03/05/2026	
Total CRYSTAL SPRINGS ICE:					523.44	523.44		
CURBSIDE WASTE								
11852	CURBSIDE WASTE	409292 MARC	160 LAKE ST	03/01/2026	508.90	508.90	02/26/2026	
11852	CURBSIDE WASTE	409292 MARC	615 ROSE DRIVE	03/01/2026	848.14	848.14	02/26/2026	
11852	CURBSIDE WASTE	409292 MARC	790 MINNESOTA	03/01/2026	303.39	303.39	02/26/2026	
11852	CURBSIDE WASTE	409292 MARC	18999 CTY RD 14	03/01/2026	41.68	41.68	02/26/2026	
Total CURBSIDE WASTE:					1,702.11	1,702.11		
DAHLHEIMER DISTRIBUTING CO								
750	DAHLHEIMER DISTRIBUTING C	2121-00095	KEG DEPOSIT	03/03/2026	30.00-	30.00-	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2694231	BEER	02/10/2026	18,279.50	18,279.50	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2694231	BEER	02/10/2026	167.55-	167.55-	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2694231	KEG DEPOSIT	02/10/2026	60.00-	60.00-	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2694399	THC	02/10/2026	229.00	229.00	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2694399	NA BEER	02/10/2026	30.80	30.80	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2694400	LIQUOR	02/10/2026	1,362.00	1,362.00	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2699780	LIQUOR	02/17/2026	1,139.00	1,139.00	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2699781	MIX	02/17/2026	193.00	193.00	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2699781	THC	02/17/2026	374.00	374.00	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2699782	BEER	02/17/2026	13,903.37	13,903.37	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2699782	KEG DEPOSIT	02/17/2026	60.00	60.00	02/19/2026	
750	DAHLHEIMER DISTRIBUTING C	2701451	THC	02/18/2026	1,400.00	1,400.00	02/26/2026	
750	DAHLHEIMER DISTRIBUTING C	2705859	BEER	02/23/2026	106.60-	106.60-	02/26/2026	
750	DAHLHEIMER DISTRIBUTING C	2705873	LIQUOR	02/24/2026	528.20	528.20	02/26/2026	
750	DAHLHEIMER DISTRIBUTING C	2705874	NA BEER	02/24/2026	231.05	231.05	02/26/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
750	DAHLHEIMER DISTRIBUTING C	2705874	THC	02/24/2026	400.00	400.00	02/26/2026	
750	DAHLHEIMER DISTRIBUTING C	2705875	BEER	02/24/2026	15,852.20	15,852.20	02/26/2026	
750	DAHLHEIMER DISTRIBUTING C	2705875	KEG DEPOSIT	02/24/2026	60.00-	60.00-	02/26/2026	
750	DAHLHEIMER DISTRIBUTING C	2711753	BEER	03/02/2026	13.95-	13.95-	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2711918	LIQUOR	03/03/2026	1,441.40	1,441.40	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2711934	MIX	03/03/2026	57.60	57.60	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2711934	NA BEER	03/03/2026	60.60	60.60	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2711934	THC	03/03/2026	397.00	397.00	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2711935	BEER	03/03/2026	13,484.32	13,484.32	03/05/2026	
750	DAHLHEIMER DISTRIBUTING C	2711935	KEG DEP	03/03/2026	30.00	30.00	03/05/2026	
Total DAHLHEIMER DISTRIBUTING CO:					69,014.94	69,014.94		
DAILEY DATA & ASSC (E-CHECKS)								
11084	DAILEY DATA & ASSC (E-CHEC	FEBRUARY 20	LIQUOR STORE CC FEES - FEB	02/28/2026	6,436.02	6,436.02	03/05/2026	
11084	DAILEY DATA & ASSC (E-CHEC	LIQ STORE JA	LIQUOR STORE CC FEES - JAN	01/31/2026	7,248.54	7,248.54	02/19/2026	
Total DAILEY DATA & ASSC (E-CHECKS):					13,684.56	13,684.56		
DANGEROUS MAN BREWING COMPANYU								
11890	DANGEROUS MAN BREWING C	IN-8198	BEER	02/24/2026	190.80	190.80	02/26/2026	
11890	DANGEROUS MAN BREWING C	IN-8276	BEER	03/03/2026	271.00	271.00	03/05/2026	
Total DANGEROUS MAN BREWING COMPANYU:					461.80	461.80		
DELTA DENTAL (E-CHECKS)								
10436	DELTA DENTAL (E-CHECKS)	CNS00020876	DELTA DENTAL HANDELAND	03/01/2026	150.57	150.57	03/02/2026	
10436	DELTA DENTAL (E-CHECKS)	CNS00020876	DELTA DENTAL ER PORTION	03/01/2026	3,431.51	3,431.51	03/02/2026	
Total DELTA DENTAL (E-CHECKS):					3,582.08	3,582.08		
DESIGN ELECTRIC INC								
10536	DESIGN ELECTRIC INC	28344	REPAIR CLAIM - EAGLE LAKE R	02/20/2026	7,417.00	7,417.00	02/26/2026	
Total DESIGN ELECTRIC INC:					7,417.00	7,417.00		
EGAN								
11927	EGAN	SVC00001535	PW FACILITY RPZ BOILER TEST	02/13/2026	505.00	505.00	02/26/2026	
Total EGAN:					505.00	505.00		
ETZEL, LIZ								
10999	ETZEL, LIZ	FARMERS MK	EBT TOKENS	02/27/2026	22.00	22.00	03/05/2026	
10999	ETZEL, LIZ	FARMERS MK	PROMOTION TOKENS	02/27/2026	24.00	24.00	03/05/2026	
Total ETZEL, LIZ:					46.00	46.00		
FLOW MEASUREMENT & CONTROL								
10950	FLOW MEASUREMENT & CONT	26-1028	2026 WW HEADWORKS CERTIF	03/03/2026	634.00	634.00	03/10/2026	
10950	FLOW MEASUREMENT & CONT	26-1029	WWTP 2026 MAIN LIFT CERTIFI	03/09/2026	469.00	469.00	03/10/2026	
Total FLOW MEASUREMENT & CONTROL:					1,103.00	1,103.00		
FUSION LEARNING PARTNERS								
11886	FUSION LEARNING PARTNERS	022601	2026 CEAM ANNUAL PERFORM	01/28/2026	625.00	625.00	02/19/2026	

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Total FUSION LEARNING PARTNERS:					625.00	625.00		
G&M COMPANIES, LLC								
11025	G&M COMPANIES, LLC	29957	2025 STREET PROJECT - MN A	02/11/2026	2,300.00	2,300.00	02/19/2026	
Total G&M COMPANIES, LLC:					2,300.00	2,300.00		
GLENBROOK BUILDING SUPPLY INC								
11902	GLENBROOK BUILDING SUPPL	2602-680693	PICNIC TABLE BOARDS	02/20/2026	583.80	583.80	02/26/2026	
Total GLENBROOK BUILDING SUPPLY INC:					583.80	583.80		
GOPHER STATE ONE CALL								
5202	GOPHER STATE ONE CALL	6020223	WATER LOCATES	02/28/2026	18.23	18.23	03/10/2026	
5202	GOPHER STATE ONE CALL	6020223	SEWER LOCATES	02/28/2026	18.22	18.22	03/10/2026	
Total GOPHER STATE ONE CALL:					36.45	36.45		
GRAINGER								
10389	GRAINGER	9801433567	SAFETY GLASSES	02/09/2026	71.88	71.88	02/11/2026	
10389	GRAINGER	9801433567	SAFETY GLASSES	02/09/2026	71.88	71.88	02/11/2026	
10389	GRAINGER	9801433567	SAFETY GLASSES	02/09/2026	71.88	71.88	02/11/2026	
10389	GRAINGER	9801433567	SAFETY GLASSES	02/09/2026	71.88	71.88	02/11/2026	
10389	GRAINGER	9801433567	SAFETY GLASSES	02/09/2026	71.88	71.88	02/11/2026	
10389	GRAINGER	9829697862	WWTP REPAIRS	03/04/2026	45.86	45.86	03/10/2026	
Total GRAINGER:					405.26	405.26		
GRANITE CITY JOBBING								
5213	GRANITE CITY JOBBING	507976	CIGARETTES	02/11/2026	1,277.75	1,277.75	02/19/2026	
5213	GRANITE CITY JOBBING	507976	CIGAR	02/11/2026	338.18	338.18	02/19/2026	
5213	GRANITE CITY JOBBING	507976	SUPPLIES	02/11/2026	48.63	48.63	02/19/2026	
5213	GRANITE CITY JOBBING	507976	FRT	02/11/2026	10.00	10.00	02/19/2026	
5213	GRANITE CITY JOBBING	510296	CIGAR	02/25/2026	1,470.87	1,470.87	03/05/2026	
5213	GRANITE CITY JOBBING	510296	CIGARETTES	02/25/2026	497.84	497.84	03/05/2026	
5213	GRANITE CITY JOBBING	510296	MIX	02/25/2026	54.30	54.30	03/05/2026	
5213	GRANITE CITY JOBBING	510296	SUPPLIES	02/25/2026	17.25	17.25	03/05/2026	
5213	GRANITE CITY JOBBING	510296	FREIGHT	02/25/2026	10.00	10.00	03/05/2026	
Total GRANITE CITY JOBBING:					3,724.82	3,724.82		
GRD								
11927	GRD	ORD-23410	THC	02/09/2026	284.00	284.00	02/19/2026	
Total GRD:					284.00	284.00		
H & L MESABI INC								
5247	H & L MESABI INC	16226	PLOW BLADES	03/03/2026	4,200.00	4,200.00	03/10/2026	
Total H & L MESABI INC:					4,200.00	4,200.00		
HACH COMPANY								
5245	HACH COMPANY	321702090	EQUIPMENT REPAIR SENSOR	03/03/2026	243.05	243.05	03/10/2026	
Total HACH COMPANY:					243.05	243.05		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
HARMS, LACY								
11904	HARMS, LACY	FARMERS MK	CC TOKENS - FEBRUARY	02/27/2026	5.00	5.00	03/05/2026	
11904	HARMS, LACY	FARMERS MK	PROMOTION TOKENS - FEBRU	02/27/2026	20.00	20.00	03/05/2026	
11904	HARMS, LACY	FARMERS MK	MARKET BUCKS - FEBRUARY	02/27/2026	1.00	1.00	03/05/2026	
Total HARMS, LACY:					26.00	26.00		
HAWKINS INC-1								
10520	HAWKINS INC-1	7333423	WATER CHEMICALS	02/05/2026	6,291.98	6,291.98	02/19/2026	
10520	HAWKINS INC-1	7346452	CHEMICAL FEED PUMP - WW	02/25/2026	3,865.19	3,865.19	03/05/2026	
10520	HAWKINS INC-1	7352420	WATER CHEMICALS	03/04/2026	1,272.89	1,272.89	03/10/2026	
10520	HAWKINS INC-1	7352421	CHEMICALS WWTP	03/04/2026	8,458.37	8,458.37	03/10/2026	
Total HAWKINS INC-1:					19,888.43	19,888.43		
HEALTH PARTNERS (E-CHECKS)								
10437	HEALTH PARTNERS (E-CHECK	051334662580	HEALTH INS D HANDELAND	03/01/2026	2,473.40	2,473.40	02/19/2026	
10437	HEALTH PARTNERS (E-CHECK	051334662580	HEALTH INS SCHARF	03/01/2026	1,281.75	1,281.75	02/19/2026	
10437	HEALTH PARTNERS (E-CHECK	051334662580	HEALTH INS D SHERBURNE	03/01/2026	938.17	938.17	02/19/2026	
10437	HEALTH PARTNERS (E-CHECK	051334662580	TERM EE - CREDIT DUE	03/01/2026	618.74	618.74	02/19/2026	
10437	HEALTH PARTNERS (E-CHECK	051334662580	HEALTH INS ER PORTION	03/01/2026	37,764.42	37,764.42	02/19/2026	
10437	HEALTH PARTNERS (E-CHECK	051334662580	HEALTH INS EE PORTION	03/01/2026	5,885.11	5,885.11	02/19/2026	
Total HEALTH PARTNERS (E-CHECKS):					48,961.59	48,961.59		
HOPKINS, JOHNATHAN								
11850	HOPKINS, JOHNATHAN	FARMERS MK	PROMOTION TOKENS	02/27/2026	33.00	33.00	03/05/2026	
11850	HOPKINS, JOHNATHAN	FARMERS MK	MARKET BUCKS	02/27/2026	9.00	9.00	03/05/2026	
Total HOPKINS, JOHNATHAN:					42.00	42.00		
IMPRINTS LABEL & DECAL								
11934	IMPRINTS LABEL & DECAL	26504	ATV LABELS	02/17/2026	220.00	220.00	02/26/2026	
Total IMPRINTS LABEL & DECAL:					220.00	220.00		
INSPECTRON INC								
10709	INSPECTRON INC	1787	FEB 2026 BUILDING CONSULTA	02/28/2026	9,500.00	9,500.00	03/10/2026	
Total INSPECTRON INC:					9,500.00	9,500.00		
INVOICE CLOUD INC (E-CHECKS)								
11858	INVOICE CLOUD INC (E-CHECK	2466-2026_1	INVOICE CLOUD FEES - JAN 20	01/31/2026	285.27	285.27	02/19/2026	
11858	INVOICE CLOUD INC (E-CHECK	2466-2026_1	SEWER FUND FEES - JAN 2026	01/31/2026	1,283.76	1,283.76	02/19/2026	
11858	INVOICE CLOUD INC (E-CHECK	2466-2026_1	WATER FUND FEES JAN 2026	01/31/2026	1,283.76	1,283.76	02/19/2026	
11858	INVOICE CLOUD INC (E-CHECK	2466-2026_2	INVOICE CLOUD FEES - FEB 20	02/28/2026	290.01	290.01	03/05/2026	
11858	INVOICE CLOUD INC (E-CHECK	2466-2026_2	SEWER FUND FEES - FEB 2026	02/28/2026	1,305.05	1,305.05	03/05/2026	
11858	INVOICE CLOUD INC (E-CHECK	2466-2026_2	WATER FUND FEES - FEB 2026	02/28/2026	1,305.05	1,305.05	03/05/2026	
Total INVOICE CLOUD INC (E-CHECKS):					5,752.90	5,752.90		
IUOE LOCAL #49								
10953	IUOE LOCAL #49	FEB 2026 PW	FEBRUARY 2026 PW UNION DU	02/12/2026	560.00	560.00	02/19/2026	
10953	IUOE LOCAL #49	MARCH 2026	MARCH 2026 PW UNION DUES	03/05/2026	560.00	560.00	03/10/2026	
Total IUOE LOCAL #49:					1,120.00	1,120.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
IUOE LOCAL 49 FRINGE BENEFIT								
10965	IUOE LOCAL 49 FRINGE BENEF	APRIL 2026 P	APRIL 2026 PW UNION INSURA	03/02/2026	26,800.00	26,800.00	03/05/2026	
Total IUOE LOCAL 49 FRINGE BENEFIT:					26,800.00	26,800.00		
JMG COMMERCIAL CLEANING LLC								
11907	JMG COMMERCIAL CLEANING	CITY HALL FE	CITY HALL CLEANING - FEB 202	02/11/2026	1,050.00	1,050.00	02/19/2026	
11907	JMG COMMERCIAL CLEANING	CITY HALL FE	COMMON AREA - FEB 2026	02/11/2026	200.00	200.00	02/19/2026	
11907	JMG COMMERCIAL CLEANING	CITY HALL FE	PUBLIC BATHROOM - FEB 2026	02/11/2026	490.00	490.00	02/19/2026	
11907	JMG COMMERCIAL CLEANING	FEB 2026 POL	FEB 2026 POLICE/LIBRARY CLE	02/11/2026	1,150.00	1,150.00	02/19/2026	
11907	JMG COMMERCIAL CLEANING	FEB 2026 PW	PW FACILITY - FEB 2026	02/11/2026	700.00	700.00	02/19/2026	
Total JMG COMMERCIAL CLEANING LLC:					3,590.00	3,590.00		
JOHNSON BROTHERS WHOLESALE								
1500	JOHNSON BROTHERS WHOLE	1001001	LIQUOR	03/02/2026	520.50	520.50	03/10/2026	
1500	JOHNSON BROTHERS WHOLE	1001001	FRT	03/02/2026	9.20	9.20	03/10/2026	
1500	JOHNSON BROTHERS WHOLE	1001002	WINE	03/02/2026	84.96	84.96	03/10/2026	
1500	JOHNSON BROTHERS WHOLE	1001002	FRT	03/02/2026	1.84	1.84	03/10/2026	
1500	JOHNSON BROTHERS WHOLE	1002557	LIQUOR	03/04/2026	449.91	449.91	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002557	FRT	03/04/2026	1.84	1.84	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002558	LIQUOR	03/04/2026	2,220.80	2,220.80	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002558	FRT	03/04/2026	29.44	29.44	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002560	WINE	03/04/2026	1,180.67	1,180.67	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002560	FRT	03/04/2026	38.64	38.64	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002561	MIX	03/04/2026	40.00	40.00	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002561	FRT	03/04/2026	1.84	1.84	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002562	LIQUOR	03/04/2026	6,288.60	6,288.60	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	1002562	FRT	03/04/2026	59.19	59.19	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	102559	LIQUOR	03/04/2026	1,516.75	1,516.75	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	102559	FRT	03/04/2026	21.16	21.16	03/05/2026	
1500	JOHNSON BROTHERS WHOLE	169574	LIQUOR	02/06/2026	1.67-	1.67-	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	170610	WINE	02/16/2026	8.64-	8.64-	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	170770	LIQUOR	02/17/2026	40.51-	40.51-	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2973757	WINE	02/17/2026	37.81	37.81	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2973757	FRT	02/17/2026	1.84	1.84	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2986562	LIQUOR	02/09/2026	311.88	311.88	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2986562	FRT	02/09/2026	3.68	3.68	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2986563	WINE	02/09/2026	306.60	306.60	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2986563	FRT	02/09/2026	9.20	9.20	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2986597	LIQUOR	02/09/2026	131.28	131.28	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2986597	FRT	02/09/2026	3.58	3.58	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988287	LIQUOR	02/11/2026	2,834.10	2,834.10	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988287	FRT	02/11/2026	44.92	44.92	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988288	WINE	02/11/2026	1,224.00	1,224.00	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988288	FRT	02/11/2026	31.28	31.28	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988289	MIX	02/11/2026	194.00	194.00	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988289	FRT	02/11/2026	9.20	9.20	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988290	LIQUOR	02/11/2026	3,155.80	3,155.80	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988290	FRT	02/11/2026	47.84	47.84	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988291	LIQUOR	02/11/2026	416.90	416.90	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988291	FRT	02/11/2026	11.04	11.04	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988292	WINE	02/11/2026	449.65	449.65	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988292	FRT	02/11/2026	12.88	12.88	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988293	LIQUOR	02/11/2026	4,729.78	4,729.78	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2988293	FRT	02/11/2026	41.71	41.71	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2991376	LIQUOR	02/18/2026	2,666.04	2,666.04	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1500	JOHNSON BROTHERS WHOLE	2991376	FRT	02/18/2026	49.68	49.68	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2991377	WINE	02/18/2026	61.32	61.32	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2991377	FRT	02/18/2026	1.84	1.84	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2991378	LIQUOR	02/16/2026	107.88	107.88	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2991378	FRT	02/16/2026	1.84	1.84	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992910	LIQUOR	02/18/2026	4,160.76	4,160.76	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992910	FRT	02/18/2026	51.21	51.21	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992911	LIQUOR	02/18/2026	4,481.40	4,481.40	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992911	FRT	02/18/2026	50.75	50.75	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992912	WINE	02/18/2026	1,544.24	1,544.24	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992912	FRT	02/18/2026	40.48	40.48	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992913	MIX	02/18/2026	222.00	222.00	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2992913	FRT	02/18/2026	9.20	9.20	02/19/2026	
1500	JOHNSON BROTHERS WHOLE	2997505	LIQUOR	02/25/2026	11,630.06	11,630.06	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997505	FRT	02/25/2026	315.25	315.25	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997506	WINE	02/25/2026	2,304.05	2,304.05	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997506	FRT	02/25/2026	62.56	62.56	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997507	MIX	02/25/2026	120.00	120.00	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997507	FRT	02/25/2026	7.36	7.36	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997508	LIQUOR	02/25/2026	4,097.25	4,097.25	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997508	FRT	02/25/2026	53.36	53.36	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997509	LIQUOR	02/25/2026	6,591.83	6,591.83	02/26/2026	
1500	JOHNSON BROTHERS WHOLE	2997509	FRT	02/25/2026	90.16	90.16	02/26/2026	
Total JOHNSON BROTHERS WHOLESALE:					65,144.01	65,144.01		
KIMBALL MIDWEST								
11913	KIMBALL MIDWEST	104159073	SHOP SUPPLIES	02/06/2026	102.61	102.61	02/11/2026	
11913	KIMBALL MIDWEST	104191283	PICNIC TABLE REPAIRS	02/17/2026	503.54	503.54	02/26/2026	
11913	KIMBALL MIDWEST	104192366	STREET SIGNS	02/17/2026	549.00	549.00	02/26/2026	
11913	KIMBALL MIDWEST	104224601	SHOP TOOLS	02/27/2026	380.02	380.02	03/05/2026	
11913	KIMBALL MIDWEST	104229365	SIGN POSTS FOR SIGNS	03/02/2026	262.00	262.00	03/05/2026	
11913	KIMBALL MIDWEST	104240857	SHOP SUPPLY MATERIALS	03/04/2026	989.49	989.49	03/10/2026	
Total KIMBALL MIDWEST:					2,786.66	2,786.66		
KOLLAR, PHILIP								
10519	KOLLAR, PHILIP	MPCA REIMBU	WASTEWATER LICENSE RENE	03/02/2026	23.00	23.00	03/05/2026	
Total KOLLAR, PHILIP:					23.00	23.00		
KWIK TRIP - CREDIT DEPT								
10888	KWIK TRIP - CREDIT DEPT	348251 FEB 20	POLICE FUEL	02/28/2026	2,980.41	2,980.41	03/05/2026	
10888	KWIK TRIP - CREDIT DEPT	348251 FEB 20	STREET FUEL	02/28/2026	1,873.39	1,873.39	03/05/2026	
10888	KWIK TRIP - CREDIT DEPT	348251 FEB 20	FLEET FUEL	02/28/2026	234.11	234.11	03/05/2026	
10888	KWIK TRIP - CREDIT DEPT	348251 FEB 20	WATER FUEL	02/28/2026	571.44	571.44	03/05/2026	
10888	KWIK TRIP - CREDIT DEPT	348251 FEB 20	WASTEWATER FUEL	02/28/2026	571.44	571.44	03/05/2026	
Total KWIK TRIP - CREDIT DEPT:					6,230.79	6,230.79		
LANDFORM PROFESSIONAL SERVICES LLC								
10425	LANDFORM PROFESSIONAL SE	37597 - JAN	JAN CITY MEETINGS AND ROU	01/31/2026	2,804.00	2,804.00	02/19/2026	
10425	LANDFORM PROFESSIONAL SE	37606	PRARIE MEADOWS 5TH - PP &	01/31/2026	329.00	329.00	02/19/2026	
10425	LANDFORM PROFESSIONAL SE	37606	SHORES OF ELK RIVER CONC	01/31/2026	1,846.75	1,846.75	02/19/2026	
10425	LANDFORM PROFESSIONAL SE	37606	COBBLESTONE 2ND FINAL PLA	01/31/2026	1,173.00	1,173.00	02/19/2026	
10425	LANDFORM PROFESSIONAL SE	37630	PLANNING CONSULTANT - SHO	01/31/2026	4,395.00	4,395.00	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total LANDFORM PROFESSIONAL SERVICES LLC:					10,547.75	10,547.75		
LAW ENFORCEMENT LABOR SERVICE								
5096	LAW ENFORCEMENT LABOR S	MARCH 2026	MARCH 2026 POLICE UNION D	03/02/2026	803.00	803.00	03/05/2026	
Total LAW ENFORCEMENT LABOR SERVICE:					803.00	803.00		
LEAGUE OF MN CITIES								
5701	LEAGUE OF MN CITIES	445299	2026 REGIONAL SAFETY GROU	02/10/2026	1,965.60	1,965.60	02/19/2026	
5701	LEAGUE OF MN CITIES	446534	HR TRAINING - DEB WEGELEB	02/27/2026	175.00	175.00	03/05/2026	
5701	LEAGUE OF MN CITIES	446736	2026 LMC CONFERENCE - DEB	03/04/2026	425.00	425.00	03/05/2026	
Total LEAGUE OF MN CITIES:					2,565.60	2,565.60		
LINCOLN MARKETING INC								
10556	LINCOLN MARKETING INC	LMKT4601	LIQUOR STORE ADVERTISING	02/23/2026	599.00	599.00	02/26/2026	
Total LINCOLN MARKETING INC:					599.00	599.00		
M&M EXPRESS SALES & SERVICE								
10567	M&M EXPRESS SALES & SERVI	617576	REPAIR ON CHAIN SAWS	02/25/2026	259.50	259.50	03/05/2026	
10567	M&M EXPRESS SALES & SERVI	617804	PARTS FOR CHAIN SAW REPAI	03/02/2026	13.77	13.77	03/05/2026	
Total M&M EXPRESS SALES & SERVICE:					273.27	273.27		
MARCO TECHNOLOGIES - ECHECK								
11850	MARCO TECHNOLOGIES - ECH	575103833	CITY HALL LEASE 02/10-03/10	02/01/2026	1,157.66	1,157.66	02/11/2026	
11850	MARCO TECHNOLOGIES - ECH	575103833	PW LEASE 02-10-03/10/26	02/01/2026	138.92	138.92	02/11/2026	
11850	MARCO TECHNOLOGIES - ECH	575103833	PW LEASE 02-10-03/10/26	02/01/2026	138.92	138.92	02/11/2026	
11850	MARCO TECHNOLOGIES - ECH	575103833	FIRE LEASE 02/10-03/10/26	02/01/2026	30.00	30.00	02/11/2026	
Total MARCO TECHNOLOGIES - ECHECK:					1,465.50	1,465.50		
MARCO TECHNOLOGIES LLC								
10965	MARCO TECHNOLOGIES LLC	INV14913396	MANAGE IT SERVICES	02/19/2026	7,695.00	7,695.00	02/26/2026	
10965	MARCO TECHNOLOGIES LLC	INV14913396	ARTIC WOLF SOFTWARE	02/19/2026	907.16	907.16	02/26/2026	
10965	MARCO TECHNOLOGIES LLC	INV14913396	VEEAM LICENSING	02/19/2026	340.00	340.00	02/26/2026	
10965	MARCO TECHNOLOGIES LLC	INV14918953	LIQUOR STORE COMPUTER - G	02/20/2026	1,084.00	1,084.00	02/26/2026	
10965	MARCO TECHNOLOGIES LLC	INV14933512	BACK UP SECURITY - AZURE J	02/24/2026	75.13	75.13	02/26/2026	
10965	MARCO TECHNOLOGIES LLC	INV14933513	JANUARY OFFICE 365	02/24/2026	891.60	891.60	02/26/2026	
10965	MARCO TECHNOLOGIES LLC	INV14947123	2026-2027 VMWARE RENEWAL	02/27/2026	5,762.64	5,762.64	03/05/2026	
10965	MARCO TECHNOLOGIES LLC	INV14964005	PREPAID IT SERVICES	03/03/2026	20,000.00	20,000.00	03/05/2026	
10965	MARCO TECHNOLOGIES LLC	INV14964005	PREPAID IT SERVICES DISCOU	03/03/2026	2,000.00-	2,000.00-	03/05/2026	
10965	MARCO TECHNOLOGIES LLC	INV14976302	NEW LAPTOP SET UP - GREG	03/06/2026	380.00	380.00	03/10/2026	
Total MARCO TECHNOLOGIES LLC:					35,135.53	35,135.53		
MARTIN, COURTNEY								
11927	MARTIN, COURTNEY	FARMERS MK	EBT TOKENS FEB	02/27/2026	2.00	2.00	03/05/2026	
11927	MARTIN, COURTNEY	FARMERS MK	PROMOTION TOKENS FEB	02/27/2026	14.00	14.00	03/05/2026	
11927	MARTIN, COURTNEY	FARMERS MK	MARKET BUCKS FEB	02/27/2026	8.00	8.00	03/05/2026	
Total MARTIN, COURTNEY:					24.00	24.00		
MEGA BEER LLC								
11869	MEGA BEER LLC	IN-35238	BEER	02/11/2026	115.00	115.00	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11869	MEGA BEER LLC	IN-35238	THC	02/11/2026	149.00	149.00	02/19/2026	
11869	MEGA BEER LLC	IN-36497	THC	03/05/2026	75.50	75.50	03/10/2026	
11869	MEGA BEER LLC	IN-36497	BEER	03/05/2026	211.00	211.00	03/10/2026	
Total MEGA BEER LLC:					550.50	550.50		
MENARD, INC.								
10828	MENARD, INC.	32012	CHANNEL REPAIRS	02/17/2026	921.44	921.44	02/26/2026	
10828	MENARD, INC.	32104	WATER SUPPLIES	02/19/2026	66.45	66.45	02/19/2026	
10828	MENARD, INC.	32154	CHANNEL REPAIRS	02/19/2026	243.73-	243.73-	02/26/2026	
10828	MENARD, INC.	32155	MAIL BOXES	02/19/2026	81.39	81.39	02/26/2026	
10828	MENARD, INC.	32216	WELL #3 CLEANING	02/20/2026	46.30	46.30	02/26/2026	
10828	MENARD, INC.	32218	MAIL BOX REPAIR	02/20/2026	78.65	78.65	02/26/2026	
10828	MENARD, INC.	32527	LAKESIDE PARK PICNIC TABLE	02/26/2026	27.28	27.28	03/05/2026	
10828	MENARD, INC.	32539	BATTERIES	02/26/2026	14.15	14.15	03/05/2026	
10828	MENARD, INC.	32539	MOTION SWITCH	02/26/2026	86.88	86.88	03/05/2026	
10828	MENARD, INC.	32539	STEEL DOOR PLATES	02/26/2026	63.10	63.10	03/05/2026	
10828	MENARD, INC.	32541	FLOOR DRAINS	02/26/2026	9.68	9.68	03/05/2026	
Total MENARD, INC.:					1,151.59	1,151.59		
MIDWEST SOUND AND STAGE INC								
11855	MIDWEST SOUND AND STAGE I	1759	2026 PARTIAL PAYMENT FOR M	02/19/2026	2,925.00	2,925.00	02/26/2026	
Total MIDWEST SOUND AND STAGE INC:					2,925.00	2,925.00		
MN CHIEF OF POLICE ASSOC								
6052	MN CHIEF OF POLICE ASSOC	23324	2026 MCPA CONFERENCE/KUC	03/03/2026	585.00	585.00	03/10/2026	
Total MN CHIEF OF POLICE ASSOC:					585.00	585.00		
MN COMPUTER SYSTEMS INC								
260	MN COMPUTER SYSTEMS INC	446595	FEB 2026 POLICE COPIER EMAI	03/02/2026	70.03	70.03	03/10/2026	
Total MN COMPUTER SYSTEMS INC :					70.03	70.03		
MN DEPT OF HEALTH								
6205	MN DEPT OF HEALTH	1710002 BIG L	2026 QTR 1 WATER TESTING F	02/06/2026	15,315.00	15,315.00	02/19/2026	
Total MN DEPT OF HEALTH:					15,315.00	15,315.00		
MN DEPT OF LABOR & INDUSTRY (E-CHECK)								
2562	MN DEPT OF LABOR & INDUST	ABR0371488X	683566 & 618903 PRESSURE V	03/06/2026	50.00	50.00	03/10/2026	
Total MN DEPT OF LABOR & INDUSTRY (E-CHECK):					50.00	50.00		
MN DEPT OF REVENUE (E-CHECKS)								
2559	MN DEPT OF REVENUE (E-CHE	FEBRUARY 20	GENERAL FUND 2/2026	03/04/2026	19.00	19.00	03/05/2026	
2559	MN DEPT OF REVENUE (E-CHE	FEBRUARY 20	WATER FUND 02/2026	03/04/2026	1,600.00	1,600.00	03/05/2026	
2559	MN DEPT OF REVENUE (E-CHE	FEBRUARY 20	LIQUOR TAX 02/2026	03/04/2026	34,426.00	34,426.00	03/05/2026	
Total MN DEPT OF REVENUE (E-CHECKS):					36,045.00	36,045.00		
MN MUNICIPAL BEVERAGE ASSOC								
7778	MN MUNICIPAL BEVERAGE ASS	2026 CONFER	2026 MMBA CONFERENCE - GA	02/17/2026	135.00	135.00	02/19/2026	
7778	MN MUNICIPAL BEVERAGE ASS	BIG LAKE TR	ALCOHOL AWARENESS TRAINI	02/22/2026	300.00	300.00	02/26/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total MN MUNICIPAL BEVERAGE ASSOC:					435.00	435.00		
MN NCPERS LIFE								
10359	MN NCPERS LIFE	342600032026	MARCH 2026 PREMIUM	03/01/2026	112.00	112.00	02/19/2026	
Total MN NCPERS LIFE:					112.00	112.00		
MN POLLUTION CONTROL AGENCY								
975	MN POLLUTION CONTROL AGE	10000225156	2026 WWTP ANNUAL WATER P	03/04/2026	1,450.00	1,450.00	03/10/2026	
Total MN POLLUTION CONTROL AGENCY:					1,450.00	1,450.00		
MNSCIA								
11934	MNSCIA	INV #28 ORDE	2026 SPRING TRAINING - AUTU	03/03/2026	125.00	125.00	03/05/2026	
Total MNSCIA:					125.00	125.00		
MONTICELLO PRINTING								
6450	MONTICELLO PRINTING	206619	BUSINESS CARDS FOR POLICE	02/18/2026	245.00	245.00	02/19/2026	
6450	MONTICELLO PRINTING	206770	NEW NAME PLATE - CAPTAIN K	02/18/2026	34.00	34.00	02/19/2026	
Total MONTICELLO PRINTING:					279.00	279.00		
MORRIES BUFFALO FORD								
11870	MORRIES BUFFALO FORD	621888	BLFD CHIEF 1 ALIGNMENT	03/02/2026	125.95	125.95	03/10/2026	
Total MORRIES BUFFALO FORD:					125.95	125.95		
MOSHER MATT								
11880	MOSHER MATT	FARMERS MK	EBT TOKENS	02/27/2026	24.00	24.00	03/05/2026	
11880	MOSHER MATT	FARMERS MK	PROMOTION TOKENS	02/27/2026	7.00	7.00	03/05/2026	
Total MOSHER MATT:					31.00	31.00		
NEWMAN TRAFFIC SIGNS								
10406	NEWMAN TRAFFIC SIGNS	TRFINV065890	STREET SIGNS	02/26/2026	1,444.69	1,444.69	03/05/2026	
Total NEWMAN TRAFFIC SIGNS :					1,444.69	1,444.69		
NORTH CENTRAL INTERNATIONAL LLC								
11925	NORTH CENTRAL INTERNATIO	X220125545:0	NEW TRUCK MARKER LIGHTS	02/04/2026	175.50	175.50	02/11/2026	
11925	NORTH CENTRAL INTERNATIO	X220125730:0	WATER TRUCK LIGHTS #426	02/09/2026	39.00	39.00	02/11/2026	
11925	NORTH CENTRAL INTERNATIO	X220126400:0	SHOP OILS	02/27/2026	95.62	95.62	03/05/2026	
11925	NORTH CENTRAL INTERNATIO	X220126639:0	SLUDGE HAULING UNIT #102	02/26/2026	1,551.24	1,551.24	03/05/2026	
11925	NORTH CENTRAL INTERNATIO	X220126702:0	WWTP DUMP TRUCK #102	02/27/2026	368.44	368.44	03/05/2026	
Total NORTH CENTRAL INTERNATIONAL LLC:					2,229.80	2,229.80		
NORTH COUNTRY CHEVROLET								
11851	NORTH COUNTRY CHEVROLET	DEAL #300172	2026 SIERRA 4WD 2500 UNIT VI	03/06/2026	50,672.36	50,672.36	03/10/2026	
11851	NORTH COUNTRY CHEVROLET	DEAL #300172	2026 SIERRA 4WD 2500 UNIT VI	03/06/2026	50,672.36	50,672.36	03/10/2026	
Total NORTH COUNTRY CHEVROLET:					101,344.72	101,344.72		
NORTHLAND OCCUPATIONAL HEALTH								
11921	NORTHLAND OCCUPATIONAL H	2577529	DOT RANDOM TESTING - MICH	02/11/2026	55.00	55.00	02/11/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total NORTHLAND OCCUPATIONAL HEALTH:					55.00	55.00		
NOTHING BUT HEMP								
11906	NOTHING BUT HEMP	5353	THC	02/18/2026	180.00	180.00	02/26/2026	
Total NOTHING BUT HEMP:					180.00	180.00		
NUTRIEN AG SOLUTIONS								
10982	NUTRIEN AG SOLUTIONS	58472496	PARKS FERTILIZER	02/20/2026	2,760.00	2,760.00	03/05/2026	
Total NUTRIEN AG SOLUTIONS :					2,760.00	2,760.00		
OPTIONS INC								
7006	OPTIONS INC	00507555	CLEANING CITY HALL - FEB 202	02/28/2026	156.00	156.00	03/05/2026	
Total OPTIONS INC:					156.00	156.00		
OREILLY AUTOMOTIVE INC								
10369	OREILLY AUTOMOTIVE INC	1532-217791	SHOP SUPPLIES	02/05/2026	7.99	7.99	02/11/2026	
10369	OREILLY AUTOMOTIVE INC	1532-218466	LIGHTS FOR STREETS PICKUP	02/09/2026	47.94	47.94	02/11/2026	
10369	OREILLY AUTOMOTIVE INC	1532-219159	STREET VEHICLE #741	02/13/2026	10.57	10.57	02/26/2026	
10369	OREILLY AUTOMOTIVE INC	1532-219937	PD TAHOE BATTERY	02/17/2026	219.99	219.99	02/26/2026	
10369	OREILLY AUTOMOTIVE INC	1532-219961	PD TAHOE BATTERY	02/17/2026	30.00	30.00	02/26/2026	
10369	OREILLY AUTOMOTIVE INC	1532-219973	WWTP GENERATOR CREDIT	02/17/2026	225.06-	225.06-	02/26/2026	
10369	OREILLY AUTOMOTIVE INC	1532-220368	OIL FOR GENERATOR - WWTP	02/19/2026	24.99	24.99	02/26/2026	
10369	OREILLY AUTOMOTIVE INC	1532-221292	#517 COOLANT LEAK	02/25/2026	227.09	227.09	03/05/2026	
10369	OREILLY AUTOMOTIVE INC	1532-222620	STORM SWEEPER REPAIR	03/04/2026	59.99	59.99	03/10/2026	
Total OREILLY AUTOMOTIVE INC:					403.50	403.50		
ORKIN								
10927	ORKIN	293443685	PEST CONTROL POLICE/LIBRA	02/18/2026	180.95	180.95	03/05/2026	
Total ORKIN:					180.95	180.95		
PATRIOT NEWS MN								
11075	PATRIOT NEWS MN	015736	ST2026-1 NOTICE OF PUBLIC H	02/07/2026	227.50	227.50	02/19/2026	
11075	PATRIOT NEWS MN	015867	COMP PLAN LAND USE MAP PH	02/14/2026	122.50	122.50	02/26/2026	
Total PATRIOT NEWS MN :					350.00	350.00		
PAUSTIS WINE COMPANY								
1095	PAUSTIS WINE COMPANY	287509	WINE	02/12/2026	1,098.00	1,098.00	02/19/2026	
1095	PAUSTIS WINE COMPANY	287509	FREIGHT	02/12/2026	15.00	15.00	02/19/2026	
1095	PAUSTIS WINE COMPANY	288625	WINE	02/25/2026	344.00	344.00	03/05/2026	
1095	PAUSTIS WINE COMPANY	288625	FREIGHT	02/25/2026	10.00	10.00	03/05/2026	
Total PAUSTIS WINE COMPANY :					1,467.00	1,467.00		
PETERSONS PROMOTIONS								
11006	PETERSONS PROMOTIONS	344	LIQUOR STORE ADVERTISING	03/03/2026	450.00	450.00	03/05/2026	
Total PETERSONS PROMOTIONS :					450.00	450.00		
PHILLIPS WINE & SPIRITS								
7106	PHILLIPS WINE & SPIRITS	5125183	LIQUOR	02/11/2026	758.35	758.35	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7106	PHILLIPS WINE & SPIRITS	5125183	FREIGHT	02/11/2026	14.72	14.72	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5125184	WINE	02/11/2026	811.35	811.35	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5125184	FREIGHT	02/11/2026	22.08	22.08	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5125185	MIX	02/11/2026	221.55	221.55	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5125185	FREIGHT	02/11/2026	7.36	7.36	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5125186	THC	02/11/2026	623.00	623.00	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5128803	LIQUOR	02/18/2026	1,827.52	1,827.52	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5128803	FREIGHT	02/18/2026	29.44	29.44	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5128804	WINE	02/18/2026	635.25	635.25	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5128804	FREIGHT	02/18/2026	18.40	18.40	02/19/2026	
7106	PHILLIPS WINE & SPIRITS	5132230	LIQUOR	02/25/2026	900.72	900.72	02/26/2026	
7106	PHILLIPS WINE & SPIRITS	5132230	FREIGHT	02/25/2026	14.72	14.72	02/26/2026	
7106	PHILLIPS WINE & SPIRITS	5132231	WINE	02/25/2026	2,345.60	2,345.60	02/26/2026	
7106	PHILLIPS WINE & SPIRITS	5132231	FREIGHT	02/25/2026	64.40	64.40	02/26/2026	
7106	PHILLIPS WINE & SPIRITS	5135786	LIQUOR	03/04/2026	1,250.00	1,250.00	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135786	FREIGHT	03/04/2026	9.20	9.20	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135787	LIQUOR	03/04/2026	4,285.13	4,285.13	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135787	FREIGHT	03/04/2026	79.12	79.12	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135788	WINE	03/04/2026	1,179.05	1,179.05	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135788	FREIGHT	03/04/2026	34.96	34.96	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135789	MIX	03/04/2026	124.35	124.35	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	5135789	FREIGHT	03/04/2026	5.52	5.52	03/05/2026	
7106	PHILLIPS WINE & SPIRITS	571472	LIQUOR	02/06/2026	13.48	13.48	02/19/2026	
Total PHILLIPS WINE & SPIRITS :					15,248.31	15,248.31		
PITNEY BOWES (E-CHECKS)								
7100	PITNEY BOWES (E-CHECKS)	POSTAGE 3.5.	PITNEY BOW POSTAGE 3.5.26	03/05/2026	250.00	250.00	03/10/2026	
Total PITNEY BOWES (E-CHECKS):					250.00	250.00		
PITNEY BOWES GLOBAL FINANCIAL								
11084	PITNEY BOWES GLOBAL FINAN	3107659304	PITNEY BOW LEASE QTR 1 202	02/11/2026	439.95	439.95	02/19/2026	
Total PITNEY BOWES GLOBAL FINANCIAL:					439.95	439.95		
PLUNKETTS PEST CONTROL								
10898	PLUNKETTS PEST CONTROL	10391205	CITY HALL PEST CONTROL	02/20/2026	75.22	75.22	02/26/2026	
Total PLUNKETTS PEST CONTROL :					75.22	75.22		
POMPS TIRE SERVICE INC								
7751	POMPS TIRE SERVICE INC	2330019141	STREET DUMP TRUCK TIRES	02/04/2026	797.59	797.59	02/11/2026	
7751	POMPS TIRE SERVICE INC	2330019239	DUMPT TRUCK #102 TIRES	02/12/2026	374.58	374.58	02/19/2026	
7751	POMPS TIRE SERVICE INC	2330019339	DUMP TRUCK TIRES #116	03/04/2026	733.07	733.07	03/10/2026	
Total POMPS TIRE SERVICE INC:					1,905.24	1,905.24		
PRYES BREWING COMPANY, LLC								
11919	PRYES BREWING COMPANY, LL	W-116466	BEER	02/19/2026	142.00	142.00	02/26/2026	
Total PRYES BREWING COMPANY, LLC:					142.00	142.00		
PSN (E-CHECKS)								
10903	PSN (E-CHECKS)	321894	PSN FEES - JAN 2026	01/31/2026	83.33	83.33	02/19/2026	
10903	PSN (E-CHECKS)	323095	PSN FEES - FEB 2026	02/28/2026	110.91	110.91	03/05/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PSN (E-CHECKS):					194.24	194.24		
RAILROAD MANAGEMENT CO III LL								
10523	RAILROAD MANAGEMENT CO II	544113	2026 LICENSE FEE	02/23/2026	3,329.32	3,329.32	03/05/2026	
10523	RAILROAD MANAGEMENT CO II	544113	2026 LICENSE FEE	02/23/2026	3,329.32	3,329.32	03/05/2026	
Total RAILROAD MANAGEMENT CO III LL:					6,658.64	6,658.64		
RE JOURNALS								
11935	RE JOURNALS	15999	2026 FORECAST SUMMIT MEDI	03/06/2026	2,500.00	2,500.00	03/10/2026	
Total RE JOURNALS:					2,500.00	2,500.00		
RELIANCE STANDARD LIFE INS CO (ECHECK)								
11883	RELIANCE STANDARD LIFE INS	GL166389 MA	CORRECTION ON FEB 2026 BIL	03/01/2026	30.45	30.45	03/02/2026	
11883	RELIANCE STANDARD LIFE INS	GL166389 MA	LIFE INS PREM ER PORTION	03/01/2026	1,294.96	1,294.96	03/02/2026	
11883	RELIANCE STANDARD LIFE INS	GL166389 MA	LIFE INS PREM EE PORTION	03/01/2026	790.22	790.22	03/02/2026	
Total RELIANCE STANDARD LIFE INS CO (ECHECK):					2,115.63	2,115.63		
RUSSELL SECURITY RESOURCE INC								
7276	RUSSELL SECURITY RESOURC	A54804	LIQ STORE DELIVERY DOOR	02/20/2026	6,326.00	6,326.00	02/26/2026	
Total RUSSELL SECURITY RESOURCE INC:					6,326.00	6,326.00		
RYAN AUTO MALL								
11861	RYAN AUTO MALL	112553	WWTP TRUCK #517 - STEERIN	02/12/2026	1,585.00	1,585.00	02/26/2026	
11861	RYAN AUTO MALL	112559	STREET TRUCK #727	02/12/2026	38.75	38.75	02/26/2026	
11861	RYAN AUTO MALL	112560	STREET TRUCK #727	02/12/2026	1,585.00	1,585.00	02/26/2026	
Total RYAN AUTO MALL:					3,208.75	3,208.75		
SHERBURNE CO ATTORNEY								
7300	SHERBURNE CO ATTORNEY	266	JAN 2026 PROSECUTION FEES	02/06/2026	1,234.55	1,234.55	02/19/2026	
Total SHERBURNE CO ATTORNEY:					1,234.55	1,234.55		
SHERBURNE CO AUDITOR/TREASURER								
7324	SHERBURNE CO AUDITOR/TRE	9747	2025 WEED/LAWN ASSESSMEN	02/18/2026	10.00	10.00	02/26/2026	
7324	SHERBURNE CO AUDITOR/TRE	9747	2025 DELINQUENT UB ASSESS	02/18/2026	115.00	115.00	02/26/2026	
7324	SHERBURNE CO AUDITOR/TRE	9747	2025 STREET PROJECT ASSES	02/18/2026	200.00	200.00	02/26/2026	
7324	SHERBURNE CO AUDITOR/TRE	9747	2024 STREET PROJECT ASSES	02/18/2026	25.00	25.00	02/26/2026	
Total SHERBURNE CO AUDITOR/TREASURER:					350.00	350.00		
SHERBURNE CO SHERIFFS DEPT								
7116	SHERBURNE CO SHERIFFS DE	202602	NETMOTION	02/13/2026	1,540.00	1,540.00	02/26/2026	
7116	SHERBURNE CO SHERIFFS DE	202602	PROPHOENIX	02/13/2026	5,200.00	5,200.00	02/26/2026	
Total SHERBURNE CO SHERIFFS DEPT:					6,740.00	6,740.00		
SHRED RIGHT								
10870	SHRED RIGHT	0064879	SHRED RIGHT - JAN 2026	01/22/2026	42.53	42.53	02/19/2026	
10870	SHRED RIGHT	0064879	SHRED RIGHT - JAN 2026	01/22/2026	42.53	42.53	02/19/2026	
10870	SHRED RIGHT	0066646	SHRED RIGHT - FEB 2026	02/19/2026	54.86	54.86	03/10/2026	
10870	SHRED RIGHT	0066646	SHRED RIGHT - FEB 2026	02/19/2026	54.86	54.86	03/10/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total SHRED RIGHT:					194.78	194.78		
SMALL LOT MN								
11028	SMALL LOT MN	MN115285	WINE	02/11/2026	288.00	288.00	02/19/2026	
11028	SMALL LOT MN	MN115285	FRT	02/11/2026	9.00	9.00	02/19/2026	
Total SMALL LOT MN:					297.00	297.00		
SOUTHERN WINE & SPIRITS OF MN								
10755	SOUTHERN WINE & SPIRITS O	2724344	LIQUOR	02/12/2026	4,326.12	4,326.12	02/19/2026	
10755	SOUTHERN WINE & SPIRITS O	2724344	FREIGHT	02/12/2026	44.10	44.10	02/19/2026	
10755	SOUTHERN WINE & SPIRITS O	2724345	FREIGHT	02/12/2026	2.80	2.80	02/19/2026	
10755	SOUTHERN WINE & SPIRITS O	2724346	WINE	02/12/2026	1,203.80	1,203.80	02/19/2026	
10755	SOUTHERN WINE & SPIRITS O	2724346	FREIGHT	02/12/2026	24.26	24.26	02/19/2026	
10755	SOUTHERN WINE & SPIRITS O	2724347	FREIGHT	02/12/2026	4.90	4.90	02/19/2026	
10755	SOUTHERN WINE & SPIRITS O	2726819	LIQUOR	02/19/2026	11,535.23	11,535.23	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2726819	FRT	02/19/2026	109.91	109.91	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2726820	WINE	02/19/2026	1,354.77	1,354.77	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2726820	FREIGHT	02/19/2026	34.30	34.30	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2726821	LIQUOR	02/19/2026	125.99	125.99	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2726821	FREIGHT	02/19/2026	.47	.47	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2726822	FREIGHT	02/19/2026	3.03	3.03	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	2729390	LIQUOR	02/26/2026	12,398.73	12,398.73	03/05/2026	
10755	SOUTHERN WINE & SPIRITS O	2729390	FREIGHT	02/26/2026	194.25	194.25	03/05/2026	
10755	SOUTHERN WINE & SPIRITS O	2729391	WINE	02/26/2026	2,542.01	2,542.01	03/05/2026	
10755	SOUTHERN WINE & SPIRITS O	2729391	FREIGHT	02/26/2026	45.49	45.49	03/05/2026	
10755	SOUTHERN WINE & SPIRITS O	2731897	LIQUOR	03/05/2026	6,169.27	6,169.27	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	2731897	FREIGHT	03/05/2026	80.03	80.03	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	2731898	WINE	03/05/2026	1,727.40	1,727.40	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	2731898	FREIGHT	03/05/2026	45.27	45.27	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	2731899	FREIGHT	03/05/2026	.82	.82	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	5137377	LIQUOR	02/27/2026	269.96	269.96	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	5137377	FREIGHT	02/27/2026	1.40	1.40	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	5137378	FREIGHT	02/27/2026	5.60	5.60	03/10/2026	
10755	SOUTHERN WINE & SPIRITS O	6778	FREIGHT	02/19/2026	2.80-	2.80-	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	7131	LIQUOR	02/19/2026	149.20-	149.20-	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	7132	FREIGHT	02/19/2026	4.20-	4.20-	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	7285	FREIGHT	02/19/2026	.01-	.01-	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	7573	FREIGHT	02/19/2026	.01-	.01-	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	9684216	LIQUOR	02/19/2026	458.90-	458.90-	02/26/2026	
10755	SOUTHERN WINE & SPIRITS O	9684217	WINE	02/19/2026	12.59-	12.59-	02/26/2026	
Total SOUTHERN WINE & SPIRITS OF MN:					41,622.20	41,622.20		
STAPLES ADVANTAGE								
10741	STAPLES ADVANTAGE	7914250522	CITY HALL SUPPLIES	02/19/2026	55.24	55.24	02/26/2026	
10741	STAPLES ADVANTAGE	7914250522	CITY HALL SUPPLIES - BUILDIN	02/19/2026	8.50	8.50	02/26/2026	
10741	STAPLES ADVANTAGE	7914250522	CITY HALL SUPPLIES - MAYOR	02/19/2026	4.25	4.25	02/26/2026	
10741	STAPLES ADVANTAGE	7914250522	CITY HALL SUPPLIES - PLANNI	02/19/2026	4.25	4.25	02/26/2026	
10741	STAPLES ADVANTAGE	7914250522	CITY HALL SUPPLIES - EDA	02/19/2026	8.50	8.50	02/26/2026	
10741	STAPLES ADVANTAGE	7914250522	CITY HALL SUPPLIES - ENGINE	02/19/2026	4.24	4.24	02/26/2026	
10741	STAPLES ADVANTAGE	7914250522	PW SUPPLIES	02/19/2026	50.79	50.79	02/26/2026	
10741	STAPLES ADVANTAGE	7914317954	PW SUPPLIES	03/08/2026	56.76	56.76	03/10/2026	
Total STAPLES ADVANTAGE:					192.53	192.53		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
STREICHERS								
4550	STREICHERS	11809295	2026 AMMO	02/09/2026	351.00	351.00	02/19/2026	
4550	STREICHERS	11810302	UNIFORMS - OLSON	02/12/2026	85.97	85.97	02/19/2026	
4550	STREICHERS	11810699	SHIRT ALTERATIONS - PRIGGE	02/16/2026	15.00	15.00	02/19/2026	
4550	STREICHERS	11811726	HEDSTROM - PATCH ALTERATI	02/20/2026	12.00	12.00	02/26/2026	
4550	STREICHERS	11814215	2026 AMMO	03/05/2026	2,179.50	2,179.50	03/10/2026	
4550	STREICHERS	11814216	RESERVE UNIFORMS	03/05/2026	241.94	241.94	03/10/2026	
4550	STREICHERS	11814218	UNIFORM - OLSON	03/05/2026	81.98	81.98	03/10/2026	
4550	STREICHERS	11814221	PATCH SWAP - SUPPORT STAF	03/05/2026	40.00	40.00	03/10/2026	
4550	STREICHERS	11814222	SHIRT ALTERATIONS - SUPPOR	03/05/2026	60.00	60.00	03/10/2026	
4550	STREICHERS	11814245	BULLET PROOF VEST - GARDA	03/06/2026	1,993.00	1,993.00	03/10/2026	
4550	STREICHERS	11814246	BULLET PROOF VEST - CHAFF	03/06/2026	1,984.00	1,984.00	03/10/2026	
Total STREICHERS:					7,044.39	7,044.39		
SYLVA CORPORATION INC								
10922	SYLVA CORPORATION INC	93922	COMPOST SITE - FIREWOOD H	01/30/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93923	COMPOST SITE - FIREWOOD H	01/30/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93924	COMPOST SITE - FIREWOOD H	01/30/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93925	COMPOST SITE - FIREWOOD H	01/30/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93938	COMPOST SITE - FIREWOOD H	02/02/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93939	COMPOST SITE - FIREWOOD H	02/02/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93940	COMPOST SITE - FIREWOOD H	02/02/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93941	COMPOST SITE - FIREWOOD H	02/02/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93954	COMPOST SITE - FIREWOOD H	02/03/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93955	COMPOST SITE - FIREWOOD H	02/03/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	939557	COMPOST SITE - FIREWOOD H	02/03/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	93956	COMPOST SITE - FIREWOOD H	02/03/2026	100.00	100.00	02/11/2026	
10922	SYLVA CORPORATION INC	94002	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94003	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94004	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94005	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94006	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94007	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94008	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94009	COMPOST SITE - FIREWOOD H	02/04/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94010	COMPOST SITE - FIREWOOD H	02/05/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94011	COMPOST SITE - FIREWOOD H	02/05/2026	100.00	100.00	02/19/2026	
10922	SYLVA CORPORATION INC	94012	COMPOST SITE - FIREWOOD H	02/05/2026	100.00	100.00	02/19/2026	
Total SYLVA CORPORATION INC:					2,300.00	2,300.00		
THE AMERICAN BOTTLING COMPANY								
10988	THE AMERICAN BOTTLING CO	4851508355	WATER	03/03/2026	16.48	16.48	03/05/2026	
10988	THE AMERICAN BOTTLING CO	4851508355	MIX	03/03/2026	251.60	251.60	03/05/2026	
Total THE AMERICAN BOTTLING COMPANY:					268.08	268.08		
THE ARBITAGE GROUP, INC.								
11932	THE ARBITAGE GROUP, INC.	88866	2012A FINAL ARBITRAGE REPO	02/05/2026	1,000.00	1,000.00	02/11/2026	
Total THE ARBITAGE GROUP, INC.:					1,000.00	1,000.00		
THE ARBITRAGE GROUP INC								
10903	THE ARBITRAGE GROUP INC	88884	2026 REPORT - 2022A ARBITRA	02/11/2026	1,500.00	1,500.00	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total THE ARBITRAGE GROUP INC:					1,500.00	1,500.00		
TOSHIBA FINANCIAL SERVICES - E CHECK								
11922	TOSHIBA FINANCIAL SERVICES	575730882	TOSHIBA COPIER LEASE MARC	03/01/2026	130.96	130.96	03/02/2026	
11922	TOSHIBA FINANCIAL SERVICES	575730882	PROPERTY DAMAGE SURCHA	03/01/2026	24.47	24.47	03/02/2026	
Total TOSHIBA FINANCIAL SERVICES - E CHECK:					155.43	155.43		
TRANSWEST TRUCK ST. MICHAEL								
11922	TRANSWEST TRUCK ST. MICHA	093S13510	REPAIR VACUUM TRUCK #536	02/09/2026	1,823.26	1,823.26	02/11/2026	
Total TRANSWEST TRUCK ST. MICHAEL:					1,823.26	1,823.26		
URBAN GROWLER BREWING CO.								
11934	URBAN GROWLER BREWING C	E-42355	BEER	02/27/2026	441.00	441.00	03/05/2026	
11934	URBAN GROWLER BREWING C	E-42355	THC	02/27/2026	134.00	134.00	03/05/2026	
Total URBAN GROWLER BREWING CO.:					575.00	575.00		
US BANK (E-CHECKS)								
10527	US BANK (E-CHECKS)	FARMERS MK	FARMERS MARKET - FEB 2026	02/28/2026	28.62	28.62	03/05/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WW DIGESTER/TYLER	02/11/2026	19.99	19.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WW DIGESTER/TYLER	02/11/2026	19.99	19.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WELL #3 PARTS/TYLER	02/11/2026	51.99	51.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER SUPPLIES/SCOT	02/11/2026	59.34	59.34	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER SUPPLIES/SCOT	02/11/2026	29.97	29.97	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER SUPPLIES	02/11/2026	16.57	16.57	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER SUPPLIES/SCOTT	02/11/2026	7.36	7.36	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER SUPPLIES/SCOT	02/11/2026	21.95	21.95	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER SUPPLIES/SCOTT	02/11/2026	14.37	14.37	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER METER SUPPLIES/BRE	02/11/2026	8.49	8.49	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER METER SUPPLIES/BRE	02/11/2026	11.99	11.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER/PHIL	02/11/2026	11.48	11.48	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER/PHIL	02/11/2026	16.98	16.98	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER/ERIC	02/11/2026	19.99	19.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	CUTTING WHEELS FOR PARKS/	02/11/2026	39.96	39.96	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GREG	02/11/2026	15.02	15.02	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GREG	02/11/2026	21.47	21.47	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	POLICE EXTRA STORAGE/KUC	02/11/2026	21.46	21.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	POLICE MONTHLY ADOBE/PRIG	02/11/2026	21.46	21.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MONTHLY ADOBE/REEK	02/11/2026	21.46	21.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MONTHLY ADOBE REFUND/DE	02/11/2026	45.09-	45.09-	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MONTHLY ADOBE/DEB	02/11/2026	45.09	45.09	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	UPGRADE OF ADOBE FOR MAR	02/11/2026	58.87	58.87	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MONTHLY ADOBE/DEB	02/11/2026	395.04	395.04	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FAN ASSEMBLY/DAN	02/11/2026	25.64	25.64	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	ADMIN SUPPLIES	02/11/2026	9.46	9.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	SUPPLIES	02/11/2026	1.46	1.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	SUPPLIES	02/11/2026	1.46	1.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	SUPPLIES	02/11/2026	.72	.72	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	SUPPLIES	02/11/2026	.72	.72	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	SUPPLIES	02/11/2026	.73	.73	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GREG	02/11/2026	168.87	168.87	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FILE CABINET/TINA	02/11/2026	134.99	134.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#VALUE!	02/11/2026	163.76	163.76	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	CITY HALL CLEANING SUPPLIE	02/11/2026	23.30	23.30	02/17/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10527	US BANK (E-CHECKS)	FEB 11 2026 C	METER SUPPLIES/DAN	02/11/2026	12.23	12.23	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GREG	02/11/2026	115.78	115.78	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP SUPPLIES/DAN	02/11/2026	246.93	246.93	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP SUPPLIES/DAN	02/11/2026	27.94	27.94	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#VALUE!	02/11/2026	79.00	79.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WW SUPPLIES/DAN	02/11/2026	26.99	26.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP SUPPLIES/DAN	02/11/2026	8.53	8.53	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP SUPPLIES/DAN	02/11/2026	145.32	145.32	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	AWARD PLAQUE/TINA	02/11/2026	31.73	31.73	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#VALUE!	02/11/2026	13.57	13.57	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#VALUE!	02/11/2026	21.18	21.18	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	DESK STAND CREDIT/DEB	02/11/2026	12.99-	12.99-	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GREG	02/11/2026	17.84	17.84	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#VALUE!	02/11/2026	3.64	3.64	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#VALUE!	02/11/2026	70.58	70.58	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LASER POINTER/TINA	02/11/2026	32.99	32.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2025 COLD WEATHER GEAR/C	02/11/2026	120.05	120.05	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2025 COLD WEATHER REIMBU	02/11/2026	18.69	18.69	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	POLICE EXTRA STORAGE/KUC	02/11/2026	.99	.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MONTHLY ARLO/PRIGGE	02/11/2026	19.99	19.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	HOARD BCA TRAINING/SAM	02/11/2026	75.00	75.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE ADVERTISING/GRE	02/11/2026	790.00	790.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEALS/KUCALA	02/11/2026	19.14	19.14	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING LUNCH/PRIGGE	02/11/2026	14.48	14.48	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 COLD WEATHER/TROY	02/11/2026	50.00	50.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 COLD WEATHER OUT OF	02/11/2026	21.49	21.49	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL #120/BRANDT	02/11/2026	54.53	54.53	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL #120/BRANDT	02/11/2026	83.50	83.50	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL #120/BRANDT	02/11/2026	107.27	107.27	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BRANDT	02/11/2026	140.22	140.22	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BRANDT	02/11/2026	127.17	127.17	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BRANDT	02/11/2026	144.83	144.83	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BRANDT	02/11/2026	152.23	152.23	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BRANDT	02/11/2026	102.44	102.44	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	HOLDER FUEL/BRANDON	02/11/2026	12.97	12.97	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/CHAZ	02/11/2026	103.38	103.38	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/CHAZ	02/11/2026	166.33	166.33	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FIREARM/REEK	02/11/2026	85.44	85.44	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	CMSHRM DUES 2026/DEB	02/11/2026	135.00	135.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER SUPPLIES/SCOTT	02/11/2026	5.96	5.96	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MEDICAL SUPPLIES/KUCALA	02/11/2026	3.49	3.49	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIMES/STOLTZ	02/11/2026	6.00	6.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GARY	02/11/2026	4.07	4.07	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIMES/STOLTZ	02/11/2026	6.32	6.32	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIMES/GREG	02/11/2026	6.32	6.32	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEAL/TINA	02/11/2026	28.77	28.77	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEAL FOR JESSICA/	02/11/2026	23.66	23.66	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MEDICAL SUPPLIES/PRIGGE	02/11/2026	127.90	127.90	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2025 WATER USE PERMIT/DAN	02/11/2026	8,729.40	8,729.40	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LIQ STORE SUPPLIES/GARY	02/11/2026	13.42	13.42	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 EDAM CONFERENCE HOT	02/11/2026	143.87	143.87	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	ASFELD FIELD TEACHING TRAI	02/11/2026	699.00	699.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	EHLER CONFERENCE 2.4-2.6/M	02/11/2026	350.00	350.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FARMERS MKT AD/DEB	02/11/2026	22.45	22.45	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	HIGH THREAT CQC TRAINING/-	02/11/2026	1,897.40	1,897.40	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	RED DOT SIGHTS/REEK	02/11/2026	755.82	755.82	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	ASFELD HOTEL FOR TRAINING/	02/11/2026	156.20	156.20	02/17/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10527	US BANK (E-CHECKS)	FEB 11 2026 C	ARBORIST TEST PREP/BADER	02/11/2026	174.75	174.75	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEALS/KUCALA	02/11/2026	11.55	11.55	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEALS - PRIGGE	02/11/2026	10.02	10.02	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BADER	02/11/2026	44.08	44.08	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	FUEL/BADER	02/11/2026	49.28	49.28	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	CREDIT FOR SAFETY MTG/DAN	02/11/2026	20.00-	20.00-	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LMC CREDIT FOR SAFETY MTG	02/11/2026	20.00-	20.00-	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MAYORS CONFERENCE/GINA	02/11/2026	390.00	390.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	PARKS CHAINSAW/BAUTCH	02/11/2026	15.99	15.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 MCFOA TRAINING ELECT	02/11/2026	395.00	395.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	CHIEFS CONFERENCE/SAM	02/11/2026	602.55	602.55	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	JUNE 2025 NCR CC FEES/GRE	02/11/2026	241.38	241.38	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEALS/KUCALA	02/11/2026	17.39	17.39	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEALS/KUCALA	02/11/2026	18.82	18.82	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEAL/PRIGGE	02/11/2026	12.29	12.29	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	LINE TRACING COURSE/BRETT	02/11/2026	150.00	150.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 COLD WEATHER GEAR/BA	02/11/2026	300.00	300.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	REMARKABLE/HANNA	02/11/2026	2.99	2.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	MONTHLY REMARKABLE/MARI	02/11/2026	3.21	3.21	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	#736 LICENSE/KOLLER	02/11/2026	24.99	24.99	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	BREAKROOM SUPPLIES/PHIL	02/11/2026	31.46	31.46	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP SUPPLIES/DAN	02/11/2026	473.00	473.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WASTEWATER SUPPLIES/ERIC	02/11/2026	43.74	43.74	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP TOOLS/SCOTT	02/11/2026	243.87	243.87	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	CONFERENCE MEAL/HANNA	02/11/2026	55.03	55.03	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	HOTEL FOR EHLER CONF/HAN	02/11/2026	468.28	468.28	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEAL/DEB	02/11/2026	44.75	44.75	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	HOTEL FOR EHLER CONF/DEB	02/11/2026	468.28	468.28	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 COLD WEATHER BOOTS/K	02/11/2026	187.50	187.50	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WW SUPPLIES/SCOTT	02/11/2026	14.98	14.98	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER SUPPLIES/SCOTT	02/11/2026	93.27	93.27	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WWTP LIGHT RECYLCE	02/11/2026	140.00	140.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	TRAINING MEALS KUCALA & P	02/11/2026	40.88	40.88	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	WATER SAMPLE POSTAGE/PHI	02/11/2026	11.50	11.50	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	2026 A BOND POSTAGE/LISA	02/11/2026	10.20	10.20	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	POLICE POSTAGE/TINA	02/11/2026	156.00	156.00	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	BNSF, SHERBURNE MTG/MARI	02/11/2026	22.32	22.32	02/17/2026	
10527	US BANK (E-CHECKS)	FEB 11 2026 C	SAFETY TRAINING/LISA	02/11/2026	40.82	40.82	02/17/2026	
10527	US BANK (E-CHECKS)	JAN 2026 ELE	JAN 2026 ELECTRONIC DEPOSI	01/31/2026	120.10	120.10	02/27/2026	
10527	US BANK (E-CHECKS)	JAN 2026 FAR	FARMERS MARKET - JAN 2026	01/31/2026	28.00	28.00	02/19/2026	
10527	US BANK (E-CHECKS)	PARKING BOX	PARKING BOXX - FEB 2026	02/28/2026	15.00	15.00	03/05/2026	
10527	US BANK (E-CHECKS)	PARKING BOX	PARKING BOXX - JAN 2026	01/31/2026	15.00	15.00	02/19/2026	
Total US BANK (E-CHECKS):					22,979.65	22,979.65		
UTILITY CONSULTANTS								
3896	UTILITY CONSULTANTS	127104	WWTP TESTING JAN/FEB 2026	02/27/2026	1,280.72	1,280.72	03/05/2026	
Total UTILITY CONSULTANTS:					1,280.72	1,280.72		
VERIZON WIRELESS								
10463	VERIZON WIRELESS	6134949553-J	CODES INSPECTOR CELL 763-8	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	PLANNER CELL PHONE 612-297	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	COMM DEV DIR CELL 763-402-1	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	BUILDING OFFICIAL CELL 763-4	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	BUILDING OFFICIAL IPAD 612-8	01/31/2026	40.01	40.01	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	PW IPADS	01/31/2026	240.06	240.06	02/19/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10463	VERIZON WIRELESS	6134949553-J	PW IPAD	01/31/2026	80.02	80.02	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	PW IPAD	01/31/2026	240.06	240.06	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	POLICE PHONES	01/31/2026	1,413.32	1,413.32	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	PETERSON HOT SPOT 763-264-	01/31/2026	40.01	40.01	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	RECREATION CORD CELL PHO	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	WW ON CALL 763-238-8260	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	DAN NEW PHONE 612-528-1102	01/31/2026	19.21	19.21	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	WW IPADS	01/31/2026	120.03	120.03	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	LOCATES HOT SPOT - 763-260-	01/31/2026	20.01	20.01	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	LOCATES HOT SPOT - 763-260-	01/31/2026	20.00	20.00	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	WW IPADS	01/31/2026	120.03	120.03	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	DAN NEW PHONE 612-528-1102	01/31/2026	19.20	19.20	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	WASTE WATER TREATMENT 61	01/31/2026	40.01	40.01	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	ASST MGR - LIQUOR 763-353-2	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	STORE MGR - LIQUOR 763-353-	01/31/2026	38.41	38.41	02/19/2026	
10463	VERIZON WIRELESS	6134949553-J	BUILDING OFFICIAL IPAD 612-2	01/31/2026	40.01	40.01	02/19/2026	
10463	VERIZON WIRELESS	6134990836	JAN 2026 CELL SERVICES	02/01/2026	25.20	25.20	02/19/2026	
10463	VERIZON WIRELESS	6134990836	JAN 2026 CELL SERVICES	02/01/2026	325.12	325.12	02/19/2026	
Total VERIZON WIRELESS:					3,109.58	3,109.58		
VIKING COCA-COLA								
2350	VIKING COCA-COLA	3070004	MIX	02/12/2026	412.85	412.85	02/19/2026	
2350	VIKING COCA-COLA	3870131	MIX	02/26/2026	582.90	582.90	03/05/2026	
Total VIKING COCA-COLA:					995.75	995.75		
VINOCOPIA								
10568	VINOCOPIA	0389904-IN	WINE	02/12/2026	224.00	224.00	02/19/2026	
10568	VINOCOPIA	0389904-IN	LIQUOR	02/12/2026	135.00	135.00	02/19/2026	
10568	VINOCOPIA	0389904-IN	FREIGHT	02/12/2026	7.50	7.50	02/19/2026	
10568	VINOCOPIA	0390571-IN	LIQUOR	02/26/2026	148.75	148.75	03/05/2026	
10568	VINOCOPIA	0390571-IN	WINE	02/26/2026	464.00	464.00	03/05/2026	
10568	VINOCOPIA	0390571-IN	FREIGHT	02/26/2026	12.00	12.00	03/05/2026	
Total VINOCOPIA :					991.25	991.25		
VONCO								
10454	VONCO	V2 000009108	HAULING OLD PARKS EQUIPME	02/08/2026	679.48	679.48	02/19/2026	
10454	VONCO	V2 000009108	SLUDGE HAULING - FEB 2026	02/08/2026	2,791.78	2,791.78	02/19/2026	
10454	VONCO	V2 0000091189	SLUDGE HAULING - FEB 2026	02/15/2026	1,474.76	1,474.76	02/26/2026	
10454	VONCO	V2 000009130	SLUDGE HAULING - FEB 2026	02/22/2026	1,585.43	1,585.43	03/05/2026	
Total VONCO :					6,531.45	6,531.45		
WATER LABORATORIES INC								
10420	WATER LABORATORIES INC	10833	WATER TESTING - FEB 2026	03/04/2026	180.00	180.00	03/10/2026	
Total WATER LABORATORIES INC :					180.00	180.00		
WH SECURITY								
11063	WH SECURITY	150-1694-9253	PW FACILITY MONITORING - M	02/27/2026	44.90	44.90	03/10/2026	
11063	WH SECURITY	150-1694-9253	REPAIR OF ALARM PAD AT PW	02/27/2026	266.35	266.35	03/10/2026	
11063	WH SECURITY	150-1697-3731	POLICE/LIBRARY ALARM SERVI	02/27/2026	33.95	33.95	03/10/2026	
Total WH SECURITY:					345.20	345.20		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
WINDSTREAM LAKEDALE, INC								
87369	WINDSTREAM LAKEDALE, INC	091121503 FE	FEB 2026 ALARM LINE SERVICE	02/04/2026	48.19	48.19	02/11/2026	
87369	WINDSTREAM LAKEDALE, INC	091121503 FE	FEB 2026 ALARM LINE SERVICE	02/04/2026	144.29	144.29	02/11/2026	
Total WINDSTREAM LAKEDALE, INC:					192.48	192.48		
WINE MERCHANTS								
10384	WINE MERCHANTS	7553384	WINE	02/11/2026	164.00	164.00	02/19/2026	
10384	WINE MERCHANTS	7553384	FRT	02/11/2026	1.84	1.84	02/19/2026	
10384	WINE MERCHANTS	7554171	WINE	02/18/2026	252.00	252.00	02/19/2026	
10384	WINE MERCHANTS	7554171	FRT	02/18/2026	1.84	1.84	02/19/2026	
10384	WINE MERCHANTS	7555019	WINE	02/25/2026	336.00	336.00	02/26/2026	
10384	WINE MERCHANTS	7555019	FRT	02/25/2026	4.60	4.60	02/26/2026	
Total WINE MERCHANTS:					760.28	760.28		
WRUCK SEWER & PORTABLE RENTALS								
10888	WRUCK SEWER & PORTABLE R	CREDIT ON A	CREDIT ON ACCT FROM OVER	12/31/2025	19.68-	19.68-	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I30536	LAKESIDE PARK	12/31/2025	95.00	95.00	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I31417	LAKESIDE PARK	12/31/2025	95.00	95.00	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I31519	INVOICE #31518 LAKESIDE PAR	12/31/2025	79.00	79.00	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I31519	INVOICE #31517 ICE RINK	12/31/2025	79.00	79.00	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I31519	INVOICE #31516 ICE RINK	12/31/2025	79.00	79.00	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I31766	LAKESIDE PARK	12/31/2025	95.00	95.00	02/19/2026	
10888	WRUCK SEWER & PORTABLE R	I32394	ICE RINK FEB 2026	02/23/2026	79.00	79.00	02/26/2026	
10888	WRUCK SEWER & PORTABLE R	I32572	LAKESIDE PARK - FEB & MARC	03/09/2026	79.00	79.00	03/10/2026	
10888	WRUCK SEWER & PORTABLE R	I32573	BOAT LANDING FEB & MARCH	03/09/2026	79.00	79.00	03/10/2026	
Total WRUCK SEWER & PORTABLE RENTALS:					739.32	739.32		
XCEL ENERGY								
6950	XCEL ENERGY	964501462	FEB 2026 SERVICES - 19255 EN	02/09/2026	18.80	18.80	02/19/2026	
6950	XCEL ENERGY	964989403	OLD SCHOOL/PIZZA FACTORY -	02/11/2026	469.41	469.41	02/19/2026	
6950	XCEL ENERGY	965631039	303085700 CITY HALL	01/31/2026	1,183.25	1,183.25	02/26/2026	
6950	XCEL ENERGY	965631039	303085700 CITY HALL SOLAR C	01/31/2026	806.32-	806.32-	02/26/2026	
6950	XCEL ENERGY	965631039	303275744 CROSS WALK SIGN -	01/31/2026	17.10	17.10	02/26/2026	
6950	XCEL ENERGY	965631039	303085700 CITY HALL STREET	01/31/2026	21.23	21.23	02/26/2026	
6950	XCEL ENERGY	965631039	304054546 ST LIGHTS CITY HAL	01/31/2026	48.61	48.61	02/26/2026	
6950	XCEL ENERGY	965631039	304166698 ST LIGHTS EAGLE L	01/31/2026	50.93	50.93	02/26/2026	
6950	XCEL ENERGY	965631039	304242713 10 LAKE ST UNIT SI	01/31/2026	82.78	82.78	02/26/2026	
6950	XCEL ENERGY	965631039	304242721 10 LAKE ST UNIT SI	01/31/2026	108.89	108.89	02/26/2026	
6950	XCEL ENERGY	965631039	304242721 10 LAKE ST UNIT SI	01/31/2026	159.40-	159.40-	02/26/2026	
6950	XCEL ENERGY	965631039	304242713 10 LAKE ST UNIT SI	01/31/2026	55.84-	55.84-	02/26/2026	
6950	XCEL ENERGY	965631039	304054546 ST LIGHTS CITY HAL	01/31/2026	11.91-	11.91-	02/26/2026	
6950	XCEL ENERGY	965631039	303922326 514 FOREST ROAD	01/31/2026	17.39	17.39	02/26/2026	
6950	XCEL ENERGY	965631039	302963558 SKATING RINK SERV	01/31/2026	475.33	475.33	02/26/2026	
6950	XCEL ENERGY	965631039	302963558 SKATING RINK SERV	01/31/2026	187.18-	187.18-	02/26/2026	
6950	XCEL ENERGY	965631039	303922326 514 FOREST ROAD	01/31/2026	10.75-	10.75-	02/26/2026	
6950	XCEL ENERGY	965631039	302808445 LIFT 256 CRESCENT	01/31/2026	250.72	250.72	02/26/2026	
6950	XCEL ENERGY	965631039	303456004 SEWER PLANT	01/31/2026	88.33	88.33	02/26/2026	
6950	XCEL ENERGY	965631039	304244893 SEWER LIFT	01/31/2026	2,048.95	2,048.95	02/26/2026	
6950	XCEL ENERGY	965631039	304229382 SEWER PLANT	01/31/2026	31.24	31.24	02/26/2026	
6950	XCEL ENERGY	965631039	303771827 SEWER PLANT	01/31/2026	3,671.09	3,671.09	02/26/2026	
6950	XCEL ENERGY	965631039	303456004 SEWER PLANT	01/31/2026	306.94	306.94	02/26/2026	
6950	XCEL ENERGY	965631039	303456004 SEWER PLANT SOL	01/31/2026	31.23-	31.23-	02/26/2026	
6950	XCEL ENERGY	965631039	302808445 LIFT 256 CRESCENT	01/31/2026	147.28-	147.28-	02/26/2026	
6950	XCEL ENERGY	965631039	304244893 SEWER LIFT SOLAR	01/31/2026	793.47-	793.47-	02/26/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6950	XCEL ENERGY	965631039	303997372 615 ROSE DRIVE SE	01/31/2026	1,275.79	1,275.79	02/26/2026	
6950	XCEL ENERGY	965631039	303997372 615 ROSE DRIVE SO	01/31/2026	1,120.86-	1,120.86-	02/26/2026	
6950	XCEL ENERGY	965631039	304046381 616 ROSE DRIVE TE	01/31/2026	90.35	90.35	02/26/2026	
6950	XCEL ENERGY	965631039	303069137 PUMP HSE - 601 MIN	01/31/2026	254.80	254.80	02/26/2026	
6950	XCEL ENERGY	967448834	FEB 2026 STREET LIGHTS	03/03/2026	3,858.04	3,858.04	03/10/2026	
6950	XCEL ENERGY	967448834-FE	FEBRURAY STREET LIGHTS	03/10/2026	3,858.04	3,858.04	03/10/2026	
6950	XCEL ENERGY	967574837	WELL #1 FEB 2026	03/03/2026	491.68	491.68	03/10/2026	
Total XCEL ENERGY:					15,395.45	15,395.45		
YETTER MATT								
11892	YETTER MATT	FARMERS MK	FARMERS MARKET MUSIC 03/1	03/05/2026	150.00	150.00	03/10/2026	
Total YETTER MATT:					150.00	150.00		
YOUNGS, MEGAN								
11934	YOUNGS, MEGAN	FARMERS MK	EBT TOKENS	02/27/2026	5.00	5.00	03/05/2026	
11934	YOUNGS, MEGAN	FARMERS MK	PROMOTION TOKENS	02/27/2026	3.00	3.00	03/05/2026	
11934	YOUNGS, MEGAN	FARMERS MK	MARKET BUCKS	02/27/2026	3.00	3.00	03/05/2026	
Total YOUNGS, MEGAN:					11.00	11.00		
ZIEGLER								
10422	ZIEGLER	IN002289784	WHEEL LOADER #207 - STREET	02/10/2026	387.26	387.26	02/26/2026	
10422	ZIEGLER	IN002295018	STREET LOADER #206	02/13/2026	350.58	350.58	02/19/2026	
Total ZIEGLER:					737.84	737.84		
ZURBEY, GREG								
10936	ZURBEY, GREG	02.23.25 CAPI	MILEAGE REIMBURSEMENT - S	02/23/2026	81.20	81.20	02/26/2026	
10936	ZURBEY, GREG	02.23.25 CAPI	STATE CAPITAL PARKING	02/23/2026	5.00	5.00	02/26/2026	
Total ZURBEY, GREG :					86.20	86.20		
Grand Totals:					926,225.53	926,225.53		

WATER REFUNDS

Check Number	Check Issue Date	Payee	Amount
99004	03/04/2026	ALL AMERICAN TITLE COMPANY LLC	38.18
99005	03/04/2026	AUSTIN & JASMINE HESTON	40.98
99006	03/04/2026	EDINA REALTY TITLE	124.91
99007	03/04/2026	JOSHUA ENGELBY & MELISSA HAAS	31.22
99008	03/04/2026	KL MN 4 LLC	86.18
99009	03/04/2026	THE TITLE GROUP INC	195.64
Grand Totals:			517.11

CITY OF BIG LAKE

Check Register - PAYROLL CLAIM LIST FOR APPROVAL

Page: 1

Pay Period Dates: 02/08/2026 - 02/21/2026

Mar 10, 2026 12:02PM

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
02/21/2026	PC	02/25/2026	522937	ADAMSKI, TYLER JAMES	4007		2,598.22-	D
02/21/2026	PC	02/25/2026	522938	ASFELD, MICHAEL	3020		2,461.61-	D
02/21/2026	PC	02/25/2026	522939	ATKINSON, DEBRA ANN	5050		329.72-	D
02/21/2026	PC	02/25/2026	522940	BADER, RANDY	2001		2,623.78-	D
02/21/2026	PC	02/25/2026	522941	BAKER, JESSICA S	3025		1,501.06-	D
02/21/2026	PC	02/25/2026	522942	BAUTCH, GARY	2002		2,195.59-	D
02/21/2026	PC	02/25/2026	522943	BERGSTROM, TAMARA	5001		1,323.34-	D
02/21/2026	PC	02/25/2026	522944	BERNER, MICHAEL B	5041		271.19-	D
02/21/2026	PC	02/25/2026	522945	BERNER, MICHELLE A	5039		449.91-	D
02/21/2026	PC	02/25/2026	522946	BRANDT, RANDY M	2024		2,005.52-	D
02/21/2026	PC	02/25/2026	522947	CHAFFEE, GUY D	3001		4,457.31-	D
02/21/2026	PC	02/25/2026	522948	CHILDS, DANIEL M	4000		3,168.84-	D
02/21/2026	PC	02/25/2026	522949	CRUZE, SOPHIE M	5006		25.88-	D
02/21/2026	PC	02/25/2026	522950	DANIELS, SCOTT	4005		2,716.82-	D
02/21/2026	PC	02/25/2026	522951	ENEBAK, TROY M	2005		1,935.59-	D
02/21/2026	PC	02/25/2026	522952	FRECHETTE, KERI	5022		81.03-	D
02/21/2026	PC	02/25/2026	522953	GARDAS, CODY T	3029		2,698.15-	D
02/21/2026	PC	02/25/2026	522954	GREENWALD, BRANDON T	2007		2,020.84-	D
02/21/2026	PC	02/25/2026	522955	HANSON, ANDREW C	3026		2,358.31-	D
02/21/2026	PC	02/25/2026	522956	HANSON, AUTUMN LYNN	3027		2,697.48-	D
02/21/2026	PC	02/25/2026	522957	HAWKINS, JULIE	3023		2,618.46-	D
02/21/2026	PC	02/25/2026	522958	HEDSTROM, NATHAN R	3028		2,432.07-	D
02/21/2026	PC	02/25/2026	522959	HENNESSY, JOHN GORDON	5054		1,507.71-	D
02/21/2026	PC	02/25/2026	522960	HOARD, CHRIS	3004		3,055.12-	D
02/21/2026	PC	02/25/2026	522961	HOLL, AMELIA SUSAN	5052		84.22-	D
02/21/2026	PC	02/25/2026	522962	HOLL, ANNIKA NICOLE	5056		120.30-	D
02/21/2026	PC	02/25/2026	522963	HUBER, KELSEY M	5037		277.40-	D
02/21/2026	PC	02/25/2026	522964	JOHNSON, BRETT V.	2008		2,221.68-	D
02/21/2026	PC	02/25/2026	522965	KALLA, JOSEPH	3005		3,042.50-	D
02/21/2026	PC	02/25/2026	522966	KAUTZMAN, JOSEPH	4006		2,167.85-	D
02/21/2026	PC	02/25/2026	522967	KLIMMEK, JOHANNA	1003		3,937.15-	D
02/21/2026	PC	02/25/2026	522968	KOHL, TARA L	1020		1,685.50-	D
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02/21/2026	PC	02/25/2026	522988	RATHMANNER, JULIE A	1009		1,557.35-	D

D = Direct Deposit

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
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02/21/2026	PC	02/25/2026	523000	UDERMANN, JOSHUA H	2033		1,975.89-	D
02/21/2026	PC	02/25/2026	523001	WEGELEBEN, DEBORAH K	1011		3,304.33-	D
02/21/2026	PC	02/25/2026	523002	WITTER, KYLIE	5034		160.47-	D
02/21/2026	PC	02/25/2026	523003	WOLBECK, GINA	1001		2,526.03-	D
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Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

CITY OF BIG LAKE

Check Register - PAYROLL CLAIM LIST FOR APPROVAL

Page: 1

Pay Period Dates: 02/22/2026 - 03/07/2026

Mar 10, 2026 12:03PM

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

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03/07/2026	PC	03/11/2026	523062	NODING, KIM	6010		297.64-	D
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D = Direct Deposit

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03/07/2026	PC	03/11/2026	523066	OTTESON, LAYNE R	1007		3,463.84-	D
03/07/2026	PC	03/11/2026	523067	PETERSON, RICKY H	5031		505.61-	D
03/07/2026	PC	03/11/2026	523068	PETERSON, TINA D	3011		2,463.93-	D
03/07/2026	PC	03/11/2026	523069	PETROWSKI, SANDRA L	1004		1,769.31-	D
03/07/2026	PC	03/11/2026	523070	POPP, MARIE ANN	1022		3,055.29-	D
03/07/2026	PC	03/11/2026	523071	PRIGGE, NICHOLAS D	3012		2,677.42-	D
03/07/2026	PC	03/11/2026	523072	RANELLE, CARLA K	1023		1,823.55-	D
03/07/2026	PC	03/11/2026	523073	RATHMANNER, JULIE A	1009		1,557.35-	D
03/07/2026	PC	03/11/2026	523074	REEK, SILAS D.	3013		2,598.86-	D
03/07/2026	PC	03/11/2026	523075	ROSA, JESS N	5038		28.57-	D
03/07/2026	PC	03/11/2026	523076	RUPAR, KENDALL SAVANNAH	5055		293.22-	D
03/07/2026	PC	03/11/2026	523077	SALITERMAN, WILLIAM J	3018		2,326.84-	D
03/07/2026	PC	03/11/2026	523078	SALO, MATTHEW S	2028		2,386.12-	D
03/07/2026	PC	03/11/2026	523079	SAWATSKY, CALEB I	3024		2,827.98-	D
03/07/2026	PC	03/11/2026	523080	SCHLAPKOHL, CHAZ M	2029		1,942.78-	D
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03/07/2026	PC	03/11/2026	523082	SCOTT, CORRIE L	1005		2,068.71-	D
03/07/2026	PC	03/11/2026	523083	SEEFELD, PAUL J	6012		401.44-	D
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03/07/2026	PC	03/11/2026	523089	WEGELEBEN, DEBORAH K	1011		3,346.83-	D
03/07/2026	PC	03/11/2026	523090	WOLBECK, GINA	1001		2,530.05-	D
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03/07/2026	CDPT	03/09/2026	523094	OPTUM - H.S.A.	4	HSA HEALTH SAVINGS ACCOUNT Pay Period:	5,212.11-	
03/07/2026	CDPT	03/09/2026	523095	PAYROLL TAX - STATE	6	STATE WITHHOLDING STATE WITHHOLDING	10,408.41-	
03/07/2026	CDPT	03/09/2026	523096	PAYROLL TAXES - FED/FICA	1	FEDERAL PAYROLL TAXES FEDERAL WITHHH	45,558.49-	
03/07/2026	CDPT	03/09/2026	523097	PERA	2	RETIREMENT & LIFE	37,027.90-	
03/07/2026	CDPT	03/09/2026	523098	TASC	5	SECTION 125 FLEX DEP CARE Pay Period: 03	453.83-	
Grand Totals:							244,756.37-	

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6B
Item Description: February 18, 2026 City Council Workshop Minutes		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the February 18, 2026 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The February 18, 2026 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**

FEBRUARY 18, 2026

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Marie Popp, City Engineer Layne Otteson, Acting Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaison Adelyn Gosewisch.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Wastewater Treatment Facility Expansion Project – 30% Design Update

Dan Childs reviewed, at the October 9, 2024 Council meeting, the City Council approved a Professional Services Contract with SEH, Inc. for 30% Design Services for the Wastewater Treatment Facility (WWTF) Expansion project. Childs introduced staff from SEH who provided information on the delivery of the 30% Design.

Jessica Hedin and Eric Miller, from SEH, Inc. provided a high-level overview of the 30% design and plans, and reviewed the funding progress and estimated project costs. Hedin discussed the City's option to move forward with the project delivery method, which would be through a design-bid-build process or a Construction Manager at Risk (CMAR) process. Hedin discuss next steps which will include final design and bidding documents, MPCA review, approval, and certification of project documents, and continued pursuit of funding opportunities.

Council Member Noding discussed the projections for doubling capacity over the next 20 years and asked what manner of growth expectations they used. Miller responded the facility plan includes population projections that considers domestic growth, existing significant industrial users, and future industrial capacity.

Council Member Halverson asked if SEH can guarantee their work will ensure the project will pass the MPCA and EPA requirements. Halverson discussed we hear about these types of projects and when they get to completion they don't pass, and more money is needed to comply with MPCA requirements. Miller discussed between now and final design, the project manual will become more complete. There will be commissioning requirements and performance guarantees required from the contractor. Miller stressed things can come up that weren't known before that will have to be addressed. Halverson acknowledged the EPA could change their rules, but his concern is with the possibility of the project not passing, thus costing more in the end. Miller discussed they will pass the requirements as they are established in the project manual. He also noted if it is a change in the condition that no one knew about, it would be hard to hold someone's feet to the fire. Miller stated they perform the design calculations as best they can and the MPCA reviews as best they can, but there could be things in the future people do not know now. This is a big project with a big scope, and not everything is going to be perfect.

Hedin discussed funding for the project, noting likely funding sources include the Point Source Implementation Grant, the EPA Community Grant, and the Green Project Reserve Grant. The remaining balance would be a Clean Water Revolving Fund Loan. Hedin noted there are other funding sources they are pursuing through the bonding bill and the water infrastructure fund. Hedin reviewed the planning cost estimate is \$52.8M which is based off the 2024 Facility Plan. Hedin noted Miller had talked about some things that have changed since doing that Facility Plan, noting when we prepare a construction cost estimate that will be different from the planning cost estimate. Hedin reviewed the City's current water and sewer rates and how they compare to other cities, as well as how debt for the project could affect those rates. Hedin noted we have been operating off the planning costs from the Facility Plan that was submitted in early 2024 so that estimate of \$52.8M is over two years old already. Hedin asked if the City wants to move forward with preparing a 30% Cost Estimate now, which wasn't included in the scope of the 30% Design deliverable contract as the City wasn't sure if they would be going with a CMAR delivery method or a design-bid-build. Hedin asked for Council feedback on getting a 30% Cost Estimate at this time, or if Council wishes to continue using the Facility Plan cost projections.

Mayor Knier suggested we digest information from tonight's meeting and bring it to the finance committee and ultimately back to Council for further review. Miller noted, however we proceed, if we use a CMAR, there will be a dollar value tied to their proposals, but it is really the percent that is important because one of the first things they are going to do is a cost estimate and it will adjust either up or down. Knier asked what the cost would be to get the 30% Cost Estimate deliverable. Miller reviewed if they are doing a Facility Plan level cost estimate, they will look at similar buildings they have done in the past. On a construction estimate, the plans are not assumed; they are more defined to the construction plans. Hedin estimated an engineer's estimate done by SEH would probably be in the range of \$30,000 to \$35,000. Hiring an outside firm would be more than double that amount.

Knier asked what the advantage is for going the CMAR route on this project. Miller discussed the advantage is the collaborative piece of it, noting the benefits of having the designer and contractor working together to make cost effective decisions for the City, as well as planning for phasing and work sequence.

Council Member Geroux stated we hired SEH to do the 30% design, noting they should already know what will be needed. Miller discussed their role is a system engineer. The CMAR will get us further along in the equipment selection. In a design-bid-build method, they are just using their best judgement.

The Council acknowledged delivery of the 30% Design and directed further discussion with the Finance Committee on the 30% Cost Estimate contract prior to this item coming back to a Council Workshop.

4B. Discuss Development of a Full Water Distribution Model

Dan Childs introduced Dana Brissett from SEH, Inc. who discussed the proposed development of a Full Water Distribution Model, noting this type of water model would improve system understanding and would aid in long-term planning. Brissett explained a water model is a digital simulation of the water system, which would illustrate how water moves through the network and how pressures respond under different conditions. Having this information available to the City would help to evaluate fire flows, identify low-pressure areas, would aid in testing future growth scenarios, sizing infrastructure, and support capital-planning efforts. Childs reviewed staff's recommendation is to move forward with developing a Full Water Distribution Model, which was concurred by City Engineer Layne Otteson.

Mayor Knier noted this \$30,000 expense will save us money in managing the City's water infrastructure.

Council directed Staff to move forward with bringing back the low quote to develop a Full Water Distribution Model.

4C. Discuss 2026 AIS Lake Treatment Plan

Layne Otteson reviewed that in 2025, the City treated the lakes for Curly-leaf Pondweed (63 acres) and Eurasian Water Milfoil (2 acres). Previously the City had not treated Curly-leaf Pondweed since 2016 but significant proliferation was observed over recent summers. In 2024, the City's fishing dock area was matted with Curly-leaf Pondweed and was not usable. The plant density was found to significantly impact the use of the lake for swimming, boating and fishing in many areas. Discussions with the area DNR AIS Coordinator led to developing a 2025 treatment plan to target significant acreage of Curly-leaf Pondweed. After the lake was treated last year, a small area of the Lakeside Park beach swimming area was found to have a dense population of Curly-leaf Pondweed and should be targeted for treatment.

Otteson noted the DNR has indicated it typically takes back-to-back treatment years to eradicate the Curly-leaf Pondweed due to residual seeds that germinate after treatment. The DNR requires a lake survey for permitting and the survey can be used to confirm germination in the spring. It is expected the same areas of 2025 will be recommended for treatment in 2026 by the DNR. However, if the survey shows something different, then the treatment plan will be adjusted to effectively treat the lake upon DNR approval. The eradication of Curly-leaf Pondweed in these areas will hopefully allow native plants to self-establish post treatment. There are no plans to treat Eurasian Water Milfoil this year unless budget and DNR allow for it. Otteson discussed the cost for a lake survey is \$1,500 and AIS treatment is

estimated to be \$20,000. In the past, the City has partnered with the Big Lake Community Lakes Association (BLCLA) to receive limited funding support. At this time, no additional funding has been committed but is requested for consideration. Any additional funding will help maintain the Lake Maintenance fund balance. Otteson stated staff recommends a lake survey be ordered, and a treatment plan be developed. Staff will then bring back a plan with contractor quotes for approval.

Council directed staff to move forward with a lake survey and development of a treatment plan.

4D. Discuss Soliciting Grading Quotes for Street and Pond Areas on Minnesota Avenue in the BLIPE Phase II Project Area

Layne Otteson reviewed an area contractor working in the Industrial Park inquired about excess granular material available in the City. Currently, the only area under consideration that requires export of soil would be the future street segment of Minnesota Avenue and a required pond. Staff has prepared a grading plan for the street and the pond in the event an opportunity may present itself. The estimated cost to grade the street corridor and pond is approximately \$40,000 to \$50,000 with no benefitting adjacent property to assess for the work. Otteson stated this request could be a significant savings opportunity for the City, and staff's recommendation is to solicit quotes from contractors and developers operating in the area who may need to purchase fill for their projects.

Council directed Staff to solicit quotes for the sale of graded soil materials from the future Minnesota Avenue street segment, and to bring back a low quote if over \$2,500.

5. OTHER

Hanna Klimmek discussed the City received two requests for Letters of Support for funding through the 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Application. The BUILD Grant applications are due on February 24, 2026, which is why these requests are being brought forward at this time rather than waiting until the next meeting. One request is from Sherburne County for the TH10/CSAH 11 interchange project, and the other one is from Wright County for the CMRP EIS study and preliminary design for a future Mississippi River bridge crossing. Council consensus was to move forward with submitting Mayor executed Letters of Support for both requests.

Kim Noding discussed theft issues at the Community Garden area during last year's season. Noding suggested Council direct staff to place anti-theft signage at the site. Council directed staff to look at anti-theft signage to be placed at the Community Garden Plot site to alleviate confusion with what a Community Garden means.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 6:19 p.m. Seconded by Council Member Noding unanimous ayes, motion carried.



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6C
Item Description: February 18, 2026 City Council Regular Meeting Minutes		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the February 18, 2026 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The February 18, 2026 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
FEBRUARY 18, 2026**

1. CALL TO ORDER

Mayor Paul Knier called the meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present - Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. Also present - City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Community Development Director Marie Popp, Acting Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaison Adelyn Gosewisch.

Pastor Jim Herzing from Spirt Life Church provided an invocation.

4. OPEN FORUM

Mayor Knier opened the Open Forum at 6:31 p.m.

Christy Campbell, 321 Lakeshore Drive – addressed the City Council to discuss she has suffered thievery at the Community Gardens, noting this thievery devastated the gardens this past year. There was hundreds of dollars in product lost to theft, and the individual responsible for the theft was ticketed and trespassed by the Big Lake Police Department. Campbell noted this individual took entire crops from people, and she hopes the City will agree to place cameras at the Community Garden plot to deter stealing. Campbell reviewed signage will help, but cameras will help more.

Mayor Knier closed the Open Forum at 6:34 p.m.

5. PROPOSED AGENDA

Council Member Seefeld motioned to adopt the proposed Agenda with the addition of item no. 7G. Student Liaison Update. Seconded by Council Member Halverson, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Noding motioned to approve the Consent agenda as presented. Seconded by Council Member Halverson, unanimous ayes, Consent Agenda approved. The Consent Agenda consisted of: 6A. Approve List of Claims, 6B. Approve Joint City/County/Township/School Meeting Minutes of January 15, 2026, 6C. Approve Council Workshop Minutes of January 21, 2026, 6D. Approve Regular Council Meeting Minutes of January 21, 2026, 6E. Approve Midwest Sound and Stage, Inc. Stage Rental Agreement for the 2026 Music in the Park Series, 6F. Approve a Proclamation proclaiming February 22 – 28, 2026 as Professional Engineer’s Week, 6G. Approve Appointment of Police Reserve Officers Mason Moss and Ryan Murray, 6H. Approve Appointment of Tom Kucala to the Police Captain Position, 6I. Approve Resolution No. 2026-07 approving a Massage Therapist License to Brianna Berganza under the Muscle Revive, LLC Massage Enterprise License at 29 Lake Street South, 6J. Approve a Professional Services Agreement with SEH, Inc. for an Update to the City of Big Lake AWIA Risk and Resiliency Analysis and Emergency Response Plan, 6K. Approve Law Enforcement Labor Services Memorandum of Understanding Amending the Vacation Accrual Schedule, 6L. Approve Law Enforcement Labor Services Memorandum of Understanding Increasing the Annual Uniform Allowance, 6M. Approve Request from Farm Friends Barn for a Letter of Support for their pursuit of Grant Funding from the MN Department of Agriculture, and 6N. Accept Resignation of Police Officer Sam Norlin.

7. BUSINESS

7A. Appointment of Sam Olson to the Chief of Police/Emergency Manager Position, and Conduct Oath of Office

Hanna Klimmek reviewed, at the January 21, 2026 workshop, the City Council unanimously directed staff to bring forward the appointment of Sam Olson as Chief of Police/Emergency Manager. Klimmek noted Olson has served with the Big Lake Police Department since 2003, and brings more than two decades of institutional knowledge, leadership experience, and a deep understanding of the community. This type of continuity is critical at a time of transition for the Police Department and the City. Olson has committed to a minimum five-year term and will play a key leadership role in the planning and development of the new Public Safety building. In addition, Olson will evaluate the current and future needs of the Police Department, review organizational structure, and return to Council within six-months with clearly defined goals and objectives to guide the department forward.

Council Member Halverson motioned to approve the appointment of Sam Olson to the Chief of Police/Emergency Manager position, effective February 18, 2026. Seconded by Council Member Noding, unanimous ayes, motion carried.

Mayor Knier administered the Oath of Office to Chief Olson.

7B. County Attorney Annual Update

Sherburne County Attorney Dawn Nyhus provided an update on the Sherburne County Attorney's Office statistics and services provided to the City in 2025. Nyhus reviewed Big Lake cases her office sees as part of the prosecution contract with the City.

7C. PUBLIC HEARING – Resolution Directing Preparation of Final Plans and Specifications for the 2026 Street and utility Improvement Project No. ST2026-1

Layne Otteson discussed the City Council, at their January 21, 2026 meeting accepted the Preliminary Engineering Report and called for a public hearing on February 18, 2026 for the 2026 Street and Utility Improvement Project No. ST2026-1. Otteson reviewed the proposed work includes improvements on segments on 172nd Street from US 10 to Prairie Drive, Minnesota Avenue 300 feet west of CR 43 to CR 43, County Road 43 to 180th Street, and 176th Street to 177th Street. The estimated cost of the project is \$1,960,000. The scope includes Minnesota Avenue Extension (\$1,750,000), Minnesota Avenue Connector (\$50,000) and 172nd Street (\$160,000.00). The City has applied for a grant through the State of MN Local Road Improvement Program (LRIP) and requested full funding of construction. If successful, the grant will cover all construction costs except watermain and sanitary sewer. LRIP grant awards will be announced after the public hearing, sometime in late March. The current fund balance of CIP Fund 196 cannot meet the cost obligation of this project without the LRIP grant. If funding from the State is unsuccessful, Council can then reduce scope to match funding availability. Staff would bring back a reduced scope for the Minnesota Avenue Extension to construct the western 500' segment required for the future Public Safety Facility. This scope reduction would reduce the cost and maintain a CIP Fund 196 balance. Delaying a portion of the proposed project to a later date does not impact the Chapter 429 schedule but does require Council action and notification to affected properties, and assessments would then be reduced accordingly.

Otteson reviewed the Chapter 429 assessment process the City must follow for assessing properties that benefit from a public improvement, noting the Notice of Public Hearing was published twice in the City's designated newspaper, and each property owner subject to special assessments was mailed a notice on February 1, 2026. All notices included the time and place of the hearing, the general nature of the improvement, the estimated cost, and the street area proposed to be assessed.

Council Member Halverson asked what the cost of the stoplight is expected to be and asked how that cost will be funded. Otteson reviewed he has met with the Assistant County Engineer, and he did not indicate that a signal would be needed. He talked about having circulation in that area and anticipates there will be improvements in the future when traffic necessitates it, noting you can only put a traffic signal in if it meets warrants. You cannot arbitrarily put it in, as MNDOT will not allow it. Halverson stated he recalls underground wiring was put in to accommodate a future signal. Otteson asked for clarification on what location Halverson is concerned about, and Halverson responded he is referring to the intersection of CR 43 and Minnesota Avenue near the future Public Safety Facility. Halverson stated this project will create substantial traffic, including commercial vehicles by the schools. Otteson discussed the County has not indicated the need for a signal at this intersection and stated we would not direct semi-trucks to go down by a school. If they do go that route, that will be their decision; however, he expects trucks coming from the industrial area will most likely want to head towards US Highway 10 instead of going by the schools, so they can make the fastest time. Otteson also discussed when CR 43 was built, there were discussions with the County, and radiuses were looked at. They laid out templates so trucks could make the turn because there is that potential. Otteson reiterated the signal will go in once warrants are met.

Mayor Knier asked when we will find out about the LRIP grant. Otteson responded we anticipate the State will release results at the end of March, and we are competing with 232 other applicants in the state for \$43M. Knier also asked what the plan will be if we don't get funding from the LRIP grant. Otteson responded if we do not get the grant, he will be bringing the item back to Council; however, his proposal for tonight is we move forward with full design from one end to the other, so we have the full 1,270 foot design. We would look at scaling it back based on budget and have a discussion that includes possibly building 500 feet as a full urban section, and the remaining 700 feet as a gravel road strictly to be used for emergency service access. Halverson asked if the grant does go through would staff still have to bring the item back, and Otteson explained the LRIP grant we applied for is for payment for the full section. If we don't get that, it would need to be scaled back unless the Council wants to fund the full length and exhaust our street fund. Halverson asked if the grant would still need to come back to Council, and Hanna Klimmek indicated the grant would need to be accepted by the Council. Otteson explained he is currently requesting Council approve the project and design for the full length, noting he will need to come back for approval of the final plans and ask for bid advertising.

Mayor Knier opened the public hearing at 7:11 p.m. No one came forward. Mayor Knier closed the public hearing at 7:11 p.m.

Council Member Seefeld motioned to approve Resolution No. 2026-08 ordering the Final Plans and Specifications for the 2026 Street and Utility Improvement Project No. ST2026-1. Seconded by Council Member Geroux. Mayor Knier asked for any further discussion.

Council Member Halverson stated he will be voting against this because he doesn't think taxpayer money should be used in any way shape or form to go across a piece of private property.

Motion passed with a vote of 4:1 with Council Members Geroux, Knier, Noding and Seefeld voting in favor, and Council Member Halverson voting against. Motion carried.

7D. Resolution Approving a Construction Manager At Risk (CMAR) Agreement with Bradbury Stamm Construction Winkelman, LLC for the Public Safety Facility Project

Hanna Klimmek reviewed during the fourth quarter of 2025, the Public Building Planning Committee (PBPC), in coordination with staff, initiated a formal Request for Qualifications (RFQ) and Request for Proposals (RFP) to solicit Comprehensive Program Management Services (a professional service), including Construction Manager at Risk, as well as Architecture and Engineering services. Three construction management firms submitted responses to the RFQ, and all three were shortlisted to submit proposals in response to the RFP and participated in interviews. Following the evaluation process, the PBPC selected Bradbury Stamm Construction Winkelman, LLC to provide Comprehensive Program Management Services for the Big Lake Public Safety Facility Project. Klimmek reviewed that at the direction of the City Council and the Big Lake Economic Development Authority (BLEDA), the PBPC has been working since 2023 on a project for the possible relocation of the Big Lake City Hall and Public Safety building. At the City Council Workshop meeting on September 24, 2025, the City Council discussed the recommendations of the PBPC related to the scope, not-to-exceed budget, type of financing, and delivery method of the Project. One key component of the PBPC recommendations was the choice of the Construction Manager at Risk (CMAR) as the delivery method for the Project. At the end of its discussion, the City Council directed City Staff to move forward with the recommendations of the PBPC as had been outlined in the Staff Report presented at that meeting. Klimmek reviewed staff's recommendation is for Council to approve Bradbury Stamm Construction Winkelman, LLC, as the CMAR for the design and construction of a new City Hall/Public Safety Facility; approve the contract documents with the CMAR; authorize the Public Building Planning Committee, in coordination with city staff, to negotiate a GMP with the CMAR; and authorize the City Administrator to execute all contracts and other documents necessary to complete the Project. Klimmek also noted the next step is for completion of design work and negotiation of Guaranteed Maximum Price (GMP) and GMP Amendment with the CMAR.

Council Member Halverson asked, if this thing is being ran through the EDA the EDA pulled all the grants and are doing everything, why is the City the approving body of the CMAR if all the funding is through the EDA. Deb Wegeleben reviewed the Lease Revenue Bond funding will be used to build the project, and the City will have the contract with the CMAR to build the project and pull the funds. We then have to make the payments for the bond, noting the BLEDA received the funding, but the City has to pay it back. We lease the parcel to build the project. Wegeleben stated

the agreement is that it is actually the City's building.

Council Member Geroux motioned to approve Resolution No. 2026-09 approving Bradbury Stamm Construction Winkelman, LLC, as the Construction Manager at Risk (CMAR) for a project to design and construct a new City Hall/Public Safety Facility, approving the contract documents with the CMAR, authorizing the Public Building Planning Committee, in coordination with city staff, to negotiate a Guaranteed Maximum Price with the CMAR following completion of the design of the Project, and authorizing the City Administrator to execute all contracts and other documents necessary to complete the Project. Seconded by Council Member Seefeld. Mayor Knier asked for any further discussion.

Council Member Noding asked why the motion includes negotiating the GMP as she thought that it was already negotiated. Klimmek responded the GMP has not yet been established, which will happen sometime this summer. We will have to bring the contract back to be amended to include the GMP, which will have to be under \$33M. Mayor Knier clarified we have established the amount we needed to borrow, but we haven't established the maximum price of the project yet.

Motion passed with a vote of 4:1 with Council Members Geroux, Knier, Noding and Seefeld voting in favor, and Council Member Halverson voting against. Motion carried.

7E. 2025 City of Big Lake Year in Review Report

Hanna Klimmek presented the 2025 City of Big Lake Year in Review. Klimmek reviewed highlights from 2025 including the Oath of Office conducted by Mayor Paul Knier and Council Members Ken Geroux and Paul Seefeld. The City strengthened existing partnerships and established new collaborations with Sherburne County, Big Lake Township, the AmeriCorps Seniors RSVP Program, Community and Economic Development Associates (CEDA), Marco Technologies LLC, and Main Street Family Services. Klimmek reviewed the City added over \$66M in new valuation to the City's tax base, staff and Mayor Knier were called to testify in support of the Wastewater Treatment Facility Expansion Project, we hosted site visits for both the House and Senate Capital Investment Committees, we successfully completed the 2025 Street and Utility Project, created a new City Council meeting schedule which was implemented as of January 1, 2026, and completed housekeeping amendments to the City Code. Lake Liquors exceeded its budgeted transfer requirement, contributing \$450,000 to the City General Fund, the City added a Verizon Mobile app to better control park irrigation, and the City welcomed Adelyn Gosewisch as the City Council's Student Liaison.

Klimmek also reviewed projects that will be underway in 2026 include the swearing in of new Police Chief Sam Olson, the Big Lake Public Safety Facility Project along with redevelopment plans for the existing City Hall/BLEDA owned building at the corner of US Highway 10/25, planning for the Wastewater Treatment Facility Expansion Project, the Minnesota Avenue extension, park

redevelopment, communications/marketing, a new parking meter system at Lakeside Park, completion of the Water Meter Exchange project, and a new strategic plan of the City Council. Mayor Knier stated there is a lot to be proud of here in Big Lake. Klimmek also reviewed the 2026 General Fund Budget, noting the cost per day to provide City services based on the City's population estimate of 13,084 is \$1.63 per person.

7F. Resolution Authorizing a Contract with a City Official

Greg Zurbey reviewed recent Council direction at the January 21, 2026 workshop was to move forward with an office-remodeling project at Lake Liquors. The low quote was submitted by Ken Geroux Construction Corp in the amount of \$58,679.38. Wegeleben noted, as Council Member Geroux has a financial interest in this quote, staff is recommending he abstain from the vote on this item.

Council Member Seefeld motioned to approve Resolution No. 2026-10 authorizing a Contract with a City Official; accepting a quote submitted by Ken Geroux Construction Corp in the amount of \$58,679.38 to remodel office space at the Municipal Liquor Store located at 615 Rose Drive. Seconded by Council Member Noding. Motion passed with a vote of 4:0:1 with Council Members Halverson, Knier, Noding and Seefeld voting aye, and Council Member Geroux abstaining. Motion carried.

7G. Student Liaison Update

Student Liaison Adelyn Gosewisch provided an update on Big Lake Schools. Gosewisch provided an update on enrollment statistics, activities of the Student Council, and reviewed events happening district wide including Sno Daze, Hornet Sports, Evening of the Fine Arts, holiday concerts/performances, Poetry Out Loud competition, and the MSHSL awards recognizing recipients of the AAA Award to Kyla Gosewisch and Dylan Kunz.

8. ADMINISTRATOR'S REPORT

City Administrator Hanna Klimmek discussed the Minnesota legislative session kicked off yesterday at noon, noting she has attended a couple of legislative preview presentations leading up to it, and based on what was shared at the Ehlers Public Finance Seminar on February 6, three issues are expected to dominate the conversation this year: gun policy, fraud, and ICE. As of that date, 36 legislators had announced they are either retiring or running for another office, which represents more than 400 years of combined experience leaving the Legislature. Klimmek noted we are hopeful a bonding bill will come together this session and that the Big Lake Wastewater Treatment Facility Expansion project will be included, and noted bonding is typically one of the final actions before adjournment, which is scheduled for May 18. Klimmek also reviewed the City of Big Lake

has been awarded \$2 million in federal funding for the Wastewater Treatment Facility Expansion project, which will help move the design phase forward while reducing the financial burden on our taxpayers. We will continue pursuing additional funding opportunities wherever possible. Klimmek discussed staff will be attending City Day on the Hill on March 11, noting we plan to meet with Senator Mathews and Representative Mekeland to continue conversations about Big Lake's priorities and ongoing projects. We are also looking forward to the annual Big Lake Chamber Community Fair on Saturday, March 14. This event provides an opportunity for city officials to connect with residents, answer questions, and share updates on what's happening around the City. Klimmek recognized Water/Wastewater Superintendent Dan Childs and Staff Accountant/Deputy City Clerk Lisa Miller who are celebrating 15 years of service with the City. Klimmek expressed how grateful the City is for their dedication and the experience they bring to our team and community.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Knier: discussed the recent Fire Board Finance Committee Meeting and recent Public Building Planning Committee Meetings. Mayor Knier also discussed his attendance at the LMC Elected Officials Conference.

Council Member Halverson: reviewed the January Big Lake Beyond the Yellow Ribbon Meeting.

Council Member Noding: discussed the recent Big Lake Community Lakes Association Meeting and the January Parks Advisory Committee Meeting.

10. OTHER – No other.

11. ADJOURN

Council Member Seefeld motioned to adjourn at 7:33 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

Clerk

Date Approved by Council _____



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>03/18/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6D
Item Description: <i>Annual Liquor License Renewals</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Acting Police Chief Sam Olson</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION approving the 2026/2027 liquor license renewals listed below, contingent upon receipt of the required licensing fee, receipt of completed background check application and a recommendation for approval from the Big Lake Police Department based on results of the licensee's criminal history background investigation, receipt of a Certificate of Liability Insurance; must comply with required information per City Ordinance and MN State Law, and receipt of all required licensing renewal documents.

BACKGROUND/DISCUSSION

Liquor licenses for establishments in the City will expire on March 31, 2026. Renewal requests have been mailed out to current license holders.

It is staff's recommendation to approve the attached Resolution approving 2026/2027 liquor license renewals for:

3.2% Off-Sale Malt Liquor License

- Kwik Trip, Inc. (Kwik Trip #168)
- MN Cstore, Inc. (MN Cstore)

Wine License & 3.2% On-sale Malt Liquor License

- Style Catering, Inc. (Style Catering)

Taproom On-Sale, Sunday, & Small Brewer Off-Sale

- Lupulin Brewing LLC (Lupulin Brewing Company)

On-Sale Liquor Licenses & Sunday Liquor Licenses

- SIG, LLC (Tootsies Lakeside Pub)
- KPK Corporation (The Third Rail Bar and Grill)
- dWt LLC (Thirsty Bison)
- Big Lake Bowling LLC (McPete's Sports Bar and Lanes)
- Volker's, Inc. (Trails Grill and Sports Bar)
- Willy McCoys of Big Lake LLC (Willy's on the Water)
- Katherine S. Torres LLC (Vitta's Mexican Bar and Grill)

All approvals are contingent upon receipt of the required licensing fee, receipt of completed background check application and a recommendation for approval from the Big Lake Police Department based on results of the licensee's criminal history background investigation, receipt of a Certificate of Liability Insurance; must

comply with required information per City Ordinance and MN State Law, and receipt of all required licensing renewal documents..

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approval of a Resolution approving liquor license renewals for 2026/2027.

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 Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 18, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**BIG LAKE CITY COUNCIL
RESOLUTION NO. 2026-XX**

A RESOLUTION APPROVING LIQUOR LICENSES FOR 2026/2027

WHEREAS, the City of Big Lake (the “City:”) has historically issued licenses to the following establishments to sell and/or serve liquor as indicated; and

3.2% Off-Sale Malt Liquor License

- Kwik Trip, Inc. (Kwik Trip #168)
- MN Cstore, Inc. (MN Cstore)

Wine License & 3.2% On-sale Malt Liquor License

- Style Catering, Inc. (Style Catering)

Taproom On-Sale, Sunday, & Small Brewer Off-Sale

- Lupulin Brewing LLC (Lupulin Brewing Company)

On-Sale Liquor Licenses & Sunday Liquor Licenses

- SIG, LLC (Tootsies Lakeside Pub)
- KPK Corporation (The Third Rail Bar and Grill)
- dWt LLC (Thirsty Bison)
- Big Lake Bowling LLC (McPete’s Sports Bar and Lanes)
- Volker’s, Inc. (Trails Grill and Sports Bar)
- Willy McCoys of Big Lake LLC (Willy’s on the Water)
- Katherine S. Torres LLC (Vitta’s Mexican Bar and Grill)

WHEREAS, the liquor licenses of the above establishments will expire on March 31, 2026.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the above listed establishments are hereby authorized to sell and/or serve liquor beginning April 1, 2026 through March 31, 2027; contingent upon the following:

1. Receipt of the required licensing fee.
2. Receipt of completed background check application, and a recommendation for approval from the Big Lake Police Department based on results of the licensee's criminal history background investigation.
3. Receipt of a Certificate of Liability Insurance; must comply with required information per City Ordinance and MN State Law.
4. Receipt of all required licensing renewal documents.

Adopted by the Big Lake City Council this 18th day of March, 2026.

Mayor Paul Knier

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.

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 18th day of March 2026, by Paul Knier and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

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



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6E
Item Description: Appointment of Jack Berner to the Part-time Liquor Clerk Position		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the consent agenda, Council would be approving the appointment of Jack Berner to the Part-time Liquor Clerk position effective May 1, 2026.

BACKGROUND/DISCUSSION

Jack Berner will be trained as a liquor clerk and cooler stocking.

Jack is a full-time college student that is looking for employment from May through the end of August. He would also be available during his break for the holidays at the end of the year. This would be a good fit as these are our busiest times of the year and we require extra staffing during these times. He would also be cross-trained in the cooler to add flexibility when scheduling him and covering time-off for other staff.

FINANCIAL IMPACT

Jack Berner would start at Grade 4, Step 1 of the City's payscale.

STAFF RECOMMENDATION

Staff recommends Council approve the appointment of Jack Berner to the Part-time Liquor Clerk position effective May 1, 2026.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>03/18/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6F
Item Description: <i>2025 Budget Amendment No. 1</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Finance Committee</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Resolution approving the 2025 General Fund Budget Amendment No. 1 effective 12/31/2025.

BACKGROUND/DISCUSSION

The City's budgetary level of control is at the department level for the General Fund and at the fund level for all other funds. When departments exceed their approved appropriations, a formal budget amendment is required and must be approved by the City Council.

The 2025 unaudited General Fund expenditures are currently at 97% of the approved budget, reflecting a positive overall variance of \$206,393. However, five departments are projected to exceed their approved budgets and require amendment to remain compliant control requirements.

2025 Required Expenditure Amendments:

- Mayor/Council - \$2,000
 - Increased liability insurance, training and travel costs
- Information Technology (IT) - \$285,000
 - Police body camera capital lease (accounting entry only) - \$240,000
 - Increase IT professional services and additional software
- Economic Development - \$3,000
 - Additional legal services related to land sales
- Streets - \$20,000
 - Advance purchase of seal coat/crack fill materials ahead of 2026 price increase
- Fleet - \$33,000
 - Increase shop materials, equipment, and vehicle maintenance cost

Total Expenditure Amendment: \$342,000

Revenue Offsets

The expenditure amendment will be fully offset by increased revenues:

- Capital proceeds - \$200,000
- Interest Earnings - \$100,000
- Property Taxes - \$42,000

Total Revenue Amendment: \$342,000

FINANCIAL IMPACT

The 2025 General Fund budget would increase from \$7,366,689 to \$7,708,689 on both revenue and expenditures sides.

There is no impact to unreserved fund balance, as the amendment is fully offset by revenues.

Of the total amendment, \$242,000 is an accounting entry related to the previously approved police body camera capital lease (approved June 24, 2025).

STAFF RECOMMENDATION

Approval of a Resolution amending the 2025 General Fund Budget

ATTACHMENTS

General Fund Expenditure Budget- Summary by Service through December 2025

General Fund Budget Amendment Resolution

City of Big Lake
General Fund Expenditure Budget - Unaudited
Prior to Budget Amendments
Summary by Service through December 2025

% OF TIME PASSED

100.00%

Service	2024 Actual	2025 Actual	2025 Final Budget	Variance +/-		% of Budget Left	% of Total Budget
<u>General Government</u>							
Mayor/Council	34,340	35,594	33,681	(1,913)		-5.68%	
Planning	214,460	114,774	238,666	123,892		51.91%	
Elections	29,613	7,796	8,000	204		2.54%	
Administration/Finance	1,500,691	876,099	883,655	7,556		0.86%	
Computer/Software/IT	154,328	451,883	170,539	(281,344)		-164.97%	
<u>Total General Government</u>	1,933,432	1,486,146	1,334,541	(151,605)		-11.36%	20.76%
<u>Public Safety</u>							
Police	2,717,574	3,005,356	3,116,735	111,379		3.57%	
Fire	401,148	239,177	352,168	112,991		32.08%	
Building	214,167	217,099	223,104	6,005		2.69%	
<u>Total Public Safety</u>	3,332,889	3,461,631	3,692,007	230,376		6.24%	48.34%
Service	2024 Actual	2025 Actual	2025 Final Budget	Variance +/-		% of Budget Left	% of Total Budget
<u>Streets & Highways</u>							
Engineering	102,943	113,193	137,914	24,722		17.93%	
Fleets	237,881	264,369	232,182	(32,187)		-13.86%	
Streets	615,876	789,922	770,234	(19,688)		-2.56%	
<u>Total Streets & Highways</u>	956,700	1,167,484	1,140,330	(27,154)		-2.38%	16.30%
<u>Culture & Recreation</u>							
Parks	690,100	666,576	811,430	144,854		17.85%	
BLCSC	83,117	69,054	73,661	4,607		6.25%	
Community - Recreation (other)	119,725	121,464	131,309	9,845		7.50%	
<u>Total Culture & Recreation</u>	892,941	857,094	1,016,400	159,306		15.67%	11.97%
<u>Economic Development</u>	181,796	187,941	183,411	(4,530)		-2.47%	2.63%
<u>Total General Fund Expenditure.</u>	7,297,758	7,160,296	7,366,689	206,393		2.80%	
				97.20% spent			

**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 Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 18, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF BIG LAKE
RESOLUTION NO. 2026-XX**

**A RESOLUTION ADOPTING A FIRST AMENDMENT TO THE GENERAL FUND 2026 BUDGET TO
ADJUST FOR ADDITIONAL REVENUES RECEIVED WHICH WILL OFFSET
ADDITIONAL LINE-ITEM EXPENDITURES**

WHEREAS, additional revenues and expenditures to the 2025 General Fund Budget are as follows:

2025 GENERAL FUND BUDGET AMENDMENT WORKSHEET

Proposed 2025 Budget Amendment to Revenues

Department	Description	Original Budget	Budget Increase	Amended Budget
Adm/Finance	Interest Earned	59,534	100,000	159,534
Adm/Finance	Property Tax	5,046,311	34,000	5,080,311
Adm/Finance	Penalty & Interest - Taxes	6,000	8,000	14,000
Police	Capital Lease Proceeds	-	200,000	200,000
Total Revenue Increase			<u>\$ 342,000</u>	

Proposed 2025 Budget Amendment to Expenditures

Department	Description	Original Budget	Budget Increase	Amended Budget
Council/Mayor	Training/Schools	1,000	1,400	2,400
Council/Mayor	Travel/Mileage	100	350	450
Council/Mayor	Liability Insurance	1,000	250	1,250
IT	Computer Consultants	37,454	40,000	77,454
IT	Computers/Software	33,408	3,000	36,408
IT	Capital Lease Police Body Cameras	-	200,000	200,000
IT	Capital Lease 2025 Payments	-	36,000	36,000
IT	Capital Lease 2025 Payments	-	6,000	6,000
Economic Dev	Legal Consultant	2,500	3,000	5,500
Streets	Sealcoat/Crackfill product	30,250	20,000	50,250
Fleet	Shop Materials	7,000	15,000	22,000
Fleet	Vehicle Maintenance - Streets	12,000	17,000	29,000
Total Expenditure Increase			<u>\$ 342,000</u>	

TOTAL BUDGET IMPACT DUE TO AMENDMENT
(REVENUES MINUS EXPENDITURES)

-

2025 ORIGINAL BUDGET \$ 7,366,689

AMENDMENT #1 342,000

2025 AMENDED BUDGET \$ 7,708,689

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, to hereby approve a First Amendment to the 2025 General Fund Budget.

Adopted by the Big Lake City Council this 18th day of March, 2026.

Mayor Paul Knier

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.

STATE OF MINNESOTA)
)SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 18th day of March 2026 by Paul Knier and Gina Wolbeck, the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public



AGENDA ITEM

Big Lake City Council

Prepared By: Deb Wegeleben, Finance Director	Meeting Date: 03/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6G
Item Description: 2025 Inter-fund Transfers		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Finance Committee	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be authorizing the transfers listed below to/from the specified funds, effective 12/31/2025.

BACKGROUND/DISCUSSION

Throughout 2025, transfers occurred between funds to support debt obligations and long-range financial planning. In accordance with City policy, non-budgeted interfund transfers require Council approval.

- **2016A GO Taxable Tax Increment Bonds:**

Tax Increment received for TIF 1-3 and TIF 1-4 is legally restricted for payment of the 2016A GO Taxable Tax Increment Bonds.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
170 – TIF 1-4	223 – 2016A GO Bonds	\$ 45,510.19
165 – TIF 1-3	223 – 2016A GO Bonds	\$ 67,880.71

These transfers ensure proper use of restricted TIF revenues in compliance with bond requirements

- **Debt Service Fund Transfers – 2026 Payments:**

The Street Maintenance CIP Fund (196) was intentionally structured to reduce future debt levy spikes. The following transfers support 2026 debt payments and were incorporated into the approved 2025 Debt Levy. These actions are consistent with the City's long-term debt management strategy and help stabilize levy impacts year over year.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
196 – CIP	222 – 2015A GO Bonds	\$ 35,000.00
196 – CIP	224 – 2016B GO Bonds	\$ 30,000.00
196 – CIP	226 – 2016C GO Bonds	\$ 1,200.00
196 – CIP	227 – 2018A GO Bonds	\$ 22,000.00
196 – CIP	228 – 2021A GO Bonds	\$ 261,800.00
196 – CIP	229 – 2022A GO Bonds	\$ 300,000.00

Total CIP Transfers: \$650,000

An additional transfer from the General Fund is required to address a projected fund balance deficit in the 2016B Debt Service Fund.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
101 – General Fund	224 – 2016B GO Bonds	\$ 2,000.00

These transfers reflect proactive financial planning and continued use of CIP reserves to manage long-term debt obligations responsibly

- **Excess Fund Balance Transfer:**

City financial policy targets a General Fund balance between 42% and 50% of the following year's expenditures budget year's expenditures

Due to:

- Higher than budgeted property tax collections
- Strong investment interest earnings
- Departmental expenditure savings

Unassigned fund balance is available for transfer to support future capital and debt obligations.

The General Fund balance remains strong at approximately 63% of 2026 budgeted expenditures, even after the following transfer.

<u>From Fund</u>	<u>To Fund</u>	<u>Amount</u>
101 – General Fund	230 – 2026A Debt Service	\$ 700,000.00

This transfer aligns with long-range financial planning and directly reduces future levy pressure associated with the 2026A Lease Revenue Bonds.

In summary these transfers:

- Ensure restricted revenues are applied appropriately
- Utilize CIP reserves as intended
- Strengthen debt service funding stability
- Maintain General Fund reserves well above policy minimum

The General Fund will remain above the City's policy target range even after the transfers. These actions reallocate existing resources; they do not create new expenditures or additional levy impacts beyond what has already been planned.

FINANCIAL IMPACT

Approval of these transfers will result in:

- A decrease in General Fund assigned fund balance
- A decrease in the Capital Improvement Fund balance allocated to debt support
- An increase in the respective Debt Service Fund balances to meet upcoming bond obligation

The city remains financially strong while positioning itself to manage future debt obligations strategically and responsibly.

STAFF RECOMMENDATION

To authorize the transfers between City Funds

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>3/18/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6H
Item Description: <i>Lamn Nick Bergherr 1 LLC – On-sale Wine and 3.2% Malt Liquor License Applications at 16777 Marketplace Dr, Ste. B</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Sam Olson, Police Chief</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Resolution approving On-sale Wine and 3.2% Malt Liquor licenses for Lamn Nick Bergherr 1 LLC dba Taste of Thai and Lao located at 16777 Marketplace Drive, Suite B, contingent upon approval from the State of MN Department of Public Safety.

BACKGROUND/DISCUSSION

Staff has received an On-sale Wine and 3.2% Malt Liquor license application from Nick Bergherr and Lamn Bergherr from Lamn Nick Bergherr 1 LLC dba Taste of Thai and Lao for the restaurant located at 16777 Marketplace Drive, Suite B. The applicant has a lease agreement for Suite B with Frontier Rk LLC.

The applicants operate a restaurant business which has approximately 60 seating spaces. Issuance of the Wine license requires a restaurant to have at least 25 seating spaces. The term of the licenses will be a full year (12 months) which amounts to \$575, which was paid at the time of application. The applicant also paid the required \$500 wine license investigation fee.

Issuance of wine/beer licenses are contingent upon the following:

1. Submittal of license/investigation fees
2. Submittal of completed applications (County/City on-sale wine license, Buyer's Card, State Certification form), and all supporting documentation
3. Submittal of a liquor Certificate of Insurance (COI)
4. Submittal of a worker's comp Certificate of Compliance
5. Confirmation that property taxes are not delinquent
6. Authorization from the Big Lake Police Department
7. Approval from the State of MN Department of Public Safety

The applicant has complied with items 1-5, the Chief of Police has authorized release of the licenses based on background results (item 6), and item 7 will be forwarded to the State of MN after Council approval.

The licensed Premises is identified on Exhibit A of the attached Resolution. The area highlighted in blue is the Premises area that wine/beer products will be allowed to be sold and/or consumed. This Premised area must remain compact and contiguous at all times, and only includes the inside portion of Suite B of the leased space. No exterior areas are included in the applicants Premised area, and it is the responsibility of the license holder to restrict the sale and/or consumption of wine/beer products in their exterior areas. The applicant has been advised of this, and they indicated they understand their licensed Premises only includes the inside area of their leased space of Suite B.

FINANCIAL IMPACT

All required fees have been paid.

STAFF RECOMMENDATION

Staff recommends Council approval of On-sale Wine and 3.2% Malt Liquor licenses for Lamn Nick Bergherr 1 LLC dba Taste of Thai and Lao located at 16777 Marketplace Drive, Suite B, contingent upon approval from the State of MN Department of Public Safety.

ATTACHMENTS

Attachment A – Applications

Attachment B – Resolution



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7510 Fax 651-297-5259 TTY 651-282-6555
APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE
(Not to exceed 24% of alcohol by volume)

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name SFM Mutual Insurance Company Policy Number 203529.201

Licensee's MN sales and Use Tax ID # 1005275 Licensee's Federal Tax ID # 92-2229140

Business Name (Business, Partnerships, Corporation) LAMN NICK BERGHERR 1 LLC		Trade Name or DBA TASTE OF THAI AND LAO	
Business Address 16777 MARKETPLACE DRIVE, SUITE B		Business Phone 763-207-8039	Applicant's Home Phone 320-304-5813
City BIG LAKE	County SHERBURNE	State MN	Zip Code 55309
Is this application ☒ New	License Period From APRIL 1 To MARCH 31		
If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.			
Partner/Officer Name and title NICK BERGHERR, OWNER	Home Address 25686 190TH STREET NW, BIG LAKE, MN 55309	DOB	SSN
Partner/Officer Name and title LAMN BERGHERR, OWNER	Home Address 25686 190TH STREET NW, BIG LAKE, MN 55309	DOB	SSN
Partner/Officer Name and title N/A	Home Address	DOB	SSN
Partner/Officer Name and title N/A	Home Address	DOB	SSN
CORPORATIONS			
Date of incorporation 02/08/2023	State of incorporation MN	Certificate Number 1005275	Is corporation authorized to do business in Minnesota? ☒ Yes ☐ No
If a subsidiary of another corporation, give name and address of parent corporation N/A			
BUILDING AND RESTAURANT			
Name of building owner FRONTIER RK LLC; MOHAMMAD PARACHA		Owner's address 1385 KIEFER BLUFFS DRIVE, BALLWIN, MO 63021	
Are property taxes delinquent? ☐ Yes ☒ No	Has the building owner any connection, direct or indirect with the applicant? ☐ Yes ☒ No	Restaurant seating capacity 60	Hours food will be available TUE-FRI; 3-8; SAT 11-8:30
Number of restaurant employees 6	Number of months per year restaurant is open 12	Will food service be the principal business? ☒ Yes ☐ No	
Describe the premises to be licensed INDOOR SPACE IN SUITE B OF LOT 1, BLK 1, BIG LAKE MARKETPLACE NORTH SECOND ADDITION, BIG LAKE, MN			
If the restaurant is in conjunction with another business (resort etc.), describe business N/A			
NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE \$20 RETAILER ID CARD FEE IS RECEIVED BY AGED			

- ☒ Yes ☐ No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?
- ☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity? _____
(if the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.)
- ☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.
- ☐ Yes ☒ No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

- ☒ Yes ☐ No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.
Mohammad Parach owns fixtures & building. We lease from Mohammad.
- ☐ Yes ☒ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[Signature]
Signature of Applicant

02/24/26
Date

The licensee must have one of the following:

- ☒ Liquor liability insurance (Dram Shop) \$50,000 per person; \$100,000 more than one person; \$10,000 property destruction; \$50,000 and \$100,000 for loss of means of support. Attach "**CERTIFICATE OF INSURANCE**" to this form.

☐ A surety bond from a surety company with minimum coverage as specified above in.

☐ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of \$100,000 or \$100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

[Signature]
Signature County Attorney

County

Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:

[Signature]
Signature

Chief of Police
Department and Title

03/18/2026
Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.

No. 2026-02

Fee \$ 500.00



City Big Lake

County Sherburne

WINE LICENSE – “ON-SALE”

THIS CERTIFIES THAT:

LICENSEE LAMN NICK BERGHERR 1 LLC

TRADE NAME TASTE OF THAI AND LAO

STREET ADDRESS OR LOT AND BLOCK NO 16777 MARKETPLACE DRIVE, SUITE B, BIG LAKE, MN 55309

Is authorized for the Period beginning APRIL 1, 2026 to MARCH 31, 2027 to sell

WINE NOT EXCEEDING 24% ALCOHOL BY VOLUME AT RETAIL ONLY FOR CONSUMPTION ON THE PREMISES SUBJECT TO THE LAWS AND REGULATIONS OF THE STATE OF MINNESOTA AND THE ORDINANCES OF THE MUNICIPALITY OR COUNTY

****STRONG BEER AUTHORIZATION**** YES ☒ NO ☐

CLERK/AUDITOR SIGNATURE _____

THIS LICENSE IS APPROVED

Alcohol & Gambling Enforcement Director Date
PS 9115-03(6/03)

Mayor or President
Given under my hand and the Municipal Corporate Seal

City/County of CITY OF BIG LAKE Date 03.18.2026

CLERK or Recorder



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License BIG LAKE License Period From: APRIL 1 To: MARCH 31

Circle One: **New License** License Transfer _____ Suspension _____ Revocation _____ Cancel _____
(former licensee name) (Give dates)

License type: (check all that apply) ☐ On Sale Intoxicating ☐ Sunday Liquor ☒ 3.2% On sale ☐ 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ ⁷⁵ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: LAMN NICK BERGHERR 1 LLC DOB _____ Social Security # _____
(corporation, partnership, LLC, or Individual)

Business Trade Name TASTE OF THAI AND LAO Business Address 16777 MARKETPLACE DR, B City BIG LAKE

Zip Code 55309 County SHERBURN Business Phone 763-207-8039 Home Phone 320-304-5813

Home Address 25686 190TH STREET NW City BIG LAKE

Licensee's Federal Tax ID # 92-2229140 Licensee's MN Tax ID# 1005275
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

NICK JAMES BERGHERR	25686 190TH ST NW, BIG LAKE, MN 55309
Partner/Officer Name (First Middle Last)	DOB Social Security # Home Address
LAMN BERGHERR	25686 190TH ST NW, BIG LAKE, MN 55309
Partner/Officer Name (First Middle Last)	DOB Social Security # Home Address
N/A	
Partner/Officer Name (First Middle Last)	DOB Social Security # Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: SFM Mutual Insurance Company Policy # 203529.201

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature _____ Date _____
(title)

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at <https://dps.mn.gov/divisions/age/Pages/default.aspx>

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/10/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Elk Agency, Inc 325 Main Street NW Elk River, MN 55330	CONTACT NAME: Tyler Leshovsky PHONE (A/C, No. Ext): (763)241-0656 FAX (A/C, No): 763-441-7216 E-MAIL ADDRESS: tleshovsky@elkagency.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Next First Insurance Agency, INC.</td> <td></td> </tr> <tr> <td>INSURER B: SFM Mutual Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C: Next First Insurance Agency, INC</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Next First Insurance Agency, INC.		INSURER B: SFM Mutual Insurance Company		INSURER C: Next First Insurance Agency, INC		INSURER D:		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															
INSURED Lamn Nick Bergherr 1 LLC DBA: Taste of Thai and Lao 16777 Marketplace Drive Suite B Big Lake, MN 55309															

COVERAGES**CERTIFICATE NUMBER:** 00009497-260310151347**REVISION NUMBER:** 7

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			NXTYLC9QLW-00-GL	03/10/2026	03/10/2027	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 300,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 15,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N Y	N / A	203529.201	03/10/2026	03/10/2027	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>☒ PER STATUTE</td> <td>☐ OTH-ER</td> <td style="text-align: right;">\$ 500,000</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td style="text-align: right;">\$ 500,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td style="text-align: right;">\$ 500,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td style="text-align: right;">\$ 500,000</td></tr> </table>	☒ PER STATUTE	☐ OTH-ER	\$ 500,000	E.L. EACH ACCIDENT		\$ 500,000	E.L. DISEASE - EA EMPLOYEE		\$ 500,000	E.L. DISEASE - POLICY LIMIT		\$ 500,000		
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Liquor policy is continuous until cancelled**CERTIFICATE HOLDER****CANCELLATION**

City of Big Lake 160 Lake Street N Big Lake, MN 55309	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (TLL)
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**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 Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 18, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF BIG LAKE
RESOLUTION NO. 2026-XX**

**A RESOLUTION APPROVING AN ON-SALE WINE AND ON-SALE 3.2% MALT LIQUOR LICENSE
FOR LAMN AND NICK BERGHERR 1 LLC. DBA TASTE OF THAI AND LAO LOCATED AT 16777
MARKETPLACE DRIVE, SUITE B, BIG LAKE, MN**

WHEREAS, an application for On-Sale Wine and On-Sale 3.2% Malt Liquor Licenses has been submitted to the City of Big Lake by Nick Bergherr and Lamn Bergherr ("Applicant") to serve wine and 3.2% malt liquor on Premises at 16777 Marketplace Drive, Suite B, Big Lake, MN as described on "Exhibit A" attached hereto; and

WHEREAS, a background investigation has been performed and authorized by the City Attorney and Big Lake Chief of Police; and

WHEREAS, State of Minnesota approval on the wine license is required prior to the applicant being allowed to purchase or sell any wine or strong beer products.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that On-Sale Wine and On-Sale 3.2% Malt Liquor Licenses for the above Applicant/Establishment are hereby approved effective April 1, 2026 pending the applicant's submittal and completion of the following requirements:

1. The required 12-month licensing fees totaling \$575 has been received by the City.
2. A satisfactory background investigation has been performed on the applicants and has been authorized by the City Attorney and Big Lake Chief of Police.

3. Certification of Liability, Liquor, and Workers Compensation Insurance; this certificate must include the required coverage limits as well as the policy effective dates; the start date of the coverage will be April 1, 2026 and the end of coverage is to be March 31, 2027, per City Ordinance.

Adopted by the Big Lake City Council this 18th day of March, 2026.

Mayor Paul Knier

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 18th day of March, 2026, by Paul Knier and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

Exhibit A
Site and Premises Map
16777 Marketplace Drive, Suite B
Big Lake MN 55309

Legal Description: Suite B portion only of Lot 1, Block 1, Big Lake Marketplace North Second Addition, Sherburne County, Minnesota.

Total Square Feet of leased space (Premises): 2,635 sq ft.

SITE MAP



PREMISES MAP



**Lamn Nick Bergherr 1 LLC
dba Taste of Thai and Lao**

Premises is only in the identified INDOOR tenant space leased to the applicant (Suite B). No sales and/or consumption of wine/beer shall be allowed outside the Premised area or in the outdoor patio or parking lot areas.



AGENDA ITEM

Big Lake City Council

Prepared By: Norman Michels, Streets/Parks/Fleet Superintendent	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 61
Item Description: Approve appointment of the Chair and Vice Chair positions for the Parks Advisory Committee		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the appointment of Doug Peterson to the Parks Advisory Committee Chair position and Scott Creighton to the Parks Advisory Committee Vice Chair position.

BACKGROUND/DISCUSSION

Every year, the Parks Advisory Committee members discuss and recommend a Committee Member for the Chair and Vice Chair positions. At the January 26th meeting, the Committee unanimously recommended Doug Peterson to serve a fourth term as Parks Advisory Committee Chair, and Scott Creighton to serve a third term as the Vice Chair position. Both Doug and Scott agreed to the positions and are excited for the upcoming year.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends Council approve the appointment of Doug Peterson to the Parks Advisory Committee Chair position, and Scott Creighton to the Parks Advisory Committee Vice Chair position.

ATTACHMENTS

None.



AGENDA ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6J
Item Description: 2026 Recycling Day Event		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Norm Michels, Streets, Parks, and Fleet Superintendent, and Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the following for the annual Recycling Day Event scheduled on May 16, 2026:

1. 2025 City/Township Score Grant Agreement in the amount of \$8,550.
2. Participation Agreement with Big Lake Township.
3. Set a Special Council Gathering on May 16, 2026 from 7am to 1pm at the Big Lake Township Maintenance building located at 20150 166th Street, Big Lake, MN.

BACKGROUND/DISCUSSION

The 2026 City/Township Recycling Day event will be held on Saturday, May 16th from 8 a.m. to 12 p.m. at the Big Lake Township Maintenance building located at 20150 166th Street, Big Lake, MN. The City has been awarded a SCORE grant in the amount of \$8,550 to help defray the costs of the Recycling Day event. The grant Agreement is attached for Council consideration.

The annual event is a joint effort of the City of Big Lake, Big Lake Township, and Orrock Township. Big Lake Township is responsible for the financial management of the event and is asking both the City of Big Lake and Orrock Township to approve the attached Participation Agreement that lays out financial commitments for each entity and payment of invoices for the event.

FINANCIAL IMPACT

Grant dollars totaling \$8,550 towards the City's costs incurred for the 2026 Recycling Day Event.

STAFF RECOMMENDATION

Approval of the 2026 City/Township Score Grant Agreement and the Joint Participation Agreement with Big Lake Township.

ATTACHMENTS

- 2026 City/Township Score Grant Agreement
- 2026 Participation Agreement

Sherburne County
“City/Township Recycling Day Events”
2026 Grant Agreement

WHEREAS, the County of Sherburne, State of Minnesota, (hereinafter, “the County”) has received certain grant funds from the State of Minnesota for the purpose of enhancing recycling, waste reduction, and landfill abatement efforts;

WHEREAS, the City of Big Lake conducts an annual “Recycling Day” event at which City residents can drop certain recyclable and waste materials at a designated location determined by the City and the City or its contractors will recycle or dispose of the waste;

WHEREAS, the City has submitted an application for SCORE funds to defray the costs of the Recycling Day event;

WHEREAS, the County has determined that the Recycling Day Event Application submitted by the Grantee promotes the above;

NOW, THEREFORE, the parties hereby agree as follows:

1) DEFINITIONS:

The terms used in this Agreement shall have the same meaning as provided in Section 2 of the County’s Solid Waste Management Ordinance (Ordinance 180), unless otherwise specifically provided herein.

2) The **GRANTOR** of said funds is the County of Sherburne. The County’s Authorized Representative is the Sherburne County Solid Waste Administrator, Sherburne County Zoning Department, 13880 Business Center Drive, Elk River, Minnesota 55330, (763) 765-4450.

3) The **GRANTEE** is: **City of Big Lake**
 160 Lake Street N
 Big Lake, MN 55309

4) Notwithstanding the date of the signatures of the parties, the term of this Agreement is February 17, 2026, through December 31, 2026, or until terminated by law or in accordance with the terms of this Agreement.

5) GRANT AMOUNT:

The purpose of the Grant is to reimburse Grantee, up to a sum not to exceed the amount of **\$8,550.00**, provided that all terms and conditions as set forth in this Recycling Day Agreement are fulfilled, in total, by the Grantee. Grant funds shall be paid to the Grantee only after Grantee has verified to the County’s satisfaction that such sums were expended for the purposes identified in

Grantee's 2026 SCORE Grant Application and in Sections 6 and 7 below. If the program or project deviates from that as specifically presented in the grant application materials, the Grantee must obtain the express consent of the County, or the reimbursement may be denied.

6) ITEMS ELIGIBLE FOR REIMBURSEMENT:

Only the following solid waste collected for recyclable materials collected for recycling during the scheduled Recycling Day Event are eligible for reimbursement:

- 6.1) Covered Electronic Devices (Electronics), as defined in Minn. Stat. § 115A.1310, subd. 7.
- 6.2) Scrap Metal
- 6.3) Waste Tires
- 6.4) Fluorescent Bulbs
- 6.5) Major Appliances
- 6.6) Automotive Batteries
- 6.7) Household Batteries
- 6.8) Mattress and Box Spring
- 6.9) Propane Tanks
- 6.10) Paper Shredding
- 6.11) Car Seats
- 6.12) Furniture

For all other items collected during the Recycling Day Event, the Grantor shall not provide the Grantee any reimbursement unless the Grantee receives specific prior written authorization from the Grantor.

Grantee shall require a certificate of recycling from all vendors and shall submit that certificate with the invoices to the Department.

7) ADVERTISEMENT

The Grantor shall reimburse the Grantee for reasonable expenses pertaining to advertising and publicizing the Recycling Day Event; however, a copy of the advertisement(s) and a copy of the original invoice(s) shall be submitted to the Grantor in order to be eligible for reimbursement.

8) REIMBURSEMENT

The Grantee shall be reimbursed for up to 100% of the **total eligible costs** incurred by the Grantee in conducting the Recycling Day Event, in an amount not to exceed the Grant amount, as provided in this Agreement after verification by the Grantee to the Grantor that all claimed costs and expenses were incurred by the Grantee in collecting, transporting and disposing of eligible materials identified in Section 6 above as part of conducting the Recycling Day Event. Furthermore, the Grantee shall certify and warrant to the Grantor that all such monies received from the Grantor are solely to reimburse the Grantee for costs and expenses incurred in conducting the Recycling Day Event pursuant to the terms and conditions of this Agreement. The total obligation for all reimbursements to the Grantee under this Agreement shall not exceed the amount identified in

Section 5 above unless the County approves a supplemental grant allocation as provided below. All recycling reimbursement requests shall include a **Certificate of Recycling**, along with the invoice from the contracted Recycling Facility or Hauler.

The County has allocated a total of \$89,900.00 for City and Township Recycling Day grant agreements with participating cities and townships (the “City/Township Recycling Day Grant Agreements”). If the Grantee’s eligible expenses exceed the initial amount of SCORE Funds provided pursuant to this Agreement (\$8,550.00), the Grantee may request additional 2026 SCORE Funds from the County to cover the cost of those eligible expenses as identified in Section 6 of this Agreement. If other cities and townships have not requested reimbursement for the full amount of their initial 2026 SCORE Funds and monies remain in the County’s 2026 City and Township Recycling Day Event SCORE budget, the County may, in its sole discretion, award additional SCORE Funds to the Grantee, in an amount to be determined by the County. The County’s total obligation for all reimbursements under all City and Township Recycling Day Grant Agreements shall not exceed \$89,900.00.

9) COVERED ELECTRONIC DEVICE

The Grantee shall not permit or allow any collection or disposal of Covered Electronic Devices to or by any person, whether natural, corporate or otherwise, unless that person is registered with the Minnesota Pollution Control Agency as a “Collector”, as defined in Minn. Stat. § 115A.1310, subd. 4 and/or a “Recycler”, as defined in Minn. Stat. § 115A.1310, subd. 14.

10) INELIGIBLE ITEMS

The following items and activities shall not be eligible for reimbursement:

- 10.1) Any costs relating to the transportation, collection and disposal of Mixed Municipal Solid Waste (MSW) that is delivered to a landfill.
- 10.2) Any costs relating to the transportation, collection and disposal of Construction and Demolition Waste (C&D).
- 10.3) Any costs relating to the transportation, collection and disposal of Commercial and Industrial Waste.
- 10.4) Labor/salary costs of staff and employees related to the Recycling Day event.
- 10.5) Food and/or beverages costs and supply costs related to the Recycling Day event.
- 10.6) All other costs associated with conducting a Recycling Day event unless prior written authorization from the Grantor has been given.

11) RESIDENCY

The Grantee shall undertake all reasonable efforts to ensure that all participants of the Recycling Day Event reside within Sherburne County.

12) ANTI-SCAVENGING

Persons or organizations other than a Hauler, licensed pursuant to Section 4.0 of the Sherburne County Solid Waste Management Ordinance, shall not collect solid waste at a scheduled Recycling Day Event. Participants and staff persons who participate in the Recycling Day Event shall not be permitted to take or remove any items deposited at the Recycling Day Event for their own personal use.

13) RECORDS

Grantee's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. Grantee agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made, or longer if any audit in progress requires a longer retention period. The Grantee further agrees to provide to the County Solid Waste Administrator all information requested regarding recycling efforts in the County for the purpose of meeting SCORE legislation objectives.

14) PUBLICITY

Grantee shall coordinate any publicity regarding Grantee's activities under this Agreement with the County to ensure that any such publicity includes the Minnesota Pollution Control Agency logo and identifies that the Grantee's activities are funded in part by the State of Minnesota.

15) DATA PRACTICES

All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the Grantee's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota 1984, Section 13.01, et seq., or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. Grantee agrees to abide by these statutes, rules and regulations and as they may be amended.

16) WORKER'S COMPENSATION

Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2 pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Worker's Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

17) JOINT VENTURE

Neither the provision of this grant, not this Agreement, constitutes or creates a joint venture or enterprise between the Grantee and Grantor.

18) INDEMNIFICATION

The Grantee shall hold harmless the County and its officers, agents, employees, and designates from any and all damages, liability or costs arising from the project identified in its Application and this Agreement. This paragraph does not diminish, with respect to any third party, any defense, immunity or liability limit that the County or the Grantee may enjoy under law.

19) GENERATOR

The Grantee agrees that the County of Sherburne and its officers, agents, and employees, is not the generator of any of the items collected, processed, or disposed of during any Recycling Day Event.

20) DISPOSAL

All items collected during a Recycling Day Event must be properly marketed or disposed of according to applicable federal, state, and local regulations and Sherburne County Ordinances. The Grantee must maintain, for a period of six (6) years, records pertaining to the ultimate disposal of all items collected during the Recycling Day Event and produce these records to the Grantor upon request.

21) FINAL REPORT

The "2026 Recycling Day Report" shall be completed by the Grantee on a form provided by the Grantor and shall reflect the accurate expenses incurred by the Grantee during the Recycling Day Event. This report shall include copies of all receipts and invoices which have been properly itemized and submitted for reimbursement. The "2026 Recycling Day Report" shall be mailed or emailed to the Grantee by the Grantor prior to June 30, 2026. The "2026 Recycling Day Report" and all invoices and receipts shall be returned to the Grantor by the Grantee prior to July 31, 2026. Reimbursement for eligible costs incurred during the Recycling Day event is contingent upon verification that the "2026 Recycling Day Report" is complete and accurate.

22) ADDITIONAL CONDITIONS

- A. In the event that the total reimbursement under this Agreement following Grantee's spring Recycling Day event is less than the total grant amount provided in Section 5, Grantee may request to utilize the remaining grant funds for conducting a subsequent Recycling Day Event during calendar year 2026. Any such request shall be made in writing to the County Solid Waste Administrator prior to July 31, 2026, and will be subject to approval by the County Board of Commissioners in the County's sole discretion. Any approval issued by the County to use the remaining grant funds during calendar year 2026 shall be subject to the terms and conditions of this Agreement, unless the parties otherwise agree in writing.
- B. Grantee agrees that the use of SCORE monies shall be pursuant to Minnesota State Statute 115A.557. The parties shall further abide by all Federal, State or local laws; statutes,

ordinances, rules and regulations pertaining to this Agreement and this Agreement shall be construed in accordance with the substantive and procedural laws of the State of Minnesota.

- C. Unless earlier terminated by either party with or without cause by giving the other party thirty (30) days written notice, this Agreement shall terminate once the County has reimbursed Grantee the maximum amount of available SCORE Funds pursuant to this Section 5. Sections 13, 14, 17, 18, 19 and 22(B) shall survive termination of this Agreement.
-

GRANTEE:

Paul Knier, Mayor
City of Big Lake Authorized Representative

03/18/2026
Date

COUNTY OF SHERBURNE:

County Board Chair

Date

ATTESTED TO:

Clerk of the County Board

Date

Agreement approved by County Attorney's Office

**Agreement for Participation in the
Town of Big Lake, City of Big Lake, and Orrock Township
Recycle Day Event**

The **CITY OF BIG LAKE** agrees to participate in the 2026 Joint Recycle Day on:

Saturday, May 16, 2026
Gates Open 8:00AM to 12:00PM
Big Lake Township Maintenance Bldg.
20150 166th St. NW
Big Lake, MN 55309

The City of Big Lake will provide **two (2) people to work at the 2026 Joint Recycle Day Event, on Saturday May 16, 2026, from 7:30AM to approximately 1:00PM.** Workers will be assisting with traffic control into and out of the event facility and checking in customers and collecting payments. Physical demands include standing and walking on an uneven surface. If the city is unable to fulfill the labor obligation; the city will be invoiced for hiring of necessary labor. Name and contact information, including home address, email address, and phone number, for the three (3) individuals must be received by the Big Lake Town Clerk no later than April 17, 2026.

The City of Big Lake agrees to pay in full, within 30 days of receipt, an invoice from the Town of Big Lake (Big Lake Township), for the City of Big Lake's portion of the 2026 Joint Recycle Day event.

The total cost of vendor/hauler services, supplies, and administrative costs of the 2026 Joint Recycle Day event will be divided between each participating agency and will be based on their resident participation.

By signing this agreement, the City of Big Lake agrees to all items listed above.

Signature

Paul Knier, Mayor
Printed Name

March 18, 2026
Date

Return this signed agreement no later than March 27, 2026.



AGENDA ITEM

Big Lake City Council

Prepared By: Norm Michels, Streets/Parks/Fleet Superintendent	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6K
Item Description: 2026 SCORE Grant Agreement for the City of Big Lake Yard Waste Site		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the 2026 SCORE Grant Agreement with Sherburne County in the amount up to \$15,000.00 towards expenses for the operations of the Big Lake Yard Waste Site.

BACKGROUND/DISCUSSION

Sherburne County has received funds from the State of Minnesota for the purpose of enhancing recycling, waste reduction, removing problem materials from the waste stream, and landfill abatement efforts. The City can apply to receive a portion of these funds to help offset expenses for the operation of the Big Lake Yard Waste Site.

Per the agreement, the County will reimburse the City an amount not to exceed \$15,000.00 pursuant to the following conditions:

- A. The SCORE funds shall be paid to the Grantee as a reimbursement for Grantee's expenses incurred during the calendar year 2026, only after verification by the Grantee that such funds were expended for the purpose of:
- Costs related to securing, maintaining and operating a Yard Waste Site
 - Employee hours for operating and maintaining the site
 - Insurance costs

FINANCIAL IMPACT

Up to \$15,000.00 to help offset expenses the City will incur in the operation of the Big Lake Yard Waste Site

STAFF RECOMMENDATION

Staff recommends approving the SCORE Grant Agreement as presented.

ATTACHMENTS

2026 Sherburne County SCORE Grant Agreement.

**SHERBURNE COUNTY
AGREEMENT ON SCORE GRANT FUNDING 2026**

WHEREAS, the County of Sherburne (the County) has received certain monies from the State of Minnesota for the purpose of enhancing recycling, waste reduction, removing problem materials from the waste stream and landfill abatement efforts;

WHEREAS, the County has determined that the public yard waste sites operated by the Grantee promotes the above;

NOW, THEREFORE, the parties hereby agree as follows:

1) DEFINITIONS:

- 1.1 **"ACCEPTABLE WASTE"** means "Yard Waste" and Yard Waste contained within "Compostable Bags" generated by residents of the County, excluding City of Elk River residents and commercial haulers.
- 1.2 **"COMPOST" or "COMPOSTING"** means the controlled biological decomposition and management of selected solid waste to produce an innocuous, humus-like material, which can be used as a soil conditioner.
- 1.3 **"COMPOSTABLE BAG"** means a bag that meets the American Society for Testing Materials Standard Specification for Compostable Plastics (D6400). Each bag must be labeled to reflect that it meets the standard.
- 1.4 **"COMPOSTING FACILITY"** means a site or facility used to compost or co-compost solid waste including all structures or processing equipment used to control drainage, collect and treat leachate, and storage areas for the incoming waste, the final product, and residuals resulting from the composting process.
- 1.5 **"ORDINANCE"** means the Sherburne County Solid Waste Management Ordinance (Ordinance No. 180), adopted November 16, 2010, as amended.
- 1.6 **"TRANSFER STATION"** means an intermediate solid waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.
- 1.7 **"UNACCEPTABLE WASTE"** means, commercial waste, logs greater than 20", stumps, root balls, dirt, sod, or wood chips, material from outside Sherburne County, Non-organic materials (dimensional lumber, rocks, concrete, plastic, municipal solid waste, hazardous chemicals, or dead animals).
- 1.8 **"YARD WASTE"** means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

- 2) The **GRANTOR** of said funds is the County of Sherburne. The County's Authorized Representative is the County Solid Waste Administrator, Sherburne County Zoning Administration, 13880 Business Center Drive, Elk River, MN 55330.
- 3) The **GRANTEE** is: **City of Big Lake**, 160 Lake St N, Big Lake, MN. The Grantee's Authorized Representative is: Norman Michels, City of Big Lake.
- 4) Notwithstanding the date of the signatures of the parties, the term of this Agreement is February 1, 2026 through January 31, 2027, or until terminated by law or in accordance with the terms of this Agreement. Sections 5(D), (E), (G), (H) and (I) shall survive any termination of this Agreement.
- 5) The County has agreed to reimburse the Grantee in an amount not to exceed **\$15,000.00** (the "SCORE Funds"), pursuant to the following conditions:
 - A. The SCORE Funds shall be paid to the Grantee as a reimbursement for Grantee's expenses incurred during calendar year 2026, only after verification by the Grantee that such sums were expended for the purpose of:
 - Costs related to securing, maintaining and operating a Yard Waste Transfer Station (the Site);
 - Employee hours for operating and maintaining the Site; and
 - Insurance Costs
 - B. Requests for reimbursement are to be submitted quarterly by the Grantee and shall be accompanied by invoices or other documentation of Grantee's costs, including verification that such expenses incurred have been paid by the Grantee. Grantee shall provide a detailed invoice accounting for staff time incurred while on Site, and a description of those hours. Upon verification by the County that Grantee's requests for reimbursement comply with the terms and conditions of this Agreement, the County will promptly reimburse the Grantee for those eligible expenses. All requests for reimbursement for allowable expenses incurred during calendar year 2026 shall be submitted to the County no later than January 31, 2027.
 - C. The total obligation for all reimbursements to the Grantee under this Agreement shall not exceed **\$15,000.00** unless the County approves a supplemental grant allocation as provided below. The County has allocated a total 2026 SCORE budget of \$45,000.00 for yard waste facility operations reimbursement through grant agreement with the cities of Becker, Big Lake, and Zimmerman (the "Municipal Yard Waste Agreements"). If Grantee's authorized expenses exceed the initial amount of SCORE Funds provided pursuant to this Agreement (\$15,000.00), Grantee may request additional 2026 SCORE Funds from the County. If other cities have not requested reimbursement for the full amount of their initial 2026 SCORE Funds (as determined by the County after submission of all 2026 fourth quarter requests) and monies remain in the County's 2026 municipal yard waste SCORE budget, the County may, in its sole discretion, award additional SCORE Funds to Grantee, in an amount to be determined by the County. The County's total obligation for all reimbursements under the Municipal Yard Waste Agreements shall not exceed \$45,000.00.

- D. **Waste Management Hierarchy Observed:** The Parties acknowledge that Minnesota State Statute 115A.02 and the County's Solid Waste Management Plan provides for an integrated waste management system that prioritizes source separated organics composting above landfilling. The Parties also recognize that the carbon material resulting from the composting operations funded with this SCORE grant are a necessary component for any organics composting program. Therefore, as a condition of receiving the grant provided for in this Agreement, Grantee shall make all carbon material resulting from Grantee's yard waste facility operations available for any source separated organics recycling program located within Sherburne County. Grantee may not dispose of such material at any location or use such material for any purpose other than at a designated source separated organics composting program. The County will provide services to the municipal yard waste site for onsite wood grinding of tree waste and brush (up to 20 inches in diameter), and the collection and transportation of wood grindings, brush, leaves, and grass clippings to Vonco II facility for source separated organics composting operation. Grantee's failure to make its carbon waste material available for this source separated organics composting program may result in termination of this Agreement and the loss of any and all grant funds.
- E. The Grantee shall indemnify and hold harmless the County of Sherburne and its agents, employees, and designates from any and all damages or financial obligations that the Grantee incurs in the recycling project and pursuant to this Agreement. This paragraph does not diminish, with respect to any third party, any defense, immunity or liability limit that the County or the Grantee may enjoy under law.
- F. The Grantee shall not sell, dispose of, or use in any manner not authorized pursuant to Section 5(A) above, any equipment or materials purchased with the SCORE Funds, without the County's prior written approval. The County shall have the right to match any bona fide offer for the equipment at the fair market value of the equipment or material, less the amount of the SCORE Funds provided to Grantee and used to purchase the equipment or material. This right shall remain vested in the County throughout the term of this Agreement and for a period of two (2) years after termination or expiration of this Agreement. The Grantee further agrees that in the event that Grantee's members close the public yard waste facilities and/or the equipment or materials purchased with SCORE Funds are no longer used for the purposes identified in Section 5(A) above within two (2) years following expiration or termination of this Agreement, Grantee shall reimburse the County a proportionate amount of the SCORE Funds used to purchase any equipment or materials. The proportionate amount shall be determined based on the depreciated value of the equipment or materials as determined in accordance with IRS tax codes.
- G. During the two (2) year term identified in Section F above, Grantee shall allow Sherburne County residents access to the Big Lake yard waste site operated by the Grantee for the collection of organic materials from Sherburne County residential properties at no charge. In the event Grantor does not provide any additional SCORE Funds to Grantee during the two (2) year term identified in Section F above and Grantee implements a charge at the yard waste site, Grantee shall allow all Sherburne County residents access to the public yard waste transfer site operated by the Grantee at the same charge imposed on the residents of the City in which the yard waste site is located.

- H. Grantee shall coordinate any publicity regarding Grantee's activities under this Agreement with the County to ensure that any such publicity includes the Minnesota Pollution Control Agency logo and identifies that the Grantee's activities are funded in part by the State of Minnesota.
- I. The provisions of this grant and this Grant Agreement do not constitute a joint venture or enterprise between the Grantee and the Grantor.
- J. Grantee's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. Grantee agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made, or longer if any audit in progress requires a longer retention period.
- K. All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the Grantee's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota 1984, Section 13.01, et seq., or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. Grantee agrees to abide by these statutes, rules and regulations as they may be amended.
- L. Grantee agrees that, in coordinating the hiring of all labor for the performance of any work under this Agreement, it will not, by reason of race, creed, color, sex, national origin, disability, sexual orientation, age, marital status or public assistance status, discriminate against any person who is a citizen of the United States and who qualifies and is available to perform the work to which such employment relates. Grantee agrees to comply with all Federal, State, and local non-discriminate laws and ordinances, in particular the applicable provisions of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972.
- M. Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2 pertaining to worker's compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Worker's Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.
- N. The parties shall abide by all Federal, State or local laws; statutes, ordinances, rules and regulations pertaining to the Agreement and this Agreement shall be construed in accordance with the substantive and procedural laws of the State of Minnesota.
- O. It is the responsibility of Grantee or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. § 177.42-177.44). All laborers and mechanics employed by recipients of state grant funds and subcontractors funded in whole or in part with these state funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality.

- P. Grantee agrees that the use of SCORE monies shall be pursuant to Minnesota State Statute 115A.557. The parties shall further abide by all Federal, State or local laws; statutes, ordinances, rules and regulations pertaining to this Agreement and this Agreement shall be construed in accordance with the substantive and procedural laws of the State of Minnesota.
- Q. The Grantee warrants that it shall comply with all the terms of this grant agreement and the following conditions and performance standards:
- i. Submit to the County quarterly reports on a form prepared by the Department.
 - ii. Submit to the County, a copy of the annual operations that is provided to the Minnesota Pollution Control Agency (MPCA).
 - iii. Grantee shall segregate and properly dispose of all Unacceptable Waste received within seven calendar days.
 - iv. Grantee shall ensure only Acceptable Waste will be allowed for storage on site.
 - v. Grantee shall ensure grass clippings and leaves are stored separately from brush and tree waste.
 - vi. The Grantee shall acknowledge this is not a Compost Facility, and therefore, Yard Waste shall be removed from site on an as needed basis determined by the County.
 - vii. Grantee shall ensure that security measures are in place and gate controls are properly enforced.
 - viii. Grantee shall permit the County representative to conduct inspections to ensure compliance with this Grant Agreement and the County's Solid Waste Ordinance 180.

The parties may terminate this Agreement without delay if Grantee provides written notice to the County that it has submitted and received payment for all invoices for work that it will perform under this Agreement and that Grantee declines the opportunity to receive any additional grant funds under this Agreement; to the extent such funds remain available. In such case, termination shall be effective immediately as of the date designated by the parties in writing.

[Signature page follows.]

GRANTEE:

Paul Knier, Mayor
City of Big Lake

March 18, 2026
Date

SHERBURNE COUNTY BOARD OF COMMISSIONERS

Sherburne County Board Chair

Date

ATTESTED TO:

Sherburne County Administrator

Date

Agreement approved by County Attorney's Office



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Greg Zurbey, Liquor Store Manager</i>	Meeting Date: <i>3/18/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6L
Item Description: <i>DoorDash Merchant Delivery Service Agreement</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

By approving this item on the consent agenda, Council would be approving a DoorDash Merchant Delivery Service Agreement, and authorizing staff to execute the electronic Agreement.

BACKGROUND/DISCUSSION

At the January 21, 2026 Council Workshop, staff presented the option of using DoorDash as a delivery service at the Municipal Liquor Store. Council directed Staff to continue to move forward with DoorDash as a potential delivery service at the municipal liquor store.

Staff forwarded a draft Agreement to the City Attorney's Office for review. After discussions with the city attorney, staff and legal felt comfortable bringing the Agreement forward to the City Council for consideration.

There will be no fee to cancel at any time. Staff will monitor the cost and benefits of the service monthly. For the first 30 days, there is no commission charge to Lake Liquors.

Staff will also stay abreast of any changes to legislation concerning this industry.

FINANCIAL IMPACT

There will be no cost to start the program with DoorDash. Staff plans to select the Plus Package, and we would pass on the 15% commission fee directly to the customer. DoorDash will charge a 15% commission fee after the 30-day free trial period.

Anticipated costs would be in staff time, training, and working with CityHive, our current online store. There will be no cost to the City for equipment.

STAFF RECOMMENDATION

Staff recommends Council approve the DoorDash Merchant Delivery Service Agreement.

ATTACHMENTS

N/A



MERCHANT SIGN-UP SHEET

THE MERCHANT TERMS (AS DEFINED BELOW) CONTAIN PROVISIONS THAT GOVERN HOW CLAIMS THAT MERCHANT AND DOORDASH HAVE AGAINST EACH OTHER ARE RESOLVED, INCLUDING, WITHOUT LIMITATION, ANY CLAIMS THAT AROSE OR WERE ASSERTED BEFORE THE EFFECTIVE DATE OF THIS AGREEMENT. IN PARTICULAR, THE DISPUTE RESOLUTION SECTION OF THE MERCHANT TERMS SETS FORTH THE PARTIES' ARBITRATION AGREEMENT WHICH WILL, WITH LIMITED EXCEPTIONS, REQUIRE DISPUTES BETWEEN THE PARTIES TO BE SUBMITTED TO BINDING AND FINAL ARBITRATION. UNLESS MERCHANT OPTS OUT OF THE ARBITRATION AGREEMENT: (1) MERCHANT WILL ONLY BE PERMITTED TO PURSUE CLAIMS AND SEEK RELIEF AGAINST DOORDASH ON AN INDIVIDUAL BASIS, NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY CLASS OR REPRESENTATIVE ACTION OR PROCEEDING; AND (2) MERCHANT IS WAIVING MERCHANT'S RIGHT TO SEEK RELIEF IN A COURT OF LAW AND TO HAVE A JURY TRIAL ON MERCHANT'S CLAIMS. THE ARBITRATION AGREEMENT COULD AFFECT MERCHANT'S RIGHT TO PARTICIPATE IN PENDING PROPOSED CLASS ACTION LITIGATION. PLEASE SEE THE DISPUTE RESOLUTION SECTION FOR MORE INFORMATION REGARDING THIS ARBITRATION AGREEMENT, THE POSSIBLE EFFECTS OF THIS ARBITRATION AGREEMENT, AND HOW TO OPT OUT OF THE ARBITRATION AGREEMENT.

This Merchant Sign-Up Sheet (the "Sign-Up Sheet") and, together, with Appendix I, DoorDash's Merchant Terms of Service ("Merchant Terms"), available at <https://www.doordash.com/merchant/merchant-terms>, and any addenda signed by both Parties (collectively, the "Agreement") between DoorDash and Merchant is effective as of the Sign-Up Sheet Effective Date stated below. By signature below, the duly authorized representatives of the Parties agree to the terms and conditions of this Sign-Up Sheet.

The DoorDash Non-Restaurant Payment Annex that follows is part of the Agreement and supplements the Marketplace Addendum attached to the Merchant Terms.

DoorDash G&C, LLC. ("DoorDash")	("Merchant") <i>This must match the legal entity associated with your tax ID</i> (If Different) DBA Business Name:
Name:	Name:
Title:	Title:
Date:	Date:
Email for legal notices: legal@doordash.com	Merchant Legal Address: Street: City: State: Postal Code: Contact Name:

	Contact Email: Contact Telephone: Legal notices:
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Sign-Up Sheet Effective Date:

DoorDash Product Rate Card		
Doordash Product	Rates and Fees	Additional Details
All Products	Terms for each DoorDash Product are set forth in the applicable Product Addendum.	Not applicable.
Order Protocol	Weekly Tablet Subscription Fee: \$0	Weekly Tablet Subscription Trial Fee: \$0
Marketplace	DoorDash Delivery Commission Rate: 15% DoorDash DashPass Commission Rate: 15% DoorDash Pickup Commission Rate: 6%	<u>DoorDash Delivery Commission Rate</u> Trial Commission Rate: 0% Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date. <u>DoorDash DashPass Commission Rate</u> Trial Commission Rate: 0% Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date. <u>DoorDash Pick-Up Commission Rate</u> Trial Commission Rate: 0% Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date.

Alcohol Orders	Fees/Flat Fees for Orders in Certain States. DoorDash will charge Merchant the fee rate indicated in the MSA for all Orders that are placed in the Applicable Jurisdictions and include Alcohol Products; provided, however, that if any Applicable Jurisdiction requires that DoorDash charge a flat fee for its services related to the sale of Alcohol Products and the fee indicated in the MSA is anything other than a flat fee, DoorDash will instead charge Merchant the applicable fee set forth on Exhibit B. For the avoidance of doubt, Exhibit B shall not apply in the context of Drive On-Demand Orders or any Order outside the United States. Alcohol Delivery Commission Rate: 15 % Alcohol Pickup Commission Rate: 6%	<u>Alcohol Delivery Commission Rate</u> Trial Commission Rate: 0 % Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date. <u>Alcohol Pick-Up Commission Rate</u> Trial Commission Rate: 0 % Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date.
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1. Fees and Services

By signing above, you agree that DoorDash will enroll all of the Merchant Locations associated with the Merchant Legal Business Name above in all of the Products set forth in the Rate Card attached hereto as Attachment A where such Products are available, unless you attach a separate list indicating which Merchant Locations to enroll into specific Products.

The rates and fees that Merchant shall pay for the DoorDash Product(s) that Merchant opts into and/or uses shall be outlined in the Rate Card.

Currency. All dollar amounts listed in this Sign-Up Sheet are (a) in US dollars, and (b) exclusive of taxes, except where noted.

Trials. For any trials indicated in the Rate Card, as of the activation date of Merchant on the DoorDash Platform (the "Trial Effective Date"), the Trial Commission Rate or the Trial Fee, in lieu of the applicable Commission Rate or Merchant, will apply to all Orders processed during the duration of the Trial. Upon the conclusion of the trial, the applicable Commission Rate will apply. The Trial End Date may be modified upon the mutual written agreement by the parties (email shall suffice).

2. Merchant Terms Of Service (Including Arbitration Agreement And Class Action Waiver)

By signing up or using the Platform, Merchant agrees to DoorDash's Merchant Terms of Service ("Merchant Terms"), available at <https://www.doordash.com/merchant/merchant-terms> PLEASE READ THE MERCHANT TERMS CAREFULLY. Any reference to Merchant herein shall be deemed to include Merchant's affiliates.

The Merchant Terms also contain, among other things, warranty disclaimers, liability limitations, and use limitations. DoorDash may revise the Merchant Terms from time to time. The changes will not be retroactive. We will notify you of material revisions pursuant to the Merchant Terms. By continuing to access or use the DoorDash Platform after those revisions become effective, you agree to be bound by the revised Merchant Terms.

3. Payment Processing Information

Alcohol Orders	Fees/Flat Fees for Orders in Certain States. DoorDash will charge Merchant the fee rate indicated in the MSA for all Orders that are placed in the Applicable Jurisdictions and include Alcohol Products; provided, however, that if any Applicable Jurisdiction requires that DoorDash charge a flat fee for its services related to the sale of Alcohol Products and the fee indicated in the MSA is anything other than a flat fee, DoorDash will instead charge Merchant the applicable fee set forth on Exhibit B. For the avoidance of doubt, Exhibit B shall not apply in the context of Drive On-Demand Orders or any Order outside the United States. Alcohol Delivery Commission Rate: 15 % Alcohol Pickup Commission Rate: 6%	<u>Alcohol Delivery Commission Rate</u> Trial Commission Rate: 0 % Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date. <u>Alcohol Pick-Up Commission Rate</u> Trial Commission Rate: 0 % Trial Effective Date: The activation date of the Merchant on the DoorDash Platform. Trial End Date: 30 days from the Trial Effective Date.
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1. Fees and Services

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By signing up or using the Platform, Merchant agrees to DoorDash's Merchant Terms of Service ("Merchant Terms"), available at <https://www.doordash.com/merchant/merchant-terms> PLEASE READ THE MERCHANT TERMS CAREFULLY. Any reference to Merchant herein shall be deemed to include Merchant's affiliates.

The Merchant Terms also contain, among other things, warranty disclaimers, liability limitations, and use limitations. DoorDash may revise the Merchant Terms from time to time. The changes will not be retroactive. We will notify you of material revisions pursuant to the Merchant Terms. By continuing to access or use the DoorDash Platform after those revisions become effective, you agree to be bound by the revised Merchant Terms.

3. Payment Processing Information

Payment Processing Agreements. For payments associated with the DoorDash Platform, DoorDash uses a payment processing service (currently, Stripe) to collect Order amounts from Customers and remit weekly payments to Merchant. In order to facilitate this process, Stripe establishes a Merchant Stripe Connected Account on Merchant's behalf. If Merchant participates in the DoorDash Marketplace, Merchant agrees to be bound by the [Stripe Connected Account Agreement](#), which includes the [Stripe Services Agreement](#), as the same may be modified by Stripe from time to time. The information collected in Attachment B attached hereto is necessary to establish Merchant's Stripe Connected Account, and it can be updated at any time. Merchant agrees to provide DoorDash accurate and complete information about Merchant's representative and its business, and Merchant authorizes DoorDash to share it and transaction information related to Merchant's use of the payment processing services provided by Stripe. Upon account creation, Merchant shall be solely responsible for the accuracy and integrity of the information associated with their Stripe account(s). DoorDash will not be responsible for making additional payments to Merchants due to missing or inaccurate information. Stripe has been audited by a PCI-certified auditor and is certified to PCI Service Provider Level 1. Merchant may review Order sales and payout information through the Merchant Portal.

4. Additional Terms

With the exception of a catering agreement between DoorDash and Merchant, this Agreement supersedes and replaces in its entirety any other agreement entered into between DoorDash and Merchant prior to the Sign-Up Sheet Effective Date, with respect to the subject matter hereof. The Agreement shall be considered confidential information of DoorDash, and Merchant will not disclose this Agreement to any third party. Capitalized terms used but not defined in this Sign-Up Sheet shall have the meanings given to them in the Merchant Terms.

ATTACHMENT A - PAYMENT PROCESSING DETAILS

REQUIRED INFORMATION FOR CREATION OF MERCHANT STRIPE CONNECTED ACCOUNT	MERCHANT
Employer ID Number (EIN)	
Bank Routing Number (9 digits)	
Bank Account Number (8-12 digits)	
Account Representative Full Name (First Name followed by Last Name)	
Account Representative Date of Birth (MM/DD/YYYY) *Make sure to select the correct Date of Birth year.	
Social Security last 4 *Social Security must be of the Stripe Account Owner.	

APPENDIX I PARTICIPATING MERCHANT STORE(S)

The Parties agree Merchant store(s) attached are participating in this Agreement. Participating Merchant Store(s) may be added at any time by mutual agreement of the parties, which may be manifested by an exchange of emails.

If there are more than 10 participating Stores, please provide a CSV of all the participating Stores instead.

- Please use this field to attach a CSV of all of your locations:

The Parties agree Merchant Store(s) listed below are participating in the Agreement. Participating Merchant Store(s) may be added at any time by mutual agreement of the parties, which may be manifested by an exchange of emails.

LOCATION #1

DBA NAME:

ADDRESS

☐ By checking this box, I agree that the information provided in the previous field is relevant to all locations.

The Parties agree Merchant store(s) attached are participating in this Agreement. Participating Merchant Store(s) may be added at any time by mutual agreement of the parties, which may be manifested by an exchange of emails.

If there are more than 10 participating Stores, please provide a CSV of all the participating Stores instead.

- Please use this field to attach a CSV of all of your locations:

The Parties agree Merchant Store(s) listed below are participating in the Agreement. Participating Merchant Store(s) may be added at any time by mutual agreement of the parties, which may be manifested by an exchange of emails.

LOCATION #1

DBA NAME:

ADDRESS

By checking this box, I agree that the information provided in the previous field is relevant to all locations.

DOORDASH
PRODUCT ADDENDUM - ALCOHOL

This Alcohol Product Addendum (this "**Alcohol Addendum**") to the Merchant Services Agreement, Merchant Sign-Up Sheet, Delivery and Promotions Agreement, or such other master-level services agreement (the "**MSA**"), and, in the absence of the MSA, to the Merchant Terms of Service listed at: https://help.doordash.com/merchants/s/article/DoorDash-Merchant-Terms-of-Use?language=en_US (the "**TOS**" and, together with the MSA, the "**Agreement**") which are incorporated in here by reference, by and between DoorDash (as defined below) and Merchant (as defined below), is effective as of the Alcohol Addendum Effective Date listed below.

All capitalized terms used and not defined herein shall have the meanings ascribed to them in the MSA/TOS or in this Alcohol Addendum between the parties. In the event of a conflict between the MSA/TOS, this Alcohol Addendum, or another Product Addendum, the conflict should be construed in the following order of precedence: 1) this Alcohol Addendum, 2) the other Product Addendum(s), 3) MSA/TOS.

By signature below, the duly authorized representatives of the Parties (as defined below) agree to the terms and conditions of this Alcohol Addendum.

DoorDash G&C, LLC. (" DoorDash ")	Legal Name: (" Merchant ")
	(If Different) DBAName: State of Incorporation: Type of Entity (LLC, corporation, etc.): Enterprise Type:
Name:	Name:
Title:	Title:
Date:	Date:
Alcohol Addendum Effective Date:	
Alcohol Delivery Fee: See Section 6.3 and 6.4	

1. **BACKGROUND.** The Parties entered into the Agreement to market Merchant Products to End Customers as part of Orders placed by End Customers through the DoorDash Product (as defined below) or through Merchant's own online ordering channel or platform, as applicable, for delivery by Dashers or Merchant's own delivery personnel or for pick-up at Merchant Locations by End Customers in certain markets. Merchant is a retailer licensed to sell Alcohol Products for pick-up or delivery, and the Parties wish to incorporate the following terms specific to the sale and/or delivery of Alcohol Products to consumers in Applicable Jurisdictions. In consideration of the mutual covenants and agreements stated in this Alcohol Addendum, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree to amend the Agreement as follows.

2. **DEFINITIONS.**

2.1. **"Alcohol Laws"** means all applicable federal, state/provincial, and local laws, regulations, ordinances, rules, and policies related to Alcohol Products.

2.2. **"Alcohol Licenses"** means all applicable licenses, permits, license and/or permit endorsements, and/or authorizations from state/provincial and/or local alcohol licensing authorities.

2.3. **"Alcohol Products"** means age-restricted alcohol beverages or other age-restricted alcohol products identified to DoorDash as such by Merchant and sold by Merchant.

2.4. **"Applicable Jurisdictions"** means any jurisdiction that permits sales of Alcohol Products for pick-up or delivery from time to time during the Term.

2.5. **"End Customer Order"** means an order for Alcohol Products placed by an End Customer.

2.6. **"Damages"** means all liability, cost, expense, claim, loss or damage caused by any act or omission by Merchant, including, but not limited to, injury (whether to body, property, personal or business character or reputation) sustained by any person or to any person or to any property relating to the production, sale, and/or delivery of the Alcohol Products which may result from the sale or distribution of the Alcohol Products under this Alcohol Addendum.

2.7. **"DashPass Order"** means an End Customer Order placed by an End Customer who has agreed to the terms and conditions of DashPass.

2.8. **"DoorDash Product"** means the DoorDash technology that Merchant accesses or DoorDash provides that will allow information to be exchanged between Merchant and DoorDash.

2.9. **"End Customer"** means the purchasing consumer.

2.10. **"Include"** or **"including,"** and any variation thereof, shall not be deemed to be terms of limitation, but rather shall be deemed to be followed by the words "without limitation."

2.11. **"Indemnified Party"** means the other Party, its subsidiaries and affiliates, and their respective officers, directors, shareholders, employees and agents.

2.12. **"Indemnifying Party"** means the Party indemnifying the other Party pursuant to the terms of this Alcohol Addendum.

2.13. **"Merchant Location,"** as used herein, or **"Merchant Store,"** as may be used in other parts of the Agreement, shall be treated as equivalent definitions, each meaning the Merchant store, location, warehouse, or restaurant that are within the territory serviced by DoorDash and includes any of the foregoing entities: (a) entities owned and operated by Merchant and/or its affiliates, and/or (b) entities owned and operated by franchisees of Merchant or its affiliates which have signed the Franchisee Agreement.

2.14. **"Party"** means DoorDash or Merchant, as the context requires.

2.15. **"Product"** means a product sold by Merchant.

2.16. **"Self-Delivery Order"** means an Order placed through the DoorDash Product for delivery by Merchant's delivery personnel.

2.17. **"Term"** means the period beginning on the Alcohol Addendum Effective Date and continuing until the earlier of (i) for each Applicable Jurisdiction, until a change in any Alcohol Law(s) (or enforcement thereof) prohibits Merchant from selling Alcohol Products for pickup or delivery in such Applicable Jurisdiction(s), or (ii) this Alcoholic Beverage Addendum is terminated by either Party upon notice to the other Party. If either Party terminates the MSA/TOS, this Alcoholic Beverage Addendum shall automatically terminate.

3. ALCOHOLIC BEVERAGE LICENSING.

3.1. Merchant represents and warrants that it holds and will maintain in good standing throughout the Term the Alcohol Licenses required for the sale of Alcohol Products directly to consumers in Applicable Jurisdictions, including any Alcohol Licenses required to accept orders for Alcohol Products from consumers directly or through a third party via the internet and/or to deliver Alcohol

2.1. **"Alcohol Laws"** means all applicable federal, state/provincial, and local laws, regulations, ordinances, rules, and policies related to Alcohol Products.

2.2. **"Alcohol Licenses"** means all applicable licenses, permits, license and/or permit endorsements, and/or authorizations from state/provincial and/or local alcohol licensing authorities.

2.3. **"Alcohol Products"** means age-restricted alcohol beverages or other age-restricted alcohol products identified to DoorDash as such by Merchant and sold by Merchant.

2.4. **"Applicable Jurisdictions"** means any jurisdiction that permits sales of Alcohol Products for pick-up or delivery from time to time during the Term.

2.5. **"End Customer Order"** means an order for Alcohol Products placed by an End Customer.

2.6. **"Damages"** means all liability, cost, expense, claim, loss or damage caused by any act or omission by Merchant, including, but not limited to, injury (whether to body, property, personal or business character or reputation) sustained by any person or to any person or to any property relating to the production, sale, and/or delivery of the Alcohol Products which may result from the sale or distribution of the Alcohol Products under this Alcohol Addendum.

2.7. **"DashPass Order"** means an End Customer Order placed by an End Customer who has agreed to the terms and conditions of DashPass.

2.8. **"DoorDash Product"** means the DoorDash technology that Merchant accesses or DoorDash provides that will allow information to be exchanged between Merchant and DoorDash.

2.9. **"End Customer"** means the purchasing consumer.

2.10. **"Include"** or **"including,"** and any variation thereof, shall not be deemed to be terms of limitation, but rather shall be deemed to be followed by the words **"without limitation."**

2.11. **"Indemnified Party"** means the other Party, its subsidiaries and affiliates, and their respective officers, directors, shareholders, employees and agents.

2.12. **"Indemnifying Party"** means the Party indemnifying the other Party pursuant to the terms of this Alcohol Addendum.

2.13. **"Merchant Location,"** as used herein, or **"Merchant Store,"** as may be used in other parts of the Agreement, shall be treated as equivalent definitions, each meaning the Merchant store, location, warehouse, or restaurant that are within the territory serviced by DoorDash and includes any of the foregoing entities: (a) entities owned and operated by Merchant and/or its affiliates, and/or (b) entities owned and operated by franchisees of Merchant or its affiliates which have signed the Franchisee Agreement.

2.14. **"Party"** means DoorDash or Merchant, as the context requires.

2.15. **"Product"** means a product sold by Merchant.

2.16. **"Self-Delivery Order"** means an Order placed through the DoorDash Product for delivery by Merchant's delivery personnel.

2.17. **"Term"** means the period beginning on the Alcohol Addendum Effective Date and continuing until the earlier of (i) for each Applicable Jurisdiction, until a change in any Alcohol Law(s) (or enforcement thereof) prohibits Merchant from selling Alcohol Products for pickup or delivery in such Applicable Jurisdiction(s), or (ii) this Alcoholic Beverage Addendum is terminated by either Party upon notice to the other Party. If either Party terminates the MSA/TOS, this Alcoholic Beverage Addendum shall automatically terminate.

3. ALCOHOLIC BEVERAGE LICENSING.

3.1. Merchant represents and warrants that it holds and will maintain in good standing throughout the Term the Alcohol Licenses required for the sale of Alcohol Products directly to consumers in Applicable Jurisdictions, including any Alcohol Licenses required to accept orders for Alcohol Products from consumers directly or through a third party via the internet and/or to deliver Alcohol

Products to consumers, as applicable. Merchant further represents and warrants that it currently complies with and will continue to comply with all Alcohol Laws, and that it is responsible for Alcohol Law compliance related to its activities and any sales or deliveries of Alcohol Products under this Alcohol Addendum. Merchant acknowledges and agrees that End Customer Orders will be fulfilled based on and under its legal rights under its Alcohol Licenses.

4. SELLER OF RECORD.

4.1. Merchant is the seller of all Alcohol Products under the Agreement. Merchant shall at all times be solely responsible for determining the selection and setting the price of all Alcohol Products sold in connection with this Alcohol Addendum. For avoidance of doubt, title for all Alcohol Products sold under this Alcohol Addendum shall pass directly from Merchant to the End Customer, as applicable, (i) if an Order is placed for delivery by a Dasher, upon pickup by the Dasher at the Merchant's location, (ii) if an Order is placed as a Self-Delivery Order, at the End Customer's delivery location upon delivery by Merchant's delivery personnel to the End Customer, or (iii) if an Order is placed for pick-up by the End Customer, at the Merchant Location location at the time of pick-up.

4.2. The Parties agree that DoorDash shall not receive any proceeds from the sale of Alcohol Products. Merchant acknowledges and agrees that Merchant will pay DoorDash reasonable fees for its marketing and delivery facilitation services, as set forth in the MSA/TOS or as otherwise set forth in this Alcohol Addendum.

5. ALCOHOL PRODUCTS.

5.1. Merchant may only offer Alcohol Products for Self-Delivery Orders placed through the DoorDash Product if Merchant has entered into a Self-Delivery Product Addendum with DoorDash, and, in such event, Merchant represents and warrants that it will not use Flexible Fulfillment or any Dasher delivery fulfillment option for Self-Delivery Orders in Applicable Jurisdictions that do not permit third party delivery fulfillment of orders that contain Alcohol Products.

5.2. Merchant represents and warrants that it will not offer Alcohol Products on the DoorDash Product during days of the week and times of day during which Merchant is not authorized to sell and deliver Alcohol Products under the applicable Alcohol Laws.

5.3. Merchant will offer Alcohol Products for delivery only to the extent authorized by Merchant's Alcohol Licenses, and in containers and packages authorized under Merchant's Alcohol Licenses and the applicable Alcohol Laws, including Alcohol Laws related to the delivery method for Alcohol Products. In no case shall Merchant offer Alcohol Products in "kegs" or other containers the volume of which is 7.75 gallons or more on the DoorDash Product.

5.4. In the event that any government agency or regulatory body provides guidance that any terms of this Alcohol Addendum are in violation of, or prohibited by, any Alcohol Laws, such terms shall be deemed to be amended or deleted to conform to such Alcohol Laws. Alternatively, in such circumstances, either Party may terminate this Alcohol Addendum upon written notice to the other Party.

6. PAYMENTS, PROCESSING, PAYMENT AND TAXES.

6.1. **Certain End Customer Payments.** For End Customer Orders placed on Marketplace or Online Ordering in the United States, Queensland, Australia, and such other jurisdictions as may be identified by DoorDash from time to time, the End Customer's payment for all End Customer Orders containing Alcohol Products shall be processed by a third-party payment processor, and all proceeds for such End Customer Orders shall be remitted to Merchant. In connection with such End Customer Orders, Merchant agrees to comply with the terms and conditions of Section 2 in Exhibit A.

6.2. To the extent Merchant makes use of the Dasher Shop & Deliver (DSD) Model, whereby Dashers provide Pick and Pack services, Exhibit A applies in the United States and in such other jurisdictions as may be identified by DoorDash from time to time with such modifications as DoorDash deems commercially reasonable, in its sole and absolute discretion, to comply with applicable laws.

6.3. **Marketplace Online Ordering Fees/Flat Fees for Orders in Certain States.** DoorDash will charge Merchant for End Customer Orders facilitated through Marketplace or Online Ordering the fee rate in the MSA for all such Orders that are placed in the Applicable Jurisdictions and include Alcohol Products; provided, however, that if any Applicable Jurisdiction requires that DoorDash

charge a flat fee for its services related to the sale of Alcohol Products and the fee indicated in the MSA is anything other than a flat fee, DoorDash will instead charge Merchant the applicable fee set forth on Exhibit B. For the avoidance of doubt, Exhibit B does not apply in the context of Drive On-Demand Orders or any Order outside the United States.

6.4. Drive On-Demand Fees. DoorDash will charge Merchant for End Customer Orders facilitated through Drive On-Demand the fee rate in the MSA for all such Orders that are placed in the Applicable Jurisdictions and include Alcohol Products.

7. DELIVERY, AGE, AND RECORDS.

7.1. Upon receipt of an End Customer Order on the DoorDash Product, DoorDash shall transmit the End Customer Order to Merchant for Merchant's review and approval or rejection.

7.2. If an End Customer Order is placed for delivery fulfillment through DoorDash, a Dasher will pick up the End Customer Order from Merchant's licensed premises and deliver it only to the delivery address provided by the applicable End Customer. Upon delivering an End Customer Order, Dashers shall be prompted to: (i) check that the recipient is at least the legal drinking age in the Applicable Jurisdiction by scanning and otherwise inspecting the recipient's government-issued ID; and (ii) check that the recipient is not visibly intoxicated.

7.3. If an End Customer Order is placed for Self-Delivery, Merchant agrees that its delivery personnel will deliver the End Customer Order from Merchant's licensed premises only to the delivery address provided by the applicable End Customer. Upon delivering an End Customer Order, Merchant represents and warrants that its delivery personnel will only deliver the End Customer Order: (i) if there is a recipient to accept delivery of the Alcohol Product; (ii) such recipient is at least the legal drinking age in the Applicable Jurisdiction; and (iii) such recipient is not visibly intoxicated.

7.4. If an End Customer Order is placed for pick-up at the Merchant's licensed premises, Merchant represents and warrants that it will only provide the End Customer Order to the End Customer if the End Customer (i) is at least the legal drinking age in the Applicable Jurisdiction; and (ii) is not visibly intoxicated.

7.5. For any delivery fulfillment requested via the DoorDash Drive On-Demand platform, Merchant represents and warrants that it will collect the necessary consent where required from the End Customer for the collection, storage, and/or use of personally identifiable information to facilitate the process of checking that the recipient of Alcohol Products is at least the legal drinking age in the Applicable Jurisdiction.

8. RETURNS.

8.1. DoorDash shall provide End Customers with credits and/or refunds as set forth in the Agreement, as applicable. DoorDash in its discretion shall determine whether to process any returns, exchanges, or substitutions of Alcohol Products that have been delivered to or picked up by End Customers. If DoorDash does not process returns, exchanges, or substitutions of Alcohol Products, Merchant will solely be responsible for and handle all customer support issues relating to such returns, exchanges, or substitutions. If applicable, any refunds will be processed in accordance with DoorDash's customer support procedures.

8.2. An Alcohol Product will be deemed 'undeliverable' in any of the following circumstances: (i) the recipient does not present valid identification indicating that they are of the legal age to consume an Alcohol Product; (ii) the recipient is visibly intoxicated; (iii) any written instructions provided by the Merchant related to the delivery of the Alcohol Product cannot reasonably be complied with by DoorDash or a Dasher as determined by their respective sole discretion; or (iv) there are circumstances that would render the delivery of the Alcohol Product unreasonable or a violation of applicable laws as determined by DoorDash or a Dasher in their respective sole discretion. In the event that DoorDash facilitates the return of any undeliverable Alcohol Product, Merchant is obligated to accept and process such returns in accordance with applicable law and this Section 8.

9. REPRESENTATIONS AND WARRANTIES.

9.1. In addition to the representations and warranties set forth in the Agreement and elsewhere in this Alcohol Addendum, and notwithstanding anything to the contrary, the Parties make the following representations, warranties, and covenants.

charge a flat fee for its services related to the sale of Alcohol Products and the fee indicated in the MSA is anything other than a flat fee, DoorDash will instead charge Merchant the applicable fee set forth on Exhibit B. For the avoidance of doubt, Exhibit B does not apply in the context of Drive On-Demand Orders or any Order outside the United States.

6.4. Drive On-Demand Fees. DoorDash will charge Merchant for End Customer Orders facilitated through Drive On-Demand the fee rate in the MSA for all such Orders that are placed in the Applicable Jurisdictions and include Alcohol Products.

7. DELIVERY, AGE, AND RECORDS.

7.1. Upon receipt of an End Customer Order on the DoorDash Product, DoorDash shall transmit the End Customer Order to Merchant for Merchant's review and approval or rejection.

7.2. If an End Customer Order is placed for delivery fulfillment through DoorDash, a Dasher will pick up the End Customer Order from Merchant's licensed premises and deliver it only to the delivery address provided by the applicable End Customer. Upon delivering an End Customer Order, Dashers shall be prompted to: (i) check that the recipient is at least the legal drinking age in the Applicable Jurisdiction by scanning and otherwise inspecting the recipient's government-issued ID; and (ii) check that the recipient is not visibly intoxicated.

7.3. If an End Customer Order is placed for Self-Delivery, Merchant agrees that its delivery personnel will deliver the End Customer Order from Merchant's licensed premises only to the delivery address provided by the applicable End Customer. Upon delivering an End Customer Order, Merchant represents and warrants that its delivery personnel will only deliver the End Customer Order: (i) if there is a recipient to accept delivery of the Alcohol Product; (ii) such recipient is at least the legal drinking age in the Applicable Jurisdiction; and (iii) such recipient is not visibly intoxicated.

7.4. If an End Customer Order is placed for pick-up at the Merchant's licensed premises, Merchant represents and warrants that it will only provide the End Customer Order to the End Customer if the End Customer (i) is at least the legal drinking age in the Applicable Jurisdiction; and (ii) is not visibly intoxicated.

7.5. For any delivery fulfillment requested via the DoorDash Drive On-Demand platform, Merchant represents and warrants that it will collect the necessary consent where required from the End Customer for the collection, storage, and/or use of personally identifiable information to facilitate the process of checking that the recipient of Alcohol Products is at least the legal drinking age in the Applicable Jurisdiction.

8. RETURNS.

8.1. DoorDash shall provide End Customers with credits and/or refunds as set forth in the Agreement, as applicable. DoorDash in its discretion shall determine whether to process any returns, exchanges, or substitutions of Alcohol Products that have been delivered to or picked up by End Customers. If DoorDash does not process returns, exchanges, or substitutions of Alcohol Products, Merchant will solely be responsible for and handle all customer support issues relating to such returns, exchanges, or substitutions. If applicable, any refunds will be processed in accordance with DoorDash's customer support procedures.

8.2. An Alcohol Product will be deemed 'undeliverable' in any of the following circumstances: (i) the recipient does not present valid identification indicating that they are of the legal age to consume an Alcohol Product; (ii) the recipient is visibly intoxicated; (iii) any written instructions provided by the Merchant related to the delivery of the Alcohol Product cannot reasonably be complied with by DoorDash or a Dasher as determined by their respective sole discretion; or (iv) there are circumstances that would render the delivery of the Alcohol Product unreasonable or a violation of applicable laws as determined by DoorDash or a Dasher in their respective sole discretion. In the event that DoorDash facilitates the return of any undeliverable Alcohol Product, Merchant is obligated to accept and process such returns in accordance with applicable law and this Section 8.

9. REPRESENTATIONS AND WARRANTIES.

9.1. In addition to the representations and warranties set forth in the Agreement and elsewhere in this Alcohol Addendum, and notwithstanding anything to the contrary, the Parties make the following representations, warranties, and covenants.

9.2. **Mutual.** DoorDash and Merchant hereby represent and warrant that each complies and shall continue to comply during the Term with all applicable laws necessary for each to perform its obligations under this Alcohol Addendum and the MSA/TOS (including, with respect to Merchant, any laws, rules or regulations in the Applicable Jurisdiction(s) that require Merchant to sell Alcohol Products along with food products, or that impose other restrictions or requirements related to the sale of Alcohol Products).

9.3. **DoorDash.** DoorDash hereby represents and warrants that it shall ensure that Dashers fulfilling End Customer Orders for Alcohol Products: (i) will be at least the legal drinking age in the Applicable Jurisdiction; and (ii) will have received materials relating to the delivery of Alcohol Products in accordance with Alcohol Laws, including checking that recipients are at least the legal drinking age in the Applicable Jurisdiction and identifying whether individuals are visibly intoxicated.

9.4. **Merchant.** Merchant hereby represents and warrants that: (i) it shall promptly inform DoorDash of any regulatory or governmental inquiry that could reasonably jeopardize Merchant's legal ability to sell or deliver Alcohol Products or otherwise perform its obligations under this Alcohol Addendum; (ii) it is solely responsible with respect to the Parties for tagging and identifying all applicable Merchant Products as Alcohol Products, so that such Merchant Products are designated as age-restricted on the DoorDash Platform and/or in End Customer Orders sent to DoorDash for delivery fulfillment and trigger age-restricted procedures; and (iii) it shall ensure that its delivery personnel fulfilling delivery of End Customer Orders that include Alcohol Products: (1) will be at least the legal drinking age in the Applicable Jurisdiction; (2) will have received materials relating to the delivery of Alcohol Products in accordance with Alcohol Laws, including checking that recipients are at least the legal drinking age in the Applicable Jurisdiction and identifying whether individuals are visibly intoxicated; and (3) will make records available to DoorDash upon request for purposes of DoorDash's compliance with Alcohol Laws.

10. **INDEMNIFICATION.** In addition to the indemnities set forth in the MSA/TOS, the Indemnifying Party will defend, indemnify, pay, and hold harmless the Indemnified Party from and against any third-party claims arising from the breach of any representations or warranties or covenants made under this Alcohol Addendum. Notwithstanding the foregoing, Merchant assumes all responsibility for, shall bear all liabilities and expenses and shall indemnify and hold DoorDash harmless from all Damages caused by any act or omission by Merchant, including injury (whether to body, property, personal or business character or reputation) sustained by any person or to any person or to any property relating to the production, sale, and/or delivery of the Alcohol Products which may result from the sale or distribution of the Alcohol Products under this Alcohol Addendum (but excluding any Damages solely to the extent they arise from the gross negligence or willful misconduct of DoorDash or any Dasher).

11. **LIMITATION OF LIABILITY.** The Parties agree that (i) neither party will be liable to the other, under this Alcohol Addendum, for indirect, special, incidental, exemplary, punitive, or consequential damages, or lost profits, lost revenue, harm to goodwill, the costs of procuring replacement services, or costs of training employees or contractors, regardless of whether such damage was foreseeable, and (ii) each Party's maximum aggregate liabilities related to or in connection with this Alcohol Addendum shall not exceed the total amount paid or payable by one Party to the other Party under this Alcohol Addendum in the twelve (12) month period immediately preceding any claim. This limitation will apply to all claims under all theories of law and equity, except where prohibited by law.

12. **TERMINATION.** This Alcohol Addendum begins on the Alcohol Addendum Effective Date and may be terminated pursuant to the terms of the MSA/TOS. DoorDash reserves the immediate right, at its sole discretion, to suspend, discontinue, or terminate, in whole or in part, the delivery fulfillment of any Alcohol Product.

13. **CONFLICT/SUPERSEDE.** With the exception of Section 6.1 above, if there is a conflict between the provisions of this Alcohol Addendum and the Agreement, the provisions of this Addendum will control. In addition, this Addendum supersedes any prior agreements between or among the Parties concerning the matters governed hereby (namely, Alcohol Products).

EXHIBIT A

Payment and Taxes

1. Payment Process for Dasher Shop & Deliver (DSD) Model/Dasher Pick and Pack Services [United States Only, unless adjusted for a different jurisdiction pursuant to Section 6.3 of the Alcohol Addendum]:

a. If Dashers provide Pick and Pack services, Dashers shall check out in store via a standard checkout lane to facilitate inventory management via Merchant's point of sale system.

b. Tax:

i. Mixed Basket Stores

1. DoorDash shall charge and collect from customers the applicable state and local sales, use, or similar taxes for the sale of Alcohol Products as facilitated through the DoorDash Platform ("**Alcohol Product Collected Taxes**").

2. In jurisdictions where Merchant is responsible for remitting taxes to the tax authority, DoorDash shall remit Alcohol Product Collected Taxes back to Merchant for Merchant to subsequently remit to the appropriate tax authorities.

3. In jurisdictions where DoorDash is responsible for remitting Alcohol Product Collected Taxes to the tax authorities, as a marketplace facilitator, DoorDash will not remit Alcohol Product Collected Taxes to Merchant and will remit such taxes to the appropriate tax authorities. Any taxes that are not remitted under the marketplace facilitator laws will remain the responsibility of the Merchant and Merchant will be responsible for remitting any such portion of taxes to the appropriate tax authorities.

ii. Alcohol-Specific Stores

1. DoorDash shall charge and collect from customers the applicable state and local sales, use, or similar taxes for Alcohol Products and non-Alcohol Products sold via alcohol-specific stores on the DoorDash Platform ("**Alcohol Store Collected Taxes**").

2. In jurisdictions where Merchant is responsible for remitting taxes to the tax authority, DoorDash shall remit Alcohol Store Collected Taxes back to Merchant for Merchant to subsequently remit to the appropriate tax authorities.

3. In jurisdictions where DoorDash is responsible for remitting Alcohol Store Collected Taxes to the tax authorities, as a marketplace facilitator, DoorDash will not remit Alcohol Store Collected Taxes to Merchant and will remit such taxes to the appropriate tax authorities. Any taxes that are not remitted under the marketplace facilitator laws will remain the responsibility of the Merchant and Merchant will be responsible for remitting any such portion of taxes to the appropriate tax authorities.

c. **Deposit of Funds:** The Parties acknowledge that the amount paid by the Dashers at the point of sale related to Alcohol Products solely represents a deposit of funds by DoorDash to Merchant, not as a payment for merchandise or tax, and that the amount charged by Merchant on the DoorDash Marketplace Platform shall represent Order price. To reverse the deposit, DoorDash will separately invoice Merchant for the relevant amount deposited during checkout by Dashers, or other applicable personnel, in Merchant Locations at point of sale for amounts related to Alcohol Products.

d. **Alcohol Invoice:** To reverse the deposit, DoorDash will invoice Merchant for amounts related to Alcohol Products. Invoices are prepared and shared monthly. Merchant shall pay DoorDash Net 15 upon receipt of each invoice.

e. **Alcohol Product Payments Reconciliation:** The Parties acknowledge that the amount deposited by the Dashers at the point of the sale and the amount charged by Merchant on the DoorDash Marketplace Platform may differ. The Parties agree to work in good faith to automate the reconciliation of the differences between these amounts.

f. **Records and Documents:** DoorDash and Merchant shall each cooperate fully (and cause their respective Affiliates to cooperate fully) with the other Party (a) in preparing and responding to any and all information requests, audits, or examinations by any taxing authority or judicial or administrative proceedings relating to liability for any sales, use, or similar taxes for the Merchant products sold through the DoorDash Platform; and (b) to retain, produce and make available to the other Party and to any taxing authority all information, records, and documents requested by such taxing authority or that may be relevant to such return, audit, information request, examination, or proceeding, including documentation related to Merchant's remittance of tax to the applicable taxing authorities during the interim period. Without limiting the generality of the foregoing, DoorDash and Merchant shall each retain until the applicable statutes of limitations (including any extensions) have expired, copies of all tax returns, supporting work schedules,

1. Payment Process for Dasher Shop & Deliver (DSD) Model/Dasher Pick and Pack Services [United States Only, unless adjusted for a different jurisdiction pursuant to Section 6.3 of the Alcohol Addendum]:

a. If Dashers provide Pick and Pack services, Dashers shall check out in store via a standard checkout lane to facilitate inventory management via Merchant's point of sale system.

b. Tax:

i. Mixed Basket Stores

1. DoorDash shall charge and collect from customers the applicable state and local sales, use, or similar taxes for the sale of Alcohol Products as facilitated through the DoorDash Platform ("**Alcohol Product Collected Taxes**").

2. In jurisdictions where Merchant is responsible for remitting taxes to the tax authority, DoorDash shall remit Alcohol Product Collected Taxes back to Merchant for Merchant to subsequently remit to the appropriate tax authorities.

3. In jurisdictions where DoorDash is responsible for remitting Alcohol Product Collected Taxes to the tax authorities, as a marketplace facilitator, DoorDash will not remit Alcohol Product Collected Taxes to Merchant and will remit such taxes to the appropriate tax authorities. Any taxes that are not remitted under the marketplace facilitator laws will remain the responsibility of the Merchant and Merchant will be responsible for remitting any such portion of taxes to the appropriate tax authorities.

ii. Alcohol-Specific Stores

1. DoorDash shall charge and collect from customers the applicable state and local sales, use, or similar taxes for Alcohol Products and non-Alcohol Products sold via alcohol-specific stores on the DoorDash Platform ("**Alcohol Store Collected Taxes**").

2. In jurisdictions where Merchant is responsible for remitting taxes to the tax authority, DoorDash shall remit Alcohol Store Collected Taxes back to Merchant for Merchant to subsequently remit to the appropriate tax authorities.

3. In jurisdictions where DoorDash is responsible for remitting Alcohol Store Collected Taxes to the tax authorities, as a marketplace facilitator, DoorDash will not remit Alcohol Store Collected Taxes to Merchant and will remit such taxes to the appropriate tax authorities. Any taxes that are not remitted under the marketplace facilitator laws will remain the responsibility of the Merchant and Merchant will be responsible for remitting any such portion of taxes to the appropriate tax authorities.

c. **Deposit of Funds:** The Parties acknowledge that the amount paid by the Dashers at the point of sale related to Alcohol Products solely represents a deposit of funds by DoorDash to Merchant, not as a payment for merchandise or tax, and that the amount charged by Merchant on the DoorDash Marketplace Platform shall represent Order price. To reverse the deposit, DoorDash will separately invoice Merchant for the relevant amount deposited during checkout by Dashers, or other applicable personnel, in Merchant Locations at point of sale for amounts related to Alcohol Products.

d. **Alcohol Invoice:** To reverse the deposit, DoorDash will invoice Merchant for amounts related to Alcohol Products. Invoices are prepared and shared monthly. Merchant shall pay DoorDash Net 15 upon receipt of each invoice.

e. **Alcohol Product Payments Reconciliation:** The Parties acknowledge that the amount deposited by the Dashers at the point of the sale and the amount charged by Merchant on the DoorDash Marketplace Platform may differ. The Parties agree to work in good faith to automate the reconciliation of the differences between these amounts.

f. **Records and Documents:** DoorDash and Merchant shall each cooperate fully (and cause their respective Affiliates to cooperate fully) with the other Party (a) in preparing and responding to any and all information requests, audits, or examinations by any taxing authority or judicial or administrative proceedings relating to liability for any sales, use, or similar taxes for the Merchant products sold through the DoorDash Platform; and (b) to retain, produce and make available to the other Party and to any taxing authority all information, records, and documents requested by such taxing authority or that may be relevant to such return, audit, information request, examination, or proceeding, including documentation related to Merchant's remittance of tax to the applicable taxing authorities during the interim period. Without limiting the generality of the foregoing, DoorDash and Merchant shall each retain until the applicable statutes of limitations (including any extensions) have expired, copies of all tax returns, supporting work schedules,

and other records and information, as and that may be relevant to such returns for all tax periods or portions thereof ending on or before the termination or expiration of this Agreement, and shall not destroy or otherwise dispose of any such records without first providing the other Party with a reasonable opportunity to review and copy same.

2. **Payment Processor Agreements:** DoorDash uses a payment processing service to facilitate Customer payments to Merchant. In order to facilitate this process, Stripe establishes a Merchant Stripe Connected Account on Merchant's behalf.

a. If Merchant is in the United States, Merchant agrees to be bound by the [Stripe Connected Account Agreement 1](#), which includes the [Stripe Services Agreement 2](#), as the same may be modified by Stripe from time to time; if Merchant is in Australia, Merchant agrees to be bound by the [Stripe Connected Account Agreement 3](#), which includes the [Stripe Services Agreement 4](#), as the same may be modified by Stripe from time to time. The information provided on the cover page of the Agreement is required only if Merchant's corporate entity also owns and operates individual Merchant Location(s) that need to be added to the DoorDash Marketplace. This information is necessary to establish Merchant's Stripe Connected Account, and it can be updated at any time.

b. DoorDash reserves the right to change its payment processor at any time during the Term and Merchant will provide DoorDash with any information required to set up a payment account with any such alternate payment processor.

1. <https://stripe.com/connect-account/legal>

2. <https://stripe.com/legal>

3. <https://stripe.com/en-au/connect-account/legal>

4. <https://stripe.com/en-au/legal>

EXHIBIT B - UNITED STATES ONLY

ALCOHOL PRODUCTS PLATFORM FEES

1. For End Customer Orders placed at Merchant Locations in Louisiana, Washington, other specific states as identified by DoorDash from time to time, or other states which introduce new rules, regulations, or requirements for a specifically-delineated flat fee, the Alcohol Products Platform Fee will be a flat fee of **\$4.25** per End Customer Order; provided, however, the Alcohol Products Platform Fee will be a flat fee of **\$4.95** per DashPass Order.

2. Except with regard to Self-Delivery Orders (which are addressed in Sections 3 and 4 below), for End Customer Orders placed at Merchant Locations in any other Applicable Jurisdictions that require a flat fee for DoorDash's services with respect to Alcohol Products, the following Alcohol Products Platform Fees will apply (variable structure depending on whether Merchant has agreed to DashPass or not):

Alcohol Subtotal (excluding tax)	Alcohol Products Platform Fee (per End Customer Order)	
	If Merchant has not agreed to DashPass	If Merchant has agreed to DashPass
\$0.00 - \$9.99	\$1.00	\$1.50
\$10.00 - \$19.99	\$2.00	\$2.50

\$20.00 - \$29.99	\$3.00	\$4.00
\$30.00 - \$49.99	\$5.00	\$6.00
\$50.00 - \$69.99	\$8.00	\$10.00
\$70.00 - \$99.99	\$10.50	\$13.00
\$100.00+	\$14.50	\$18.00

3. For Self-Delivery Orders placed at a Merchant Location in states with rules, regulations, or requirements for a specifically-delineated flat fee, including Colorado, other specific states as identified by DoorDash from time to time, or other states which introduce new rules, regulations, or requirements for a specifically-delineated flat fee, the Alcohol Products Platform Fee will be a flat fee of **\$3.00** per End Customer Order; provided, however, the Alcohol Products Platform Fee will be a flat fee of **\$4.00** per DashPass Order.

4. For Self-Delivery Orders placed at Merchant Locations in Applicable Jurisdictions that require a flat fee for DoorDash's services with respect to Alcohol Products, the following Alcohol Products Platform Fees will apply (variable structure depending on whether the Self-Delivery Order is an End Customer Order or a DashPass Order):

Alcohol Subtotal (excluding tax)	Alcohol Products Platform Fee (per Self-Delivery Order)	
	End Customer Order	DashPass Order
\$0.00 - \$9.99	\$0.75	\$1.00
\$10.00 - \$19.99	\$1.00	\$1.25
\$20.00 - \$29.99	\$2.00	\$2.50
\$30.00 - \$49.99	\$3.00	\$4.00

\$20.00 - \$29.99	\$3.00	\$4.00
\$30.00 - \$49.99	\$5.00	\$6.00
\$50.00 - \$69.99	\$8.00	\$10.00
\$70.00 - \$99.99	\$10.50	\$13.00
\$100.00+	\$14.50	\$18.00

3. For Self-Delivery Orders placed at a Merchant Location in states with rules, regulations, or requirements for a specifically-delineated flat fee, including Colorado, other specific states as identified by DoorDash from time to time, or other states which introduce new rules, regulations, or requirements for a specifically-delineated flat fee, the Alcohol Products Platform Fee will be a flat fee of **\$3.00** per End Customer Order; provided, however, the Alcohol Products Platform Fee will be a flat fee of **\$4.00** per DashPass Order.

4. For Self-Delivery Orders placed at Merchant Locations in Applicable Jurisdictions that require a flat fee for DoorDash's services with respect to Alcohol Products, the following Alcohol Products Platform Fees will apply (variable structure depending on whether the Self-Delivery Order is an End Customer Order or a DashPass Order):

Alcohol Subtotal (excluding tax)	Alcohol Products Platform Fee (per Self-Delivery Order)	
	End Customer Order	DashPass Order
\$0.00 - \$9.99	\$0.75	\$1.00
\$10.00 - \$19.99	\$1.00	\$1.25
\$20.00 - \$29.99	\$2.00	\$2.50
\$30.00 - \$49.99	\$3.00	\$4.00

\$50.00 - \$69.99	\$5.00	\$6.50
\$70.00 - \$99.99	\$7.00	\$9.00
\$100.00+	\$9.00	\$12.00

Notwithstanding any other terms herein or in the MSA/TOS, DoorDash reserves the right to adjust the amount of any flat per-order fees for any reason whatsoever with thirty (30) days' advance written notice, for which email will suffice.

EXHIBIT A - DOORDASH MARKETPLACE - PAYMENT ANNEX

This DoorDash Non-Restaurant Payment Annex (this "**Annex**") is incorporated into the Marketplace Addendum.

All capitalized terms used and not defined herein shall have the meanings ascribed to them in this Annex, and/or the MSA, the Marketplace Addendum, a Country Addendum between the parties. In the event of a conflict between the documents, the conflict should be construed in the following order of precedence (each, to the extent Merchant has executed such document(s)): 1) Country Addendum, 2) Category Annex, 3) Payment Annex, 4) Product Addendum, 5) MSA. The MSA may be titled "Delivery and Promotion Agreement" or "Marketplace Services Agreement".

1. DEFINITIONS.

1.1. "**Collected Taxes**" means applicable state and local sales, use, or similar taxes for the Merchant Products sold on the DoorDash Platform.

1.2. "**Marketplace Subtotal**" means the total amount charged by Merchant on the DoorDash Marketplace (excluding all applicable taxes and other governmental fees and surcharges, such as an applicable local bottle deposit fee).

1.3. "**Red Card**" means a DoorDash branded debit card typically used by Dashers at Merchant's standard register.

1.4. "**Standard Sales Price**" means the price that is charged by Merchant in the Merchant Location for a given Merchant Product, including promotional pricing and excluding sales tax.

1.5. "**Stripe Agreement**" means the [Stripe Connected Account Agreement](#), which includes the [Stripe Services Agreement](#). The Stripe Agreement does not apply if Merchant selects the Red Card Payment Protocol.

2. FEES.

2.1. **Catalog Feed / Pricing File.** Merchant shall provide a listing of each Product, price, applicable tax rate, and any other information as reasonably requested by DoorDash. Merchant agrees to use commercially reasonable efforts to provide such data in a format as reasonably requested by DoorDash. Merchant may update this file at any time, and changes will be effective within three (3) business days.

2.2. Control of Pricing.

Control of Pricing	
Control	Applicable Tax Model
Merchant	Tax Facilitator. Merchant controls the price of the Merchant Products listed on the DoorDash Marketplace. DoorDash shall charge Customers the Price set by Merchant.

2.3. Payment Operations.

Payment Operations	
Payment Protocol: Direct Deposit	
Applicable Terms	
Direct Deposit. Merchant will receive payment directly from Customers via its payment processor. DoorDash uses a payment processing service, Stripe, to remit weekly payments to Merchant. In order to facilitate this process, Stripe establishes a Merchant Stripe Connected Account on Merchant's behalf. Merchant agrees to be bound by the Stripe	

Agreement. Notwithstanding any contrary provision in the Stripe Agreement, DoorDash will be responsible for chargebacks and the cost of all payment processing fees, including any Stripe fees. The information required in the MSA is necessary to establish Merchant's Stripe Connected Account (defined in the Stripe Agreement), and it can be updated at any time.

DoorDash will remit back to Merchant the subtotal of Orders on the DoorDash Platform, less any applicable Fees.

The following applies to sales of non-alcoholic products: Merchant shall pay DoorDash the applicable Fee on each Order. DoorDash shall invoice Merchant monthly for the Fee (plus any applicable taxes). Merchant shall pay such invoice within 15 days of receipt.

The following applies to sales of alcohol only: The Parties acknowledge that the amount paid by the Dashers at the point of sale solely represents a temporary deposit of funds by DoorDash to Merchant, not a payment for merchandise or tax, and that the amount charged by Merchant on the DoorDash Marketplace Platform shall represent the Order price. To reverse the deposit, DoorDash will separately invoice Merchant for the total amount paid during checkout by Dashers, or other applicable personnel, in Merchant Locations at point of sale for a given Order, plus any associated taxes charged by the Merchant at point of sale. Merchant will provide DoorDash with transaction log data that separately identifies subtotal and tax charged at point of sale on each Order. Merchant shall pay DoorDash the applicable Fee on each Order. DoorDash shall invoice Merchant monthly for the Fee (plus any applicable taxes), and Red Card transaction amount (including taxes paid at point of sale, if any). Merchant shall pay such invoice within 7 days of receipt.

DoorDash Commission. The Commission is calculated by multiplying (a) the Commission Rate percentage by (b) the Marketplace Subtotal (excluding all applicable taxes and other governmental fees and surcharges, such as an applicable local bottle deposit fee).

3. TAXES.

Tax Facilitator - Direct Deposit

a. **Collected Taxes.** DoorDash shall charge and collect from Customers the applicable amount of Collected Taxes.

b. **Tax Rates.** DoorDash shall be responsible for calculating Collected Taxes; provided that, for all Merchant Products sold on the DoorDash Platform by Merchant, Merchant will provide DoorDash with: (i) all applicable tax rates and (ii) any other information necessary for DoorDash to compute Collected Taxes. If Merchant does not provide DoorDash with such information, DoorDash will use its default tax rates and taxability determinations. In any event, DoorDash shall not be responsible for and disclaims any and all liability related to incorrect tax rates. In the event Merchant does not provide the rate, Merchant authorizes DoorDash to use its default tax rate and taxability determinations. In Non-Marketplace Facilitator Jurisdictions (as defined below), if the Merchant provides the applicable rates for Collected Taxes and any other applicable taxes and other governmental charges after DoorDash made the provision on behalf of the Merchant, DoorDash will apply such rate change requested by the Merchant as soon as possible after receiving the request from the Merchant; the change will not be retroactive, and DoorDash will not be responsible for such under collected tax.

c. **Marketplace Facilitator Jurisdictions.** In any jurisdiction where DoorDash is required to remit Collected Taxes as a marketplace facilitator ("Marketplace Facilitator Jurisdictions"), DoorDash will be responsible for remitting such taxes to the appropriate tax authorities.

(i) The states that qualify as Marketplace Facilitator Jurisdiction are listed on [DoorDash's website](#) or any successor site and may be updated from time to time.

d. **Non-Marketplace Facilitator Jurisdictions.** In all other jurisdictions ("Non-Marketplace Facilitator Jurisdictions"), DoorDash will send Collected Taxes to Merchant, and Merchant will be responsible for remitting the total amount of Collected Taxes to the appropriate tax authorities of those jurisdictions.

e. **Taxes on Customer Fees.** Taxes on Customer Fees. For clarity, DoorDash will be responsible for the collection and remittance of any sales, use, or similar tax related to Customer fees, including but not limited to a delivery fee, service fee, surcharge fee, and Small Order Fee, that DoorDash charges to the Customer.

4. DASHER OPERATIONS.

Shopping Protocol

Shopping Protocol: Mx Pick Note that for all pickup orders **Merchant Pick** applies.

Merchant Pick. Merchant shall facilitate "pick and pack" of the Customer Order, either by Merchant or another third-party provider. Merchant is required to choose substitution items. If a substitute is not selected, the item is marked out of stock and the amount is refunded to the Customer.

5. MISCELLANEOUS.

5.1. **Creative / Artwork.** Merchant agrees to use commercially reasonable efforts to provide DoorDash with all creative and artwork at least thirty (30) days prior to the launch date. All use is subject to the licensing terms in the Marketplace Addendum.

5.2. **Product Images.** Merchant agrees to use commercially reasonable efforts to provide DoorDash with available Merchant Product images, plus any additional images at least fourteen (14) days prior to the launch date. DoorDash may source its own product images as needed to improve the Customer experience.

5.3. **Product Recalls.** Merchant shall promptly communicate to DoorDash any alerts or notices that Merchant receives from its suppliers, distributors, and other vendors about product recalls via email at doordash-recall@doordash.com.

The rest of this page is intentionally left blank.

DOORDASH
PRODUCT ADDENDUM - HEMP DERIVED

This Hemp-Derived Products Addendum (this "**Hemp-Derived Products Addendum**") to the Merchant Services Agreement, Merchant Sign-Up Sheet, Delivery and Promotions Agreement, or such other master-level services agreement (in any case, such terms shall be referred to as the "**Agreement**") which are incorporated herein by reference, by and between DoorDash and Merchant (as defined below), is effective as of the Hemp-Derived Products Addendum Effective Date listed below.

All capitalized terms used and not defined herein shall have the meanings ascribed to them in the Agreement or in this Hemp-Derived Products Addendum between the Parties. In the event of a conflict between the Agreement, this Hemp-Derived Products Addendum, or another Product Addendum, the conflict should be construed in the following order of precedence: 1) this Hemp-Derived Products Addendum, 2) the other Product Addendum(s), 3) the Agreement. All other terms of the Agreement remain in full force and effect.

By signature below, the duly authorized representatives of the Parties agree to the terms and conditions of this Hemp-Derived Products Addendum as of the Effective Date.

DoorDash G&C, LLC. (" DoorDash ")	Legal Name (" MERCHANT ")
	(If Different) DBA Name: State of Incorporation: Type of Entity (LLC, corporation, etc.): Enterprise Type:
Name:	Name:
Title:	Title:
Date:	Date:
Hemp-Derived Products Addendum Effective Date: Agreement Effective Date:	

1. BACKGROUND. The Parties entered into the Agreement to market Merchant Products to Customers as part of Orders placed by Customers through the DoorDash Platform or through Merchant's own online ordering channel or platform for, as applicable, delivery by Dashers or Merchant's own delivery personnel or for pick-up at Merchant Stores by Customers in certain markets. The Parties would now like to facilitate or coordinate the pick-up of Hemp-Derived Products by Customers and/or the delivery to Customers of Hemp-Derived Products in the Applicable Jurisdictions to the extent such activities comply with Hemp Laws and DoorDash policies. In consideration of the mutual covenants and agreements stated in this Hemp-Derived Product Addendum, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the Parties agree to amend the Agreement as set forth herein.

2. DEFINITIONS.

- a. **"Applicable Jurisdictions"** means any jurisdiction that permits sales of Hemp-Derived Products for pick-up or delivery and which DoorDash allows such activities through Marketplace or through Merchant's own online ordering channel or platform, as may be amended by DoorDash from time to time in its sole discretion.
- b. **"Hemp Laws"** means all applicable federal, state, and local laws, regulations, ordinances, rules, and policies that apply to Hemp-Derived Products, including those which govern the manufacture, sale, marketing, possession, consumption, and delivery of Hemp-Derived Products.
- c. **"Hemp Licenses"** means all applicable licenses, permits, registrations, and/or authorizations from federal, state, and/or local authorities that allow for the sale, handling, or delivery of Hemp-Derived Products.
- d. **"Hemp-Derived Products"** means ingestible and/or topical hemp products that contain cannabidiol ("**CBD**") and/or delta-9 tetrahydrocannabinol ("**THC**") naturally derived from the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis and identified as such by Merchant to DoorDash as age-restricted. For the avoidance of doubt, Hemp-Derived Products do not include inhalable products.
- e. **"include"** or **"including,"** and any variation thereof, shall not be deemed to be terms of limitation, but rather shall be deemed to be followed by the words "without limitation."

3. COMPLIANCE WITH APPLICABLE HEMP LAWS AND POLICIES. In addition to the representations and warranties set forth in the Agreement, Merchant makes the following representations and warranties:

a. Merchant represents and warrants that:

- i. Merchant currently complies with and will continue to comply during the Term with all current (and, when effective, future) Hemp Laws, including but not limited to requirements relating to: (a) consumer-facing warnings, (b) age verification, (c) reporting, (d) advertising and promotion, (e) licensing/permits, including Hemp Licenses, and (f) storage, handling, and distribution of Hemp-Derived Products;
- ii. the Hemp-Derived Products are authorized to be sold under the laws of the Applicable Jurisdictions;
- iii. Merchant maintains adequate product liability insurance applicable to the Hemp-Derived Products;
- iv. the manufacturer and/or supplier of the Hemp-Derived Products have represented to Merchant that the Hemp-Derived Products: (a) are not, and will not be, labeled or promoted with medical or therapeutic claims or any other claims not permitted under applicable Hemp Laws; (b) contain CBD and/or THC that is exclusively and naturally hemp-derived and has a THC concentration that does not exceed zero point three percent ($\leq 0.3\%$) on a dry-weight basis, (c) do not contain any other cannabinoid or other ingredient/component prohibited under applicable Hemp Laws or DoorDash policies; and (d) have been manufactured, tested, stored, distributed, and labeled in accordance with applicable Hemp Laws; and
- v. the Hemp-Derived Products will meet all other requirements and standards communicated to Merchant in writing by: (a) DoorDash, (b) payment processing services used to process the sale of Hemp-Derived Products on the DoorDash Platform, and (c) any other third party that provides products or services necessary to facilitate the sale of Hemp-Derived Products by Merchant on the DoorDash Platform

b. If applicable, Merchant agrees to timely complete any due diligence processes that may be required by DoorDash or a payment processor, and may not sell Hemp-Derived Products on the DoorDash Platform until due diligence has been completed and the Merchant is approved by DoorDash or a payment processor.

c. In the event that any government agency or regulatory body provides guidance that any terms of this Hemp-Derived Product Addendum or the Agreement are in violation of, or prohibited by, any Hemp Law, such terms shall be deemed to be amended or deleted to conform to such Hemp Laws. Alternatively, in such circumstances, if DoorDash believes, in its reasonable judgment, that this Hemp-Derived Product Addendum is in violation of, likely to be in violation of, or prohibited by a Hemp Law, or other obligations, DoorDash may terminate or suspend this Hemp-Derived Products Addendum

immediately.

4. ACCEPTANCE AND FULFILLMENT OF CUSTOMER ORDERS.

a. If age verification is required upon delivery, Merchant will ensure all affected Hemp-Derived Products are appropriately marked as Hemp-Derived Products requiring age verification according to instructions to be provided by DoorDash.

Merchant is solely responsible for tagging and identifying all applicable Merchant Products as Hemp-Derived Products.

Merchant expressly acknowledges that proper marking of Hemp-Derived Products is the only method for DoorDash to trigger identification checks and other age-restricted workflows.

b. The Parties agree to facilitate Orders containing Hemp-Derived Products in the Applicable Jurisdictions. The Parties agree to work together to expand the Applicable Jurisdictions in which Orders containing Hemp-Derived Products can be completed, including by cooperating in good faith to identify and comply with all applicable regulations in those Applicable Jurisdictions.

5. FEES.

a. **Drive On-Demand Fees.** DoorDash will charge Merchant the fee rate indicated in the Agreement or Drive On-Demand Addendum for all Orders that are placed in the Applicable Jurisdictions and include Hemp-Derived Products.

b. **Marketplace Fees.** DoorDash will charge Merchant the fee rate indicated in the Agreement or Marketplace Addendum for all Orders that are placed in the Applicable Jurisdictions and include Hemp-Derived Products.

6. DOORDASH TRANSACTING ENTITIES.

a. For Hemp Derived Product Orders facilitated through DoorDash Marketplace, the DoorDash transacting party is: DoorDash G&C, LLC.

b. For Hemp Derived Product Orders facilitated through DoorDash Drive On-Demand, the DoorDash transacting party is: DoorDash Inc.

7. **INDEMNIFICATION.** The indemnity provisions in the Agreement shall apply to this Hemp-Derived Product Addendum. In addition to the indemnities set forth in the Agreement, Merchant will indemnify, defend, and hold DoorDash harmless from and against any Losses arising from third-party claims that allege or result from or in connection with (a) Merchant's breach of Section 3 (Compliance with Applicable Hemp Laws and Policies), (b) Merchant's breach of Section 4 (Acceptance and Fulfillment of Customer Orders), and/or (c) Merchant's breach of Section 10 (Applicable Jurisdictions), but excluding any Losses solely to the extent they arise from the gross negligence or willful misconduct of DoorDash or any Dasher. The Parties agree that Losses subject to the indemnity under this Agreement include (i) any taxes imposed or arising from or in connection with Merchant's breach of Section 3 (Compliance with Applicable Hemp Laws and Policies), Section 4 (Acceptance and Fulfillment of Customer Orders) or Section 10 (Applicable Jurisdictions), and (ii) any taxes imposed on any amounts received under Merchant's indemnification obligations.

8. **LIMITATION OF LIABILITY.** The Parties agree that (a) neither Party will be liable to the other, under this Hemp-Derived Products Addendum, for indirect, special, incidental, exemplary, punitive, or consequential damages, or lost profits, lost revenue, harm to goodwill, the costs of procuring replacement services, or the costs of training employees or contractors, regardless of whether such damage was foreseeable; and (b) each Party's maximum aggregate liabilities related to or in connection with this Hemp-Derived Products Addendum shall not exceed the total amount paid or payable by one Party to the other Party under this Hemp-Derived Products Addendum in the twelve (12) month period immediately preceding any claim. This limitation will apply to all claims under all theories of law and equity, except where prohibited by law.

9. **APPLICABLE JURISDICTIONS.** Merchant shall not send Orders that contain Hemp-Derived Products to DoorDash for fulfillment in any jurisdictions that are not Applicable Jurisdictions.

10. **TERMINATION.** This Hemp-Derived Product Addendum begins on the Hemp-Derived Products Addendum Effective Date and may be terminated pursuant to the terms of the Agreement. Either Party may terminate this Hemp-Derived Product Addendum upon 30 days' written notice. DoorDash reserves the right, at its sole discretion, to suspend, discontinue, or terminate, in whole or in part, the delivery fulfillment of any Hemp-Derived Product. If either Party terminates the Agreement, this Hemp-Derived Products Addendum shall automatically terminate.



AGENDA ITEM

Big Lake City Council

Prepared By: Greg Zurbey, Liquor Manager	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6M
Item Description: Accept Resignations from Part-time Liquor Clerks Kylie Schultz (Witter) and Timmothy Schultz		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the consent agenda, Council would be accepting the resignations of Part-time Liquor Clerks Kylie Schultz (Witter) and Timmothy Schultz effective immediately.

BACKGROUND/DISCUSSION

Part-time Liquor Clerk Kylie Schultz turned in her resignation letter on January 26, 2026. Kylie's last day was going to be on February 9, 2026. Kylie was going to take a month off and re-evaluate if she wanted to return. She notified staff on March 9, 2026 that she will not be returning to the store. Kylie has been a valued employee since 2022. Kylie was a key holder and great with staff and customers.

Timmothy (T.J.) Schultz has informed management that he will also be resigning. T.J. has worked as cooler person for the last eight months.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends accepting the resignations of Kylie Schultz and Timmothy Schultz.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6N
Item Description: 2026 Summer Farmers Market Agreements - EBT and Market Bucks, and FMNP		Reviewed By: Norm Michels, Streets, Parks, and Fleet Superintendent	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the 2026 Summer Farmers Market EBT and Market Bucks Agreement, the 2026 Summer Farmers Market - Farmers Market Nutrition Program Agreement, and authorizing staff to execute the electronic Agreements.

BACKGROUND/DISCUSSION

Since 2017, the Big Lake Farmers Market has been accepting SNAP-EBT and offering the Market Bucks Match Program to SNAP-EBT recipients. The costs for the card reader machine are funded through vendor fees and donations to the farmers market, and the costs for the Market Bucks Match Program are reimbursed monthly through Hunger Solutions.

Since 2023, the Big Lake Farmers Market has also offered the Farmers Market Nutrition Program (FMNP). Eligible recipients include pregnant women, breastfeeding and postpartum women, children up to age five, and seniors over age 60. Vouchers are mailed directly to recipients and are brought directly to vendors, so the only responsibility of staff is to advertise that the program is offered, answer questions at the information booth, and ensure vendors have taken the training available online if they plan to participate. There is no additional cost associated with the FMNP.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff is recommending the City continue to offer these programs at the 2026 Summer Big Lake Farmers Market. To continue to offer these programs, Council is asked to review and consider approval of the attached Agreements.

ATTACHMENTS

2026 EBT and Market Bucks Agreement
2026 FMNP Agreement

Market Bucks Summer 2026 Agreement

State Fiscal Year 2025-26 & 2026-27 Agreement to Contract Terms

Please complete the following contact information:

Market, Direct Marketing Farm, or CSA Name: *

2026 Summer Farmers Market

Fiscal Agent Name (if applicable):

City of Big Lake

Primary Contact Name: *

Corrie

Scott

First Name

Last Name

Primary Contact Phone Number: *

763-463-9320

Please enter a valid phone number.

Primary Contact Email Address: *

cscott@biglakemn.org

example@example.com

Please carefully read and sign this Memorandum of Understanding and return to The Food Group no later than Wednesday, April 1, 2026.

By signing this application, the above-named vendor agrees to use EBT and Market Bucks initiative in accordance with Federal, State & Local laws, rules & regulations, and with terms and conditions as required by The Food Group and the State of Minnesota.

Payments will originate from The Food Group upon receipt and approval of requests. Payments will be made on a reimbursement basis. The Food Group uses software called RAMP.com to initiate payments. You will be invited to confirm or submit your ACH (bank) information directly into RAMP.com to expedite payments. For those choosing not to participate in the ACH program, please be aware the payments will take an extended time.

I. State of Minnesota Key Requirements

1. Conditions of Payment: All services provided by the partnering market pursuant to this agreement must be performed to the satisfaction of the State, as determined in the sole discretion of the State in conjunction with the administration of the program by Minnesota Department of Health, and not in violation of any federal, state or local laws, ordinances, rules and regulations. The VENDOR will not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

Consideration and Terms of Payment: Payments shall be made by The Food Group promptly after VENDOR's presentation of monthly data reported by markets into the online data portal and acceptance of such data as satisfactory.

Cancellation. This agreement may be canceled by the State or the Commissioner of Administration at any time, with or without cause, upon 30 days' written notice to the Vendor. In the event of such a cancellation, the Vendor will be entitled to payment, determined on a pro rata basis, for the work or services satisfactorily performed.

Indemnification. In the performance of this agreement by VENDOR, or VENDOR'S agents or employees, the VENDOR must indemnify, save, and hold harmless the STATE, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the STATE, to the extent caused by VENDOR'S:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the STATE'S sole negligence. This clause will not be construed to bar any legal remedies the VENDOR may have for the STATE'S failure to fulfill its obligation under this agreement."

State Audit: Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the VENDOR and its employees, agents, subcontractors, or representatives, relevant to this agreement must be made available and subject to examination by the State, including the contracting Agency/Division, Legislative Auditor, and State Auditor, for a minimum of six years from the agreement.

Information Privacy Protection: It is expressly agreed that the VENDOR will not be handling private data collected by STATE and is therefore not a member of or included within the "welfare system" for purposes of the Minnesota Government Data Practices Act (hereinafter "Data Practices Act," Minnesota Statutes, Chapter 13, and, in particular, §13.46) as a result of this agreement. It is also expressly agreed that VENDOR will not be handling "protected health information" collected by STATE (information that identifies an individual as having applied for, being or having been eligible for, or receiving or having received health care services, as set forth in 45 CFR §160.102). If VENDOR has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this agreement, VENDOR will be responsible for its own compliance.

Data Disclosure: Under Minn. Stat. § 270.66, and other applicable law, the VENDOR consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring the VENDOR to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

II. Contract Additions, EBT and Market Bucks initiative

1. Funding Reimbursement

Funding is distributed on a reimbursement basis; reimbursement amounts will be calculated based on monthly data reported by markets into the online data portal.

2. Display of Market Signs

Participating markets must display signs promoting SNAP/EBT and Market Bucks initiative.

3. Market Bucks Reporting

Market Bucks reporting data must be tracked and maintained by the market and reported monthly to The Food Group via the online data portal, which will allow markets to review their submissions by market date. Monthly funding reimbursements will not be processed until required evaluation reporting has been completed and submitted according to established procedures. **All data is required to be submitted by the 15th day of the following month (e.g.: May reports are due no later than June 15th), without exception. Exceptions to this reporting deadline may be given on a one-time basis due to individual circumstances, but funds will not be disbursed until the following reimbursement period. Reimbursement is contingent upon compliance with all reporting requirements.**

The following information will be submitted online:

Totals for each market day of the number of

new customers: Count of the number of customers for whom this is their first visit to the market this season.

transactions: Count of the total number of customers using SNAP that market day

SNAP/EBT amount distributed: Total dollar value of SNAP benefits that customers put on their cards that market day.

of gift certificates: Total number of gift certificates redeemed at the market, NOT the dollar value of the certificates

Market Bucks Distributed: Total dollar value of Market Bucks distributed to customers

SNAP/EBT redeemed: Dollar value of SNAP tokens market vendors

Market Bucks redeemed: Dollar value of Market Bucks redeemed by market vendors

4. Eligibility Maintenance

Markets are required to maintain eligibility throughout the 2026 market season (May 1-October 31, 2026).

Eligible markets include Minnesota farmers markets and mobile markets that:

Have operated for at least one full market season

Have implemented or intend to implement EBT at the market either before June 15, 2026 or upon start of their market season

Remain a SNAP authorized retailer in good standing with the USDA FNS

Maintain a contract with a third-party processor/merchant services provider that allows the market to accept EBT payments.

5. Market Bucks

The Market Bucks program is an initiative of the state of Minnesota that provides a 1-for-1 incentive match, up to \$10 per customer per market day, for SNAP purchases made at participating markets.

Markets will ensure that Market Bucks are only used to purchase SNAP-eligible foods, or food-producing seeds and plants or produce, depending on the type of Market Bucks. For a complete list of SNAP-eligible items please refer to the USDA guidelines: <http://www.fns.usda.gov/snap/eligible-food-items>

Participating markets will not knowingly provide more than \$10 worth of matching Market Bucks to any customer on any single market day. However, some customers may receive \$10 in matching Market Bucks with the addition of any Market Bucks gift certificates. Markets can also offer other incentives funded through other sources, so long as those are identified and accounted for separately from The Food Group's Market Bucks.

Markets will participate in any gift certificate incentive programs that are administered by The Food Group. These may include but are not limited to County-funded vouchers and Home Energy Squad. Markets will report all redeemed gift certificates through the established reporting processes, as outlined in section 3(a) above.

The Market Bucks will be printed as business card-sized cards (3.5" x 2"). These are the Market Bucks card that can be used to purchase food items. The \$10 Market Bucks Gift Certificate will be distributed to the

market manager or a trusted community partner that can be exchanged at the EBT/Information booth for individual \$1 Market Bucks. Markets will report the number of gift certificates received & redeemed by the market to The Food Group, including those from additional programs administered by The Food Group. Markets will retain the physical gift certificate and send to The Food Group at the end of the market season (no later than November 15, 2026).

6. Customer Survey

Participating markets are required to request that SNAP-customers complete a voluntary survey provided by The Food Group either on paper or by website link. Participation in this survey is optional for SNAP customers and their refusal does not impact their ability to receive SNAP or Market Bucks.

Failure to abide by the terms of this contract will make the vendor ineligible to receive state funds.

Name *

--	--

First Name

Last Name

Title:

--

Date *

--	--	--

Month

Day

Year

Submit



FARMERS' MARKET NUTRITION PROGRAM MARKET AGREEMENT

To participate in the 2026 Farmers' Market Nutrition Program (FMNP), you must complete:

1. The Market Agreement form below
2. Submit an updated list of grower names and mailing addresses
3. Submit your market bylaws.

To be included in the printed program materials distributed to FMNP participants, we must receive ALL required market information by Friday, April 11, 2026, at 4:00 p.m. If you submit materials late, your market may not be included in the printed brochure, but it will still be listed on our authorized markets website.

The 2026 Market authorization deadline is June 1.

* Indicates required field

Contact Information

* (required) Name of Market or Growers' Association

Big Lake Farmers' Market

* (required) FMNP Market #

MN408

This is the number listed in your 2026 market authorization email. It begins with "MN" followed by three digits.

Note: "Contact" is the individual who is authorized on behalf of the market AND has attended a FMNP Grower Training session last year. All new market managers must attend a grower training session before the market can be authorized.

* (required) Contact first name

Corrie

* (required) Contact last name

Scott

Contact title

Recreation and Communication Coordinator

* (required) Contact email

cscott@biglakemn.org

* (required) Daytime phone number

6122976331

* (required) Contact mailing address

160 Lake Street N

* (required) City

Big Lake

* (required) State

- Select -

* (required) Zip

55309

Market Information

* Does the market allow growers to resell purchased produce?

☐ Yes ☐ No

* Is this a new market to the FMNP?

☐ Yes ☐ No

* Did the market's bylaws change in the last year?

☐ Yes ☐ No

* Does the market have grower residency requirements?

☐ Yes ☐ No

Market details

Email an alphabetical list of grower names and mailing addresses to fmnp.mda@state.mn.us (mailto:fmnp.mda@state.mn.us) by April 11, 2026, to be included in printed program promotional materials.

The information you provide below must be accurate and complete. We use this information to verify that growers are signing up for the correct market and location.

Complete the following information for each market location that will be authorized in 2026 (one market per line). Check the "Add" box to add additional markets.

Market location (street address or landmark)	Market city	Day(s) of operation	Hours FMNP grower guaranteed at market		First date accept FMNP checks (earliest: 6/15/2026)	Last date accept FMNP checks (latest: 10/31/2026)	Add
101 Lakeshore Drive	Big Lake	Wednesday	3:00 PM	to 7:00 PM	06/03/2026	09/30/2026	☐
Street address or lan	City	Select days...	Start ti...	to End time	mm/dd/yyyy	mm/dd/yyyy	☐

Agreement

By checking the box, you agree that you have read and understood the statement. For the Market to participate in this program, you must check every box.

- ☐ I agree to act as the market contact and coordinator for FMNP for the market listed above.*
 - ☐ I agree to provide the market bylaws and market member list to the MDA by April 30 to be included in printed program materials.*
 - ☐ The information I am submitting is true, complete, and accurate.*
 - ☐ I have read the [USDA Nondiscrimination Statement](#).*
 - ☐ I have read and agree to the [Privacy Notice](#).*
 - ☐ I understand that failure to comply with the [Market Agreement Terms](#) allows the MDA to terminate program authorization for the market.*
-



AGENDA ITEM

Big Lake City Council

Prepared By: Norman Michels, Streets/Parks Fleet Superintendent	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 60
Item Description: Accept Resignation of Parks Advisory Committee Member Jeff Webster		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on Consent Agenda, Council would be accepting the resignation of Parks Advisory Committee Member Jeff Webster effective May 1, 2026 and authorize staff to advertise for the open position and collect letters of interest from residents.

BACKGROUND/DISCUSSION

Jeff Webster joined the Parks Advisory Committee in January 2025. Jeff notified the City that he will be moving out of the City limits in May 2026, which is a requirement to serve on the Parks Committee. Staff thanks Jeff for his years on the Committee and the value he provided.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Accept resignation of Parks Advisory Committee Member Jeff Webster effective May 1, 2026 and authorize staff to advertise for the open position and collect letters of interest from residents.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Tara Kohl, Planning Technician</i>	Meeting Date: <i>3/18/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6P
Item Description: <i>Big Lake Car Condos Fourth Addition Final Plat and PUD Extension</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Marie Popp, Community Development Director</i>	

60-DAY REVIEW DEADLINE: N/A

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a six (6) month extension for the Big Lake Car Condos Fourth Addition Final Plat, allowing the developer until September 23, 2026 to record the final plat.

BACKGROUND/DISCUSSION

Benzinger Properties, Inc., developer of the Big Lake Car Condos II project, is requesting an extension to record their final plat which was approved on September 24, 2025. The original deadline for recording is March 23, 2026. Staff has no objection to providing a six (6) month extension for recording.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approving the extension for the recording of the Big Lake Car Condos Fourth Addition Final Plat.

ATTACHMENTS

- Attachment A: Site Location Map
- Attachment B: Applicant's Extension Request

Attachment A
Site Location Map



Attachment B
Applicant's Extension Request

City of Big Lake
160 Lake Street North
Big Lake, MN 55309

Re: Request to Extend Recording Deadline – Final Plat for Big Lake Car Condos Fourth Addition

Dear City Staff,

On behalf of Benzinger Properties, Inc., we respectfully request an extension of the deadline to record the final plat for Big Lake Car Condos Fourth Addition beyond the currently approved date of March 23, 2026.

Due to ongoing coordination items associated with the development, additional time is needed to complete the recording process in an orderly and compliant manner. Granting this extension will allow the project to proceed without unnecessary administrative pressure while maintaining full conformance with City requirements and approvals.

We respectfully request the City's consideration of this extension and approval to record the final plat at a later date acceptable to City staff and governing bodies.

Please let us know if additional documentation, a formal application, or an appearance before the Planning Commission or City Council is required to facilitate this request. We appreciate the City of Big Lake's continued cooperation and assistance throughout this project.

Thank you for your time and consideration.

Sincerely,

Benzinger Properties, Inc.

Jeff Benzinger
President



AGENDA ITEM

Big Lake City Council

Prepared By: Kendra Lindahl, AICP, Consultant Planner	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6Q
Item Description: Prairie Meadows Fifth Addition Preliminary Plat and PUD Extension	Reviewed By: Hanna Klimmek, City Administrator		
	Reviewed By: Marie Popp, Community Development Director		

60-DAY REVIEW DEADLINE: N/A

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a six (6) month extension for the Prairie Meadows 5th preliminary plat and development stage PUD, allowing the developer until September 26, 2026, to apply for and receive final plat and final PUD plan approval.

BACKGROUND/DISCUSSION

Quadriga Ventures, the applicant is requesting an extension for the preliminary plat and PUD approvals for the Prairie Meadows 5th subdivision, which were granted on March 26, 2025. City Code requires a developer to request an extension if they do not receive final plat and final plan PUD approval within one (1) year of the preliminary plat and development stage PUD approvals.

Staff has no objection to the requested extension and recommends approval of a six-month extension.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

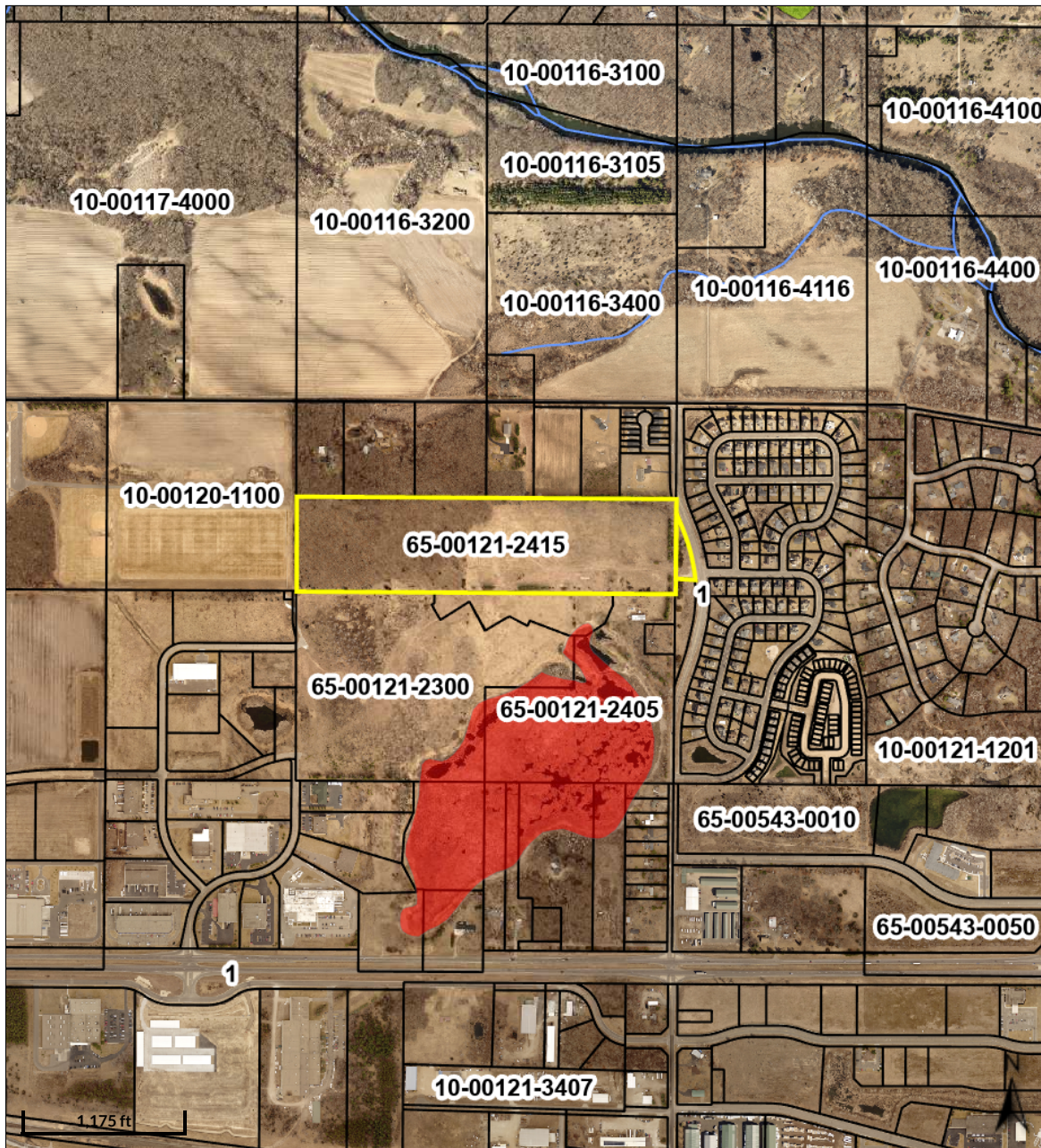
- Attachment A: Site Location Map
- Attachment B: Applicant's Extension request email dated March 3, 2026
- Attachment C: Approved Preliminary Plat

Attachment A
Site Location Map

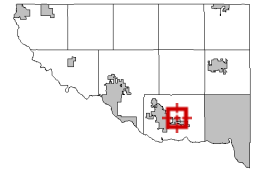


Beacon™

Sherburne County, MN



Overview



Legend

Public Water Inventory

- Not Classified
- General Development
- Natural Environment
- Recreational Development
- Parcels
- Streams

Disclaimer: Every attempt has been made to ensure that the information contained on this web site is valid at the time of publication. Sherburne County reserves the right to make additions, changes, or corrections at any time and without notice. Additionally, Sherburne County disclaims any and all liability for damages incurred directly or indirectly as a result of errors, omissions or discrepancies and is not responsible for misuse or misinterpretation. Data is updated periodically. For the most current information contact the appropriate county department.

Disclaimer for St Cloud Parcels: Sherburne County information about St Cloud properties are limited to classification and value. Any questions regarding additional information please contact the City of St Cloud's assessor office.

Date created: 2/27/2025

Last Data Uploaded: 2/27/2025 9:28:18 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

Attachment B
Applicant's Extension Request

From: Rogers, Megan C. <mrogers@larkinhoffman.com>

Sent: Tuesday, March 3, 2026 10:31:49 AM

To: Marie Popp <MPopp@Biglakemn.org>

Subject: Request for extension of preliminary plat entitlements for Prairie Meadows 5th Addition

Good Morning Marie,

On behalf of Quadriga Ventures (applicant for Prairie Meadows 5th Addition), I am writing to request an extension of the preliminary plat approvals. The developer continues to work through revisions to its final plat application in conjunction with our meeting regarding tree preservation. Please let me know if there is any additional information required by the city.

Thank you!

Megan

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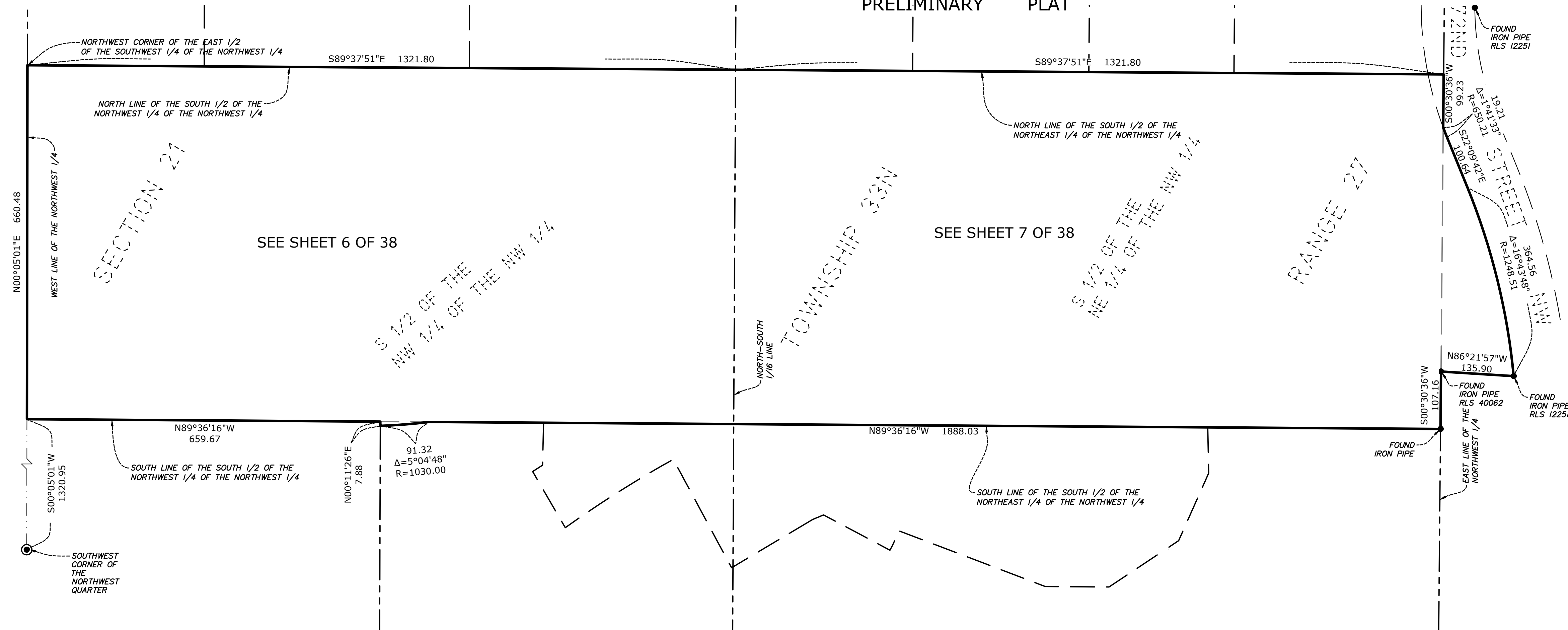
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Attachment C
Approved Preliminary Plat

PRAIRIE MEADOWS FIFTH ADDITION

PRELIMINARY PLAT



EXISTING LEGAL DESCRIPTION:

The South Half of the Northeast Quarter of the Northwest Quarter (S 1/2 of NE 1/4 of NW 1/4) of Section 21, Township 33, Range 27, Sherburne County, Minnesota.

AND

The South Half of the Northwest Quarter of the Northwest Quarter (S 1/2 of NW 1/4 of NW 1/4) of Section 21, Township 33, Range 27, Sherburne County, Minnesota.

AND

Outlot F, Prairie Meadows First Addition, Sherburne County, Minnesota.

AND

That part of the East Half of the Southwest Quarter of the Northwest Quarter of Section 21, Township 33, Range 27, Sherburne County, Minnesota, described as follows:

Beginning at the Northwest corner thereof; thence South 89 degrees 36 minutes 06 seconds East, assumed bearing, along the North line thereof, a distance of 90.98 feet; thence Westerly along a non-tangential curve concave to the North, having a radius of 1030.00 feet and a central angle of 5 degrees 04 minutes 48 seconds, a distance of 91.32 feet to the West line of said East Half of the Southwest Quarter of the Northwest Quarter, the chord of said curve bears South 85 degrees 26 minutes 38 seconds West; thence North 00 degrees 11 minutes 26 seconds East, along said West line, a distance of 7.88 feet to the point of beginning.

PROPOSED LEGAL DESCRIPTION:

LOTS 1-37, BLOCK 1; LOTS 1-25, BLOCK 2; LOTS 1-17,
BLOCK 3; LOTS 1-16 BLOCK 4; LOTS 1-4, BLOCK 5;
OUTLOTS A-E; PRAIRIE MEADOWS FIFTH ADDITION

OWNER & DEVELOPER

QV BIG LAKE, LLC.
6200 BAKER ROAD, SUITE 200
EDEN PRAIRIE, MN 55346
CONTACT: MATTHEW WEINER
CELL: 952-457-2014

CIVIL ENGINEER

HANSEN THORP PELLINEN OLSON, INC.
7510 MARKET PLACE DRIVE
EDEN PRAIRIE, MN 55344
CONTACT: AARON CARRELL
PHONE: 952-737-4065

SITE INFORMATION:

EXISTING SITE AREA: 1,783,613 SF (40.95 ACRES)
PROPOSED SITE AREA: 1,783,613 SF (40.95 ACRES)

SHORELAND OVERLAY: 1,062,741 SF (24.40 ACRES)
DISTRICT TOTAL AREA

OPEN SPACE:
(INCLUDES ALL OUTLOTS INCLUDING INFILTRATION BASINS DESIGNATED FOR
NATIVE WET PRAIRIE RESTORATION)

OUTLOT A	106,220 SF (2.44 ACRES)
OUTLOT B	16,820 SF (0.39 ACRES)
OUTLOT C	21,350 SF (0.49 ACRES)
OUTLOT D	16,567 SF (0.38 ACRES)
OUTLOT E	92,526 SF (2.12 ACRES)
TOTAL	253,483 SF (5.82 ACRES)

EXISTING ZONING: PUD - PLANNED UNIT DEVELOPMENT
SINGLE FAMILY RESIDENTIAL R-1 & R1-E

PROPOSED ZONING: PUD - PLANNED UNIT DEVELOPMENT
SINGLE FAMILY RESIDENTIAL R-1

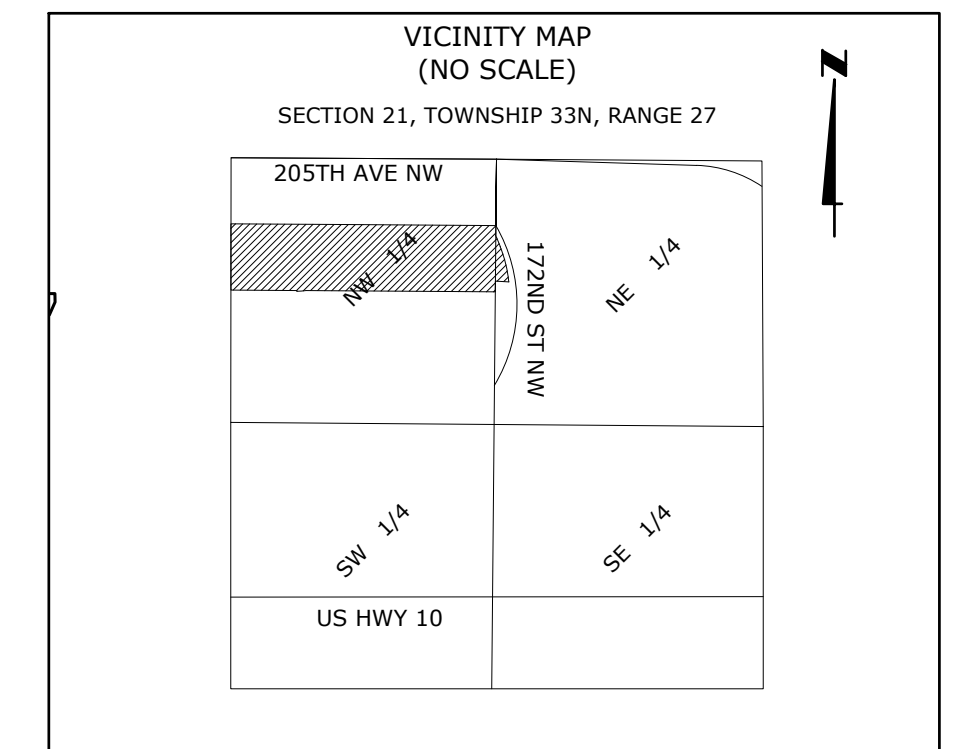
TOTAL R-1 ZONED LOTS: 99

R-1 LOT SIZING:
AREA: 10,000 SF MINIMUM
WIDTH: 75' MIN. AT FRONT SETBACK

SETBACKS:

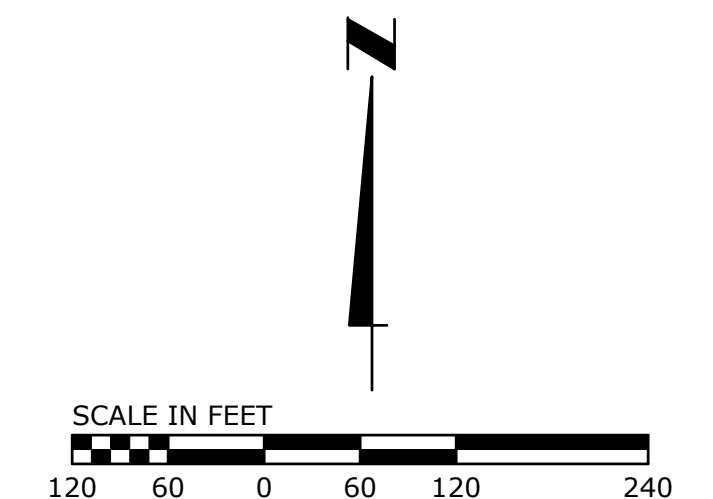
FRONT YARD:	30 FEET
BACK YARD:	30 FEET
SIDE YARD:	10 FEET MIN.

45 FEET WHERE ABUTTING COLLECTOR ROADS



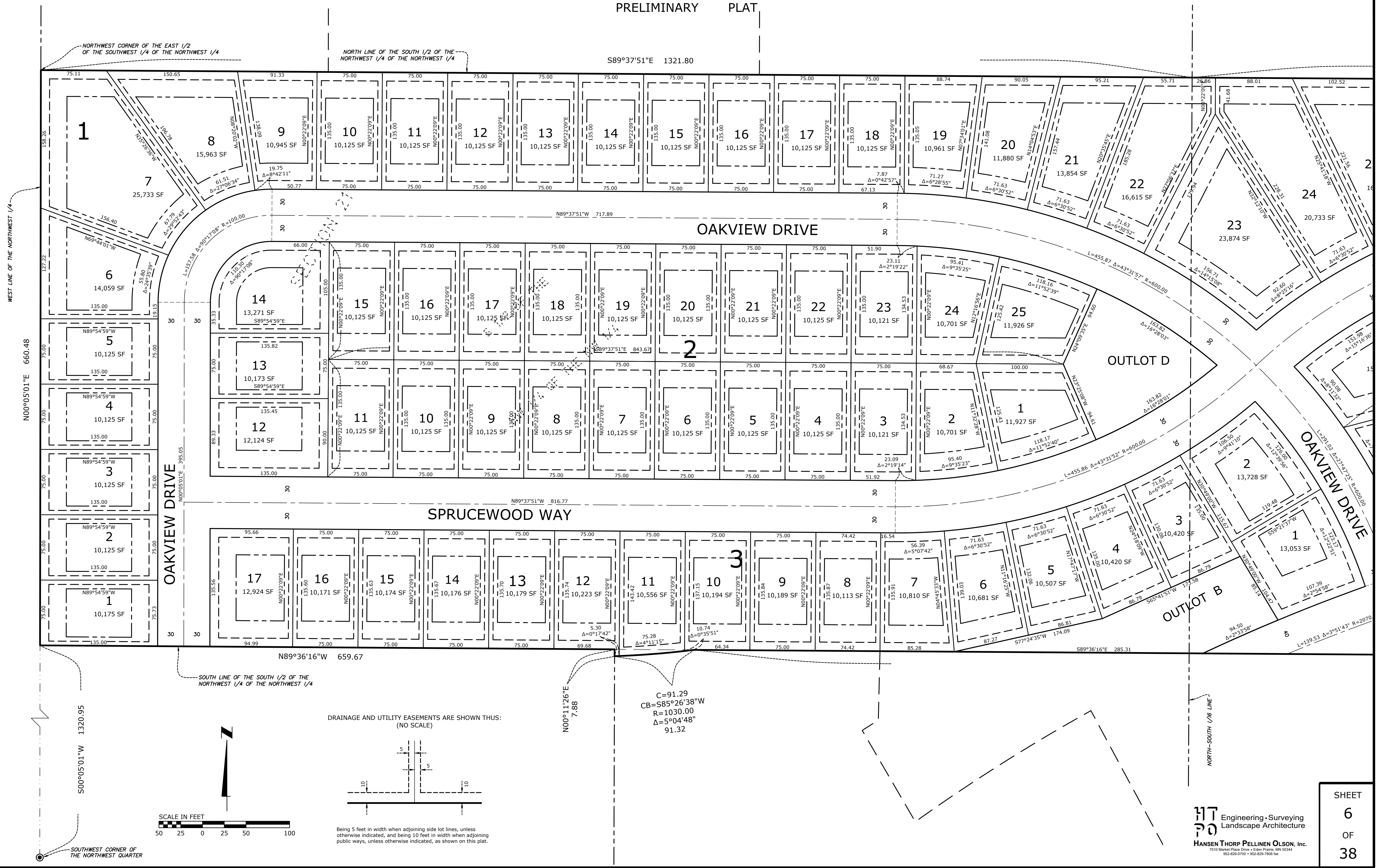
- Denotes Hennepin County cast iron monument found
- Denotes found iron monument as shown
- Denotes a 1/2 inch by 14 inch iron pipe set and marked by License No. 52585, unless noted otherwise.

Bearings are based on Wright County
Coordinate System NAD83 (1986)



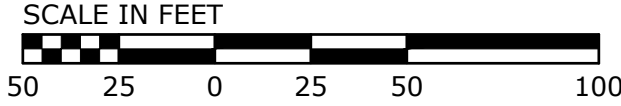
PRAIRIE MEADOWS FIFTH ADDITION

PRELIMINARY PLAT

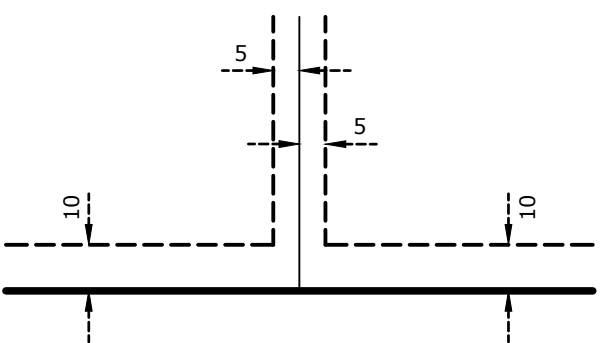


PRAIRIE MEADOWS FIFTH ADDITION

PRELIMINARY PLAT



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
(NO SCALE)



Being 5 feet in width when adjoining side lot lines, unless otherwise indicated, and being 10 feet in width when adjoining public ways, unless otherwise indicated, as shown on this plat.

NORTH LINE OF THE SOUTH 1/2 OF THE
NORTHEAST 1/4 OF THE NORTHWEST 1/4

S89°37'51"E 1321.80

172ND STREET NW

FOUND IRON PIPE RLS
12251

172ND STREET NW

C=363.26
CB=S13°47'48"E
R=1248.51
Δ=16°43'48"
Δ=364.56

FOUND IRON PIPE RLS
12251

FOUND IRON PIPE

EAST LINE OF THE NORTHWEST 1/4

Hansen Thorp Pellinen Olson, Inc.
Engineering • Surveying
Landscape Architecture
7510 Market Place Drive • Eden Prairie, MN 55344
952-829-0700 • 952-829-7800 fax



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director/HR</i>	Meeting Date: <i>3/18/2206</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6R
Item Description: <i>Conditional Employment Offer to Henry Harris for the Police Officer Position</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Sam Olson, Police Chief, and the Personnel Committee</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a Conditional Offer of Employment to Henry Harris for the position of Police Officer with the Big Lake Police Department, with a start date to be determined. The offer of employment is contingent upon the successful completion of a comprehensive background investigation and satisfactory results of required evaluations.

BACKGROUND/DISCUSSION

The Big Lake Police Department has been recruiting to fill the current police officer vacancy. The department received several applications and conducted interviews with candidates who met the required qualifications.

Following the interview process, staff identified a strong candidate, Henry Harris, as a potential hire. Harris is being considered as a lateral police officer. A Chief's interview has been completed, and a background investigation packet has been provided.

Harris has served as a Police Officer with the Milaca Police Department for the past seven (7) years. His experience and training would be a valuable addition to the Big Lake Police Department and the community it serves.

The conditional offer of employment is contingent upon the following:

- Successful completion of a comprehensive background investigation
- Successful completion of a psychological evaluation and physical examination

Upon successful completion of these requirements, staff will proceed with final hiring steps consistent with policy and Minnesota POST Board requirements.

FINANCIAL IMPACT

If hired, Harris would be appointed as a Police Officer, Grade 14, Step 6, in accordance with the City's approved Pay Plan.

STAFF RECOMMENDATION

Approve a Conditional Offer of Employment to Henry Harris for the position of Police Officer with the Big Lake Police Department, with a start date to be determined.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6S
Item Description: 2026 Music in the Park Musician and Sound Technician Contracts		Reviewed By: Norm Michels, Streets, Parks, and Fleet Superintendent	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving contracts for the 2026 Music in the Park musicians and sound technicians.

BACKGROUND/DISCUSSION

Big Lake's Music in the Park free concert series is held on select Thursday evenings during the months of June-August and features a wide variety of live music at Lakeside Park. Each year staff puts together a lineup of music based on feedback from residents and attendance from previous events. This year's lineup features multiple local bands, a wide variety of genres, and musicians that do a range of covers and original music as well as bands that are new to the event series and some that return each year. Some of the bands provide their own sound technician, but for those who do not have access to one, the City hires the sound technician and pays them directly. Attached are the contracts for this year's bands and sound technician.

FINANCIAL IMPACT

\$23,450 from the Music in the Park Fund 282.

STAFF RECOMMENDATION

Approve the 2026 Music in the Park musician and sound technician contracts.

ATTACHMENTS

Music in the Park Musician and Sound Technician Contracts.

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): The Rockin' Hollywoods If group, number of members: 5

Contact Person: Steve Ghizoni Daytime Phone: _____

E-mail: steve.ghizoni@gmail.com Cell Phone: 612-940-7795

Address: 11348 Verdin Street NW, Coon Rapids, MN 55433

Make check payable to: The Rockin' Hollywoods

Type of service/performance provided: Musician, Providing own Sound Technician

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: x Yes No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performance on:**
 - a. Thursday, June 4, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$3,000**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
7. **Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor Representative Signature: _____

Date: 2-3-26

City of Big Lake-Supervisor Signature: _____

Date: 2/18/26

Return signed contract and W9 to: cscott@biglakemn.org or via mail to
City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Band 51 If group, number of members: 5

Contact Person: Bailey Eisinger Daytime Phone: _____

E-mail: bailey.eisinger@gmail.com Cell Phone: 612-819-3434

Address: 17050 229th Avenue NW, Big Lake, MN 55309

Make check payable to: Bailey Eisinger

Type of service/performance provided: Musician

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: X Yes ___ No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

- Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
- This agreement is for event/performance on:**
 - Thursday, June 11, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park
- Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
- Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$800**
- Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
- Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
- Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
- Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
- The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: Bailey Eisinger Date: 2/24/2026

City of Big Lake-Supervisor Signature: [Signature] Date: 2/24/26

Return signed contract and W9 to: cscott@biglakemn.org or via mail to
City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Tucker Baker Band If group, number of members: 3

Contact Person: Bronson Bergeson

Daytime Phone: _____

E-mail: tuckerbakerband@gmail.com

Cell Phone: 715-579-2280

Address: 3331A Cherry Lane, Woodbury, MN 55129

Make check payable to: Bronson Bergeson

Type of service/performance provided: Musician, Providing own Sound Technician

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: x Yes ___ No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

- Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
- This agreement is for event/performance on:**
 - Thursday, June 18, 2026 from 7:00-8:30 p.m.** Big Lake Music in the Park, Lakeside Park
- Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309 Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
- Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$2,500**
- Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
- Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
- Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
- Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
- The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: _____

Date: 1/12/2026

City of Big Lake-Supervisor Signature: _____

Date: 1/15/2026

Return signed contract and W9 to: cscott@biglakemn.org or via mail to
City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Shane Martin Band If group, number of members: 4

Contact Person: Shane Martin Daytime Phone: _____

E-mail: shane@shanemartin.com Cell Phone: 612-325-5161

Address: 2865 Lake Sarah Road, Independence, MN 55359

Make check payable to: Shane Martin

Type of service/performance provided: Musician

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: Yes No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performance on:**
 - a. Thursday, July 2, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$1,800**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
7. **Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: _____ Date: 1-12-26

City of Big Lake-Supervisor Signature: Cory Scott Date: 1/14/26

Return signed contract and W9 to: cscott@biglakemn.org or via mail to

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2025

Contractor (group/individual): Shirts and Skins Band If group, number of members: 8

Contact Person: James Gross Daytime Phone: 952-484-1575

E-mail: shirtsandskinsband@gmail.com

Cell Phone: 952-448-4202

Address: 13108 Circle Drive, Burnsville, MN 55337

Make check payable to: Shirts and Skins

Type of service/performance provided: Musician, Providing own Sound Technician and Lights

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: ☒ Yes ☐ No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

- Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
- This agreement is for event/performance on:**
 - Thursday, July 9, 2026 from 7:00-8:30 p.m.** Big Lake Music in the Park, Lakeside Park
- Venue:** ☒ **Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309.** Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
- Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$2,500**
- Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
- Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
- Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
- Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
- The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: James D Gross

Date: 01-09-2026

City of Big Lake-Supervisor Signature: Gary Smith

Date: 1/9/24

Return signed contract and W9 to: cscott@biglakemn.org or via mail to
City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Humboldt Station If group, number of members: 5

Contact Person: Mike Wallen Daytime Phone: _____

E-mail: mikewallen48@gmail.com Cell Phone: 763-286-3842

Address: 828 Powell Street N, Big Lake, MN 55309

Make check payable to: Mike Wallen

Type of service/performance provided: Musician, Providing own Sound Technician and Lights

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: ☒ Yes ☐ No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performance on:**
 - a. **Thursday, July 16, 2026 from 7:00-8:30 p.m.** Big Lake Music in the Park, Lakeside Park
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$1,500**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
7. **Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: _____

Date: 1/6/26

City of Big Lake-Supervisor Signature: _____

Date: 1/7/26

Return signed contract and W9 to: cscott@biglakemn.org or via mail to

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Power of 10 If group, number of members: 10

Contact Person: Brad Draper Daytime Phone: 612-202-6580

E-mail: brad@powerof10.com Cell Phone: 612-202-6580

Address: 2248 Sargent Ave. St. Paul, MN 55105

Make check payable to: HD Entertainment Inc.

Type of service/performance provided: Musician, Providing own Sound Technician and Lights

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: X Yes No
We would love a copy of the video if possible!

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performances on:**
 - a. Thursday, June 23, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$3,000**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performances will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
7. **Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: Bradley R. Draper Date: 1/9/26

City of Big Lake-Supervisor Signature: [Signature] Date: 1/13/24

Return signed contract and W9 to: cscott@biglakemn.org or via mail to
City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Maiden Dixie If group, number of members: 5

Contact Person: Kaytee Amaro Time Music Agency phone: 952-448-4202

E-mail: kayteeamaro@gmail.com, chad@timemusicagency.com Cell Phone: 978-994-9741

Address: 7420 Brady Path, Inver Grove Heights, 55076

Make check payable to: Maiden Entertainment LLC

Type of service/performance provided: Musician, Providing own Sound Technician and Lights

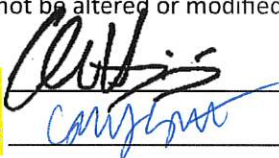
*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: ☒ Yes ☐ No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

- Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
- This agreement is for event/performances on:**
 - Thursday, July 30, 2026 from 7:00-8:30 p.m.** Big Lake Music in the Park, Lakeside Park
- Venue:** **X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309.** Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
- Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$2,250**
- Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
- Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performances will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
- Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
- Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
- The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature:



Date: 01-07-2026

City of Big Lake-Supervisor Signature:



Date: 1/7/24

Return signed contract and W9 to: cscott@biglakemn.org or via mail to

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

If group, number of members: 14

Contractor (group/individual): Mick Sterling

Daytime Phone: 952-334-9996

Contact Person: Mick Sterling

Cell Phone: 952-334-9996

E-mail: mspresents@gmail.com

Address: 8014 Olson Memorial Highway, #155, Golden Valley, MN 55427

Make check payable to: Mick Sterling Presents

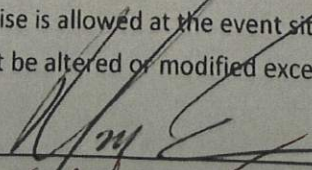
Type of service/performance provided: Musician (Beautiful Vision – The Essential Songs of Van Morrison)

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: Yes No

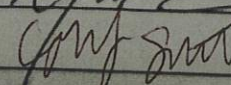
Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performance on:**
 - a. **Thursday, August 6, 2026 from 7:00-8:30 p.m.** Big Lake Music in the Park, Lakeside Park
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$3,500**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
7. **Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: 

Date: 3/8/26

City of Big Lake-Supervisor Signature: 

Date: 3/9/26

Return signed contract and W9 to: cscott@biglakemn.org or via mail to

CITY OF BIG LAKE
ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Andy Bizek

If group, number of members: 1

Contact Person: Andy Bizek

Daytime Phone: _____

E-mail: bizek125@gmail.com

Cell Phone: 952-393-1520

Address: PO Box 82, Cokato, MN 55321

Make check payable to: Andrew Bizek

Type of service/performance provided: Sound Technician

*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: x Yes No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performance on:**
 - a. Thursday, June 11, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee \$750**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
7. **Agreement Termination:** This agreement may be terminated by either party upon thirty (30) days written notice to the other party, with or without cause. However, the City may at any time terminate this Agreement without notice for reason of the Contractor's unsatisfactory conduct or violation of the terms of this Agreement. If the Agreement is terminated for the above reasons, no payment will be made. If a deposit was paid to the Contractor, it must be refunded to the City.
8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature: Date: 1/6/2025

Andy Bizek 1-6-2025

City of Big Lake-Supervisor Signature: _____ Date: _____

Greg Scott 1/7/24

Return signed contract and W9 to: cscott@biglakemn.org or via mail to
City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133

CITY OF BIG LAKE

ONE-TIME EVENT / PERFORMANCE INDEPENDENT CONTRACTOR AGREEMENT

Date: January 2, 2026

Contractor (group/individual): Brad Murphy If group, number of members: 2

Contact Person: Brad Murphy Daytime Phone: N/A

E-mail: abmpmurphy@gmail.com Cell Phone: 612-408-0069

Address: 2908 34th Avenue N, Minneapolis, MN 55412 Make check payable to: B&B AVM, Inc.

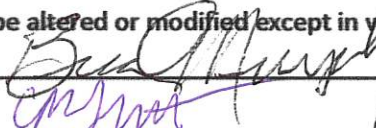
Type of service/performance provided: Sound Technician

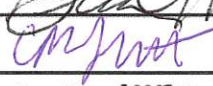
*Performance Contractors, permission to photograph/video tape performance for rebroadcast purposes: x Yes No

Agreement Provisions:

This agreement is by and between the City of Big Lake and Contractor as follows.

1. **Independent Contractor:** The parties intend that an independent contractor/employer relationship will be created by this Agreement. The Contractor and any employees of the contractor are not to be considered an agent or employee of the City for any purpose and are not entitled to any benefits that the City provides its own employees.
2. **This agreement is for event/performance on:**
 - a. Thursday, July 2, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park (Fee: \$800)
 - b. Thursday, August 6, 2026 from 7:00-8:30 p.m. Big Lake Music in the Park, Lakeside Park (Fee: \$1,000)
3. **Venue:** X Outdoor, 101 Lakeshore Drive, Big Lake, MN 55309. Set-up may begin at 5 p.m. the day of the scheduled performance. A City event supervisor will be on site at this time. Set-up and sound check must be completed 60 minutes prior to start of service/performance. If additional time is required, the Contractor must receive approval from City staff in advance.
4. **Compensation:** The Contractor's compensation is designated as a fee on a per event/performance basis. Contractor shall provide the City with a completed W9 form a minimum of twenty (20) business days prior to the event/performance date. Payment of invoice will be made on the day of the event/performance. If the W9 form is not received within the stated timeframe, payment will be delayed. **Performance / Event fee total \$1,800**
5. **Indemnity:** The Contractor agrees to be liable for the specific service/performance outlined in this agreement and is responsible for retaining the appropriate general liability insurance during the term of this Agreement. *The Contractor agrees it will hold harmless the City, its officers and employees, from any expenses resulting directly or indirectly from an act or omission of the Contractor, its employees or agents, in the performance or failure to perform its obligations under this Agreement.*
6. **Event/Performance Cancellation Policy (i.e., inclement weather, pandemic restrictions):** If the City cancels five (5) hours prior to the event/performance, the Contractor will not be paid (if possible, cancelled services/performance will be rescheduled). If the City cancels fewer than five (5) hours prior to the event/performance, full payment will be made.
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8. **Sales:** Sale of promotional merchandise is allowed at the event site with the consent of the City of Big Lake.
9. The terms of this agreement shall not be altered or modified except in writing.

Contractor-Representative Signature:  Date: 12-11-25

City of Big Lake-Supervisor Signature:  Date: 1/7/26

Return signed contract and W9 to: cscott@biglakemn.org or via mail to

City of Big Lake, 160 Lake Street North, MN 55309 | Phone: 612-297-6331 / Fax: 763-263-0133



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Layne R. Otteson, City Engineer</i> ENG26-015	Meeting Date: <i>3/18/2026</i>	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 6T
Item Description: <i>Approve proposal from Chosen Valley Testing, Inc. for geotechnical evaluation of the 2026 Street and Utility Improvement Project No. ST2026-1</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a proposal in the amount of \$3,679.00 with Chosen Valley Testing, Inc. to provide geotechnical evaluation of the underlying soils for ST2026-1.

BACKGROUND/DISCUSSION

The City Engineer solicited quotes from 3 soil testing companies. Two were received in the amounts of \$3,679 and \$5,720. The project requires soil boring information for design and construction purposes (dewatering, pond excavation, piping and street). Chosen Valley Testing, Inc. provide the low quote for the same work description. They have provided geotechnical reports and material testing for various projects in Big Lake and surrounding areas. They will perform 5 soil borings and provide water table elevation, soil logs, and narrative report.

FINANCIAL IMPACT

The cost for the work is estimated to be \$3,679.00. The actual cost may increase if suspect soils are encountered and additional borings ordered by the City Engineer in the field. The cost will be paid by Street CIP Fund 196.

STAFF RECOMMENDATION

Staff recommends approving a proposal with Chosen Valley Testing, Inc.

ATTACHMENTS

Proposal from Chosen Valley Testing, Inc received March 10, 2026

Chosen Valley Testing, Inc.

Geotechnical Engineering and Testing, 414 37th Ave N, St. Cloud, Minnesota 56303 (320) 774-3500

Layne Otteson
Big Lake
160 North Lake Street
Big Lake, MN 55309
Phone: 763-251-2984
Email: Lotteson@BigLakemn.org

March 10, 2026

**Re: Proposal for Factual Geotechnical Evaluation
Proposed Big Lake Infrastructure Improvements
Minnesota Ave and 172nd Street
Big Lake, Minnesota**

Dear Mr. Layne,

As requested, we have prepared this proposal for factual geotechnical evaluation for the proposed project in Big Lake, Minnesota. This proposal summarizes our understanding of the tasks and our costs for completing the services. CVT is very interested in providing services for this project and is experienced with the soils and rock in the area.

Scope

Depths and Locations: A total of five (5) borings are desired at or near locations indicated on the layout provided. Two (2) borings desired along 172nd Street will extend to a depth of 3 feet or auger refusal. The remaining three (3) borings for the Minnesota Avenue segment will extend to a depth of 14.9 feet or auger refusal. The borings will be drilled and sampled in accordance with the American Society for Testing and Materials (ASTM) Method of Test D1586 and D1587 procedures. Pavement and topsoil thicknesses would be recorded, and samples would be taken at 2½-foot intervals. Groundwater, if observed, will be noted. The pavements will be patched upon completion. The borings will be sealed per state regulations and pavements will be patched with cold patch.

Laboratory Testing: We have included costs for pocket penetrometer and moisture content tests to help aid in estimating soil parameters on site. Additional laboratory testing is not expected to be necessary. CVT would contact you for authorization in the event that conditions are suspected that may warrant additional laboratory testing.

Logging and Reports: The factual engineering report will include a boring location sketch, Log of Boring sheets, and a narrative report summarizing the results of the borings, and laboratory test results. The report will be issued electronically.

General

Access and Schedule: Three borings are in a field and are assumed to require an ATV drill. Based on the understood low traffic counts, traffic control for the roadway borings are planned to consist of signs and cones. We have also assumed that the existing pavements are asphalt (not concrete – which would require coring of the pavement).

Prior to drilling, Gopher State One Call would be contacted to set up a utility meet and have public utilities located. Any private utilities will be the Owner's responsibility for locating prior to the day of our exploration.

Our current schedule would allow us to initiate services within about 3 weeks of authorization, while also being dependent upon access, utility locating, weather, holidays, and any other unforeseen conditions that may cause delay. The drilling is expected to be completed in 1 day. The geotechnical report typically requires an additional 2 weeks to complete after drilling. CVT should be contacted if a specific schedule or deadline is desired to be met so that we may try to accommodate.

Insurance: Our firm carries the normal types of insurance expected to conduct business in our field, at or above the minimums required by law. Certificates of insurance are available on request and can be provided to the client prior to commencement of services.

Costs

Services will be provided for a lump sum cost of **\$3,679**. This cost would not be exceeded without a chance in work scope. An invoice will be mailed after the exploration report is completed. Payment for services is then expected within 30 days. Interest will be added to invoices over 30 days.

Remarks

CVT appreciates the opportunity to propose geotechnical services to you. If you have any questions about our proposal or the arrangements described, please call us at (651) 756-7384.

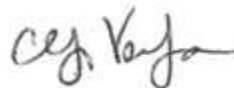
Sincerely,

Chosen Valley Testing, Inc.



Hannah Fischer

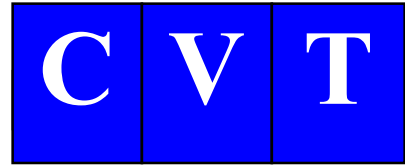
Graduate Engineer



Colby T. Verdegan, PE

President/Chief Engineer

Authorization to Proceed



Factual Geotechnical Evaluation Proposal

Project: Proposed Big Lake Infrastructure Improvements
Minnesota Ave and 172nd Street
Big Lake, Minnesota

Prepared by: Chosen Valley Testing, Inc.

Commencement of the above Project or Work Package, as outlined in the attached proposal document from Chosen Valley Testing, Inc., is hereby authorized. By signing this proposal, the client also agrees to the attached Chosen Valley Testing Inc. General Conditions, a copy of which is attached to this contract.

Person Authorized to Sign on Behalf Client and Accepting Responsibility for Payment

Signature

Paul Knier, Mayor
Printed Name & Title

March 18, 2026
Date

Name, Address & Signature of Party Responsible for payment of services, if different from addressee.

GENERAL CONTRACT PROVISIONS

ARTICLE 1 – PERFORMANCE OF THE WORK

Chosen Valley Testing, Inc. (“CVT”) shall perform the services under this Agreement in accordance with the care and skill ordinarily exercised by members of CVT’s profession practicing under similar circumstances at the same time and in the same locality. Sampling procedures employed by CVT during the Work can indicate actual conditions only at the precise locations from which, and only at the time, samples are taken. CVT may make inferences based upon the results of sampling or related testing to form a professional opinion of conditions in areas beyond those from which samples were taken. However, because a sampling program cannot prove the non-existence or non-presence of conditions or materials, CVT makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.

ARTICLE 2 – ADDITIONAL SERVICES

If the Client requests that the CVT perform any services which are beyond the scope as set forth in the Proposal, or if changed or unforeseen conditions require the CVT to perform services outside of the original scope, then, CVT shall promptly notify the Client of cause and nature of the additional services required. Upon notification, CVT shall be entitled to an equitable adjustment in both compensation and time to perform.

ARTICLE 3 – SCHEDULE

Unless specific periods of time or dates for providing services are specified in a separate Exhibit, CVT’s obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services. The Client agrees that CVT is not responsible for damages arising directly or indirectly from any delays for causes beyond CVT’s control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, or other natural disasters or acts of God; fires, riots, war or other emergencies; any action or failure to act in a timely manner by any government agency; actions or failure to act by the Client or the Client’s contractor or CVTs; or discovery of any hazardous substance or differing site conditions. If the delays outside of CVT’s control increase the cost or the time required by CVT to perform its services in accordance with professional skill and care, then CVT shall be entitled to a reasonable adjustment in schedule and compensation.

ARTICLE 4 – CONTRACTOR RESPONSIBILITIES

CVT neither guarantees the performance of any Contractor retained by Client nor assumes responsibility for any Contractor’s failure to furnish and perform the work in accordance with the construction documents. Client acknowledges CVT will not direct, supervise or control the work of contractors or their subcontractors, nor shall CVT have authority over or responsibility for the contractors means, methods, or procedures of construction. CVT’s services do not include review or evaluation of the Client’s, contractor’s or subcontractor’s safety measures, or job site safety. Job Site Safety shall be the sole responsibility of the contractor who is performing the work.

ARTICLE 5 – CLIENT RESPONSIBILITIES

Client is responsible to provide CVT with access to the site. Client shall also provide CVT with any other previous geotechnical or other reports, investigations, specifications, plans and other information about the site to which Client has access. Changes in plans and information about the site conditions that becomes known after our report may affect CVT’s opinions.

Drilling, sampling, and other subsurface work will cause disruption to the site and in particular to any paving or other structures in place over the selected sampling locations. CVT will use reasonable care to minimize damage to the site, but CVT has not included the cost of restoring normal damage in the estimated charges contained within its proposal. Client agrees to equitable adjust the contract amount in the event that Client seeks repair of the site in a manner more than is customary in the industry.

ARTICLE 6 – REUSE AND DISPOSITION OF INSTRUMENTS OF SERVICE

All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by CVT pursuant to this Agreement are CVT’s Instruments of Service and CVT retains all ownership interests in Instruments of Service, including copyrights. The Instruments of Service are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other project. Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by CVT. Files in electronic format furnished to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user’s sole risk. CVT makes no representations as to long term compatibility, usability or readability of electronic files.

If requested, at the time of completion or termination of the work, the CVT may make available to the Client the Instruments of Service upon (i) payment of amounts due and owing for work performed and expenses incurred to the date and time of termination, and (ii) fulfillment of the Client’s obligations under this Agreement. Any use or re-use of such Instruments of Service by the Client or others without written consent, verification or adaptation by the CVT except for the specific purpose intended will be at the Client’s risk and full legal responsibility and Client expressly releases all claims against CVT arising from re-use of the Instruments of Service without CVT’s written consent, verification or adaptation.

The Client will, to the fullest extent permitted by law, indemnify and hold the CVT harmless from any claim, liability or cost (including reasonable attorneys’ fees, and defense costs) arising or allegedly arising out of any unauthorized reuse or modification of these Instruments of Service by the Client or any person or entity that acquires or obtains the reports, plans and specifications from or through the Client without the written authorization of the CVT. Under no circumstances shall transfer of Instruments of Service be deemed a sale by CVT, and CVT makes no warranties, either expressed or implied, of merchantability and fitness for any particular purpose. CVT shall be entitled to compensation for any consent, verification or adaptation of the Instruments of Service for extensions of the Project or any other project.

ARTICLE 7 – PAYMENTS

Payment to CVT shall be on a lump sum or hourly basis as set out in the Agreement. CVT is entitled to payment of amounts due plus reimbursable expenses. Client will pay the balance stated on the invoice unless Client notifies CVT in writing of any disputed items within 15 days from the date of invoice. In the event of any dispute, Client will pay all undisputed amounts in the ordinary course, and the Parties will endeavor to resolve all disputed items. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1-1/2% per month, or the maximum amount authorized by law, whichever is less. CVT reserves the right to retain products of service until all invoices are paid in full. CVT will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or products of service until all invoices are paid in full. CVT shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney fees, incurred in connection with collecting amounts owed by Client. In addition, CVT may, after giving seven days’ written notice to Client, suspend services under this Agreement until it receives full payment for all amounts then due for services, expenses and charges. Payment methods, expenses and rates may be more fully described in Exhibit C and Exhibit E.

ARTICLE 8 – HAZARDOUS MATERIALS

Notwithstanding the Scope of Services to be provided pursuant to this Agreement, it is understood and agreed that CVT is not a user, handler, generator, operator, treater, arranger, storer, transporter or disposer of hazardous or toxic substances, pollutants or contaminants as any of the foregoing items are defined by Federal, State and/or local law, rules or regulations, now existing or hereafter amended, and which may be found or identified on any Project which is undertaken by CVT.

The Client agrees to indemnify CVT and its officers, subCVT(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or

contaminants of any kind, except that this clause shall not apply to such liability as may arise out of CVT's sole negligence in the performance of services under this Agreement arising from or relating to hazardous or toxic substances, pollutants, or contaminants specifically identified by the Client and included within CVT's services to be provided under this Agreement.

ARTICLE 9 - INSURANCE

CVT has procured general and professional liability insurance. On request, CVT will furnish client with a certificate of insurance detailing the precise nature and type of insurance, along with applicable policy limits.

ARTICLE 10 – TERMINATION OR SUSPENSION

If CVT's services are delayed or suspended in whole or in part by Client, or if CVT's services are delayed by actions or inactions of others for more than 60 days through no fault of CVT, CVT shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by CVT in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination CVT shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses. CVT is entitled to payment even if the project does not go forward or is not constructed.

This Agreement may be terminated by either party upon thirty days' written notice without cause. CVT shall upon termination only be entitled to payment for the work performed up to the Date of termination. In the event of termination, copies of plans, reports, specifications, electronic drawing/data files (CADD), field data, notes, and other documents whether written, printed or recorded on any medium whatsoever, finished or unfinished, prepared by the CVT pursuant to this Agreement and pertaining to the work or to the Project, (hereinafter "Instruments of Service"), shall be made available to the Client upon payment of all amounts due as of the date of termination. All provisions of this Agreement allocating responsibility or liability between the Client and CVT shall survive the completion of the services hereunder and/or the termination of this Agreement.

ARTICLE 11 - INDEMNIFICATION

The CVT agrees to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused by the CVT's negligence or willful misconduct.

The Client agrees to indemnify and hold the CVT harmless from any damage, liability or cost to the extent caused by the Client's negligence or willful misconduct.

ARTICLE 12- WAIVER OF CONSEQUENTIAL DAMAGES

The CVT and Client waive claims against each other for consequential damages arising out of or relating to this contract. This mutual waiver includes damages incurred by the Client for rental expenses, for loss of use, loss of income, lost profit, project delays, financing, business and reputation and for loss of management or employee productivity or of the services of such persons; and (2) Damages incurred by the CVT for principal office expenses including the compensation for personnel stationed there, for losses of financing, business and reputation and for loss of profit except anticipated profit arising directly from the Work. The CVT and Client further agree to obtain a similar waiver from each of their contractors, subcontractors or suppliers.

ARTICLE 13 - ASSIGNMENT

Neither Party to this Agreement shall assign its interest in this agreement, any proceeds due under the Agreement nor any claims that may arise from services or payments due under the Agreement without the written consent of the other Party. Any assignment in violation of this provision shall be null and void. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CVT or Client. This Agreement is for the exclusive benefit of CVT and Client and there are no other intended beneficiaries of this Agreement.

ARTICLE 14 - CONFLICT RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and CVT agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation as a precondition to any formal legal proceedings.

ARTICLE 15 - CONFIDENTIALITY

The CVT agrees to keep confidential and not to disclose to any person or entity, other than the CVT's employees, and the general contractor and subcontractors, if appropriate, any data and information furnished to the CVT and marked CONFIDENTIAL by the Client. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the CVT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the CVT to complete services under the Agreement or defend itself from any suit or claim.

ARTICLE 16 – LIMITATION OF LIABILITY

To the maximum extent permitted by law, the Client agrees to limit the CVT's liability for any claims by or through the Client to the sum of Fifty Thousand Dollars (\$50,000). This limitation shall apply regardless of the cause of action or legal theory pled or asserted. In addition, Client and CVT each agree that neither will be responsible for any incidental, indirect, or consequential damages (including loss of use or loss of profits) sustained by the other, its successors or assigns. This mutual waiver shall apply even if the damages were foreseeable and regardless of the theory of recovery plead or asserted.

ARTICLE 17 - CONTROLLING LAW

This Agreement is to be governed by the laws of the State of the location of the Project. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, including but not limited to claims for negligence or breach of warranty, that is not settled by nonbinding mediation shall be settled by the law of the state of the location of the Project.

ARTICLE 18 - LOCATION OF UNDERGROUND IMPROVEMENTS

Client shall provide CVT all information that Client has about buried objects at the site. Where requested by Client, CVT will perform customary research to assist Client in locating and identifying subterranean structures or utilities. However, CVT may reasonably rely on information from the Client and information provided by local utilities related to structures or utilities and will not be liable for damages incurred where CVT has complied with the standard of care and acted in reliance on that information. The Client agrees to waive all claims and causes of action against the CVT for claims by Client or its contractors relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by the CVT.



AGENDA ITEM
Big Lake City Council

Prepared By: Sam Olson, Chief of Police	Meeting Date: 3/18/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 7A
Item Description: Swearing in of Captain Tom Kucala		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

Mayor Knier is asked to conduct the Oath of Office for Captain Tom Kucala.

BACKGROUND/DISCUSSION

Captain Kucala has served with the Big Lake Police Department since 2017. His tenure with the department includes service in patrol operations, advancement to Police Sergeant, and subsequent appointment as an Investigator in 2022. The Big Lake City Council approved the appointment of Tom Kucala to the Captain position at their meeting on February 18, 2026. Captain Kucala’s institutional knowledge, leadership experience, and commitment to the department will continue to be a strong asset in this role. Captain Kucala will take his Oath of Office at the March 18, 2026 Council Meeting.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Sam Olson, Chief of Police	Meeting Date: 3/18/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7B
Item Description: Recognition of Big Lake Police Reserves		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

Chief of Police Sam Olson and Sergeant Guy Chaffee to recognize the Big Lake Police Department Reserve Officers Andrew Smith, Crystal Gassman, Aaron Lee, Ben Bauman, and Grant Reitmeier.

BACKGROUND/DISCUSSION

Police Reserves are an extension of a Police Department. Those serving on the Big Lake Police Reserve Unit are non-sworn volunteers who assist the Police Department with certain emergencies or critical events. The Reserves assist the department with numerous community engagement events including the Big Lake Spud Fest event and the BLPD Night to Unite. Reserves also assist officers with training, vacation house watches, and animal impoundments.

The Big Lake Police Department would like to recognize the Police Reserve Unit, whose service has positively impacted our community. The Big Lake Police Reserve Unit put in 730 hours of volunteer service in 2025:

- Crystal Gassman – 168 hours
- Ben Bauman - 157 hours
- Aaron Lee - 82 hours
- Grant Reitmeier – 73 hours
- Andy Smith - 250 hours

The Big Lake Police Department and City of Big Lake would like to thank and congratulate these reserves for their dedication and selflessness to the residents of Big Lake.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Layne R. Otteson P.E. City Engineer ENG26-016	Meeting Date: 3/18/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7C
Item Description: Approve Final Plans and Specifications and Authorize Advertisement for 2026 Street and Utility Improvement Project No. ST2026-1		Reviewed By: Hanna Klimmek, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

A motion to approve a **RESOLUTION** approving the final plans and specifications and authorizing the Advertisement of Bids for the 2026 Street and Utility Improvement Project No. ST2026-1, contingent upon LRIP funding and MNDOT review.

BACKGROUND/DISCUSSION

The City Council directed the City Engineer to prepare final plans and specification for work located on Minnesota Avenue and 172nd Street. The following is detailed information for each area:

Minnesota Avenue (300 feet west of County Road 43 to 180th Street)

This corridor includes segments east and west of County Road 43. The segment east of County Road 43 is a platted right of way across an agricultural field and identified as an east – west collector per the City’s Comprehensive Plan. **The adjacent property owner has petitioned the City to construct the full segment and assess per State Statute Chapter 429.** The segment west of County 43 may require minor modification to better align geometrically with the east side so it is included within the Preliminary Engineering Report and Resolution. The first 500 feet east of County 43 is adjacent to the anticipated Public Safety Facility and has developable land to the south. This segment is **critical** to the construction of the Public Safety Facility. The remaining segment is about 770 feet and has developable land to the north and south of the corridor. However, this segment is not needed to build the Public Safety Facility but it will provide shortest route access to the Industrial Park, Premier Marine manufacturing facility and the new Covenant Christian Academy school. If both segments are completed, Minnesota Avenue would then be continuous from Lake Street to 177th Street (1.25 miles).

The City Engineer proposes to construct a 1,270-foot-long segment of Minnesota Avenue meeting City collector and MnDOT State Aid design standards. This includes grading, storm sewer, ponding, watermain, sanitary sewer, curbing, pavement, turn lanes, sidewalk, trail and lighting system. The estimated cost is \$1,750,000 including engineering, survey, construction, inspection and material testing. **If Local Road Improvement Program (grant funding) is not received from the State, the City Engineer will bring back a recommendation regarding scope and funding options at the April 15th Council meeting.**

172nd Street (US 10 to Prairie Drive)

The Township approached the City to consider a joint project as both City and Township have corporate limits that share the segment. The City corporate limits border about 41% of the 1,050-foot-long street

segment. The street has substandard lane widths of 11’ feet and pedestrians walk along the edge. Several areas are found to have poor drainage and trees/shrubs within the right of way. The street pavement is observed to be in generally poor condition with a low rating.

The City Engineer and Township shall partner to reconstruct 1,050 feet of 172th Street. The street will have a full depth reclamation, 2’ widening (12’ lanes), shouldering, new 4” asphalt pavement, tree removal and minor grading in boulevards. This process will likely produce excess reclaim material that can be reused for base construction onsite and elsewhere. This will require a Joint Powers Agreement addressing responsibilities, cost share and reimbursement procedures. The total cost of construction and engineering is estimated to be \$160,000 and the City portion (pre-rated) is approximately \$70,000.

Minnesota Avenue (176th Street to 177th Street)

This segment has been **removed** from this project as an opportunity for excavation and grading the corridor at a cost less than \$2,500 has been received.

The tentative schedule is:

- Await MNDOT approval since State Aid Account funds are being utilized.
- Open bids and award in late May.
- Construction window is June through October.
- Final assessment hearing in November.

FINANCIAL IMPACT

The estimated costs of the project are estimated to be \$1,950,000. The scope includes Minnesota Avenue (\$1,750,000) and 172nd Street (\$160,000.00). The Township will reimburse the City for approximately 59% of the cost to reconstruct 172nd Street. The City has applied for a grant through the State called Local Road Improvement Program (LRIP). The City is competing with 232 applications for \$47 million dollars and requested full funding to construct Minnesota Avenue.

LRIP Grant Funding Impact

If successful, the grant will cover all Minnesota Avenue construction costs except watermain and sanitary sewer. The results of the LRIP grant will be revealed in late March. If funding from the State is unsuccessful, the City Engineer would bring back the project with options such as a reduced scope for Minnesota Avenue to construct the western 500’ segment required for the future Public Safety Facility. This scope reduction would reduce the cost and maintain a CIP Fund 196 balance. Assessments would then be adjusted accordingly.

Costs

The work scope **assumes** full length of construction of Minnesota Avenue and 172nd Street. The estimated costs to design and construct is as follows:

A. Minnesota Avenue Extension (CR 43 to 180 th St)	\$1,750,000
Minnesota Avenue west 500’ segment	\$ 700,000
Minnesota Avenue east 770’ segment	\$1,050,000
B. 172 nd Street (US 10 to Prairie Drive)	<u>\$ 160,000</u>
	\$1,910,000

Funding (with LRIP Grant)

The funding **assumes** a successful LRIP grant for Minnesota Avenue (CR 43 to 180th Street) and reimbursement from Big Lake Township (\$90,000) for their portion of 172nd Street construction. The

remaining balance is funding by various CIP Funds. All costs and funding are estimated and subject to final quantity/cost.

LRIP Grant	(street and storm items eligible)	\$1,425,000
Township Reimbursement		\$ 90,000
CIP Fund 196		\$ 70,000
CIP Fund 399 (water)		\$ 175,000
CIP Fund 499 (sanitary)		<u>\$ 150,000</u>
		\$1,910,000

The preliminary special assessment is estimated to be \$30.49 per adjusted front foot for properties on 172nd Street and \$688.90 per adjusted front foot for properties on Minnesota Avenue (CR 43 to 180th Street). All benefitting properties subject to special assessment were listed in the Preliminary Engineering.

STAFF RECOMMENDATION

Staff recommends Council approve the Resolution approving the Final Plans and Specifications for the 2026 Street and Utility Improvement Project ST2026-1 and move forward with advertising for bids subject to LRIP funding and MnDOT review.

ATTACHMENTS

Resolution Approving Final Plans and Specifications and Authorize Advertise for Bids
2026 Street and Utility Improvement Project ST2026-1 Construction Plans

**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 Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 18, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF BIG LAKE
RESOLUTION NO. 2026-XX**

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE 2026 STREET AND UTILITY IMPROVEMENT
PROJECT NO. ST2026-1**

WHEREAS, it is proposed to improve various streets within the City of Big Lake and to assess the benefitted property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, Resolution No. 2025-72 of the Council was adopted December 10, 2025, directed the City Engineer to study proposed improvements and that he was instructed to report to the Council with all convenient speed advising the council as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended; and

WHEREAS, Resolution No. 2026-06 of the Council was adopted January 21, 2026, received the Preliminary Engineering Report and called for a Public Hearing to consider improvements; and

WHEREAS, after due Notice of Public Hearings on the construction of 2026 Street and Utility Improvement Project No. ST2026-1 for the City of Big Lake, Minnesota, hearing on said improvements were duly held on February 18, 2026, and the City Council heard all persons desiring to be heard on the matter and fully considered the same; and

WHEREAS, Resolution 2026-08 directed the preparations of final plans and specifications for the following streets;

- 172nd Street – US 10 to Prairie Drive;
- Minnesota Avenue – 300 feet west of County Road 43 to County Road 43; and
- Minnesota Avenue – County Road 43 to 180th Street.

WHEREAS, the final plans and specifications for 2026 Street and Utility Improvement Project No. ST2026-1 and such plans and specifications have been presented to this Council for approval.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that:

1. Said improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such plans and specifications for said improvements are hereby approved and placed on file in the office of the City Clerk.
3. The City Engineer is hereby authorized and directed to advertise for said improvements in the official City of Big Lake newspaper and in a recognized industry trade journal meeting Minnesota Statute Chapter 429. The advertisement publication must be made no less than three weeks before the last day for submission of bids and shall specify the work to be completed and will state the bids will be opened and considered in the Council Chambers of the City of Big Lake and that no bids will be considered unless sealed and filed with the City and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Big Lake for 5% of the amount of such bid.

Adopted by the Big Lake City Council this 18th day of March, 2026.

Mayor Paul Knier

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.

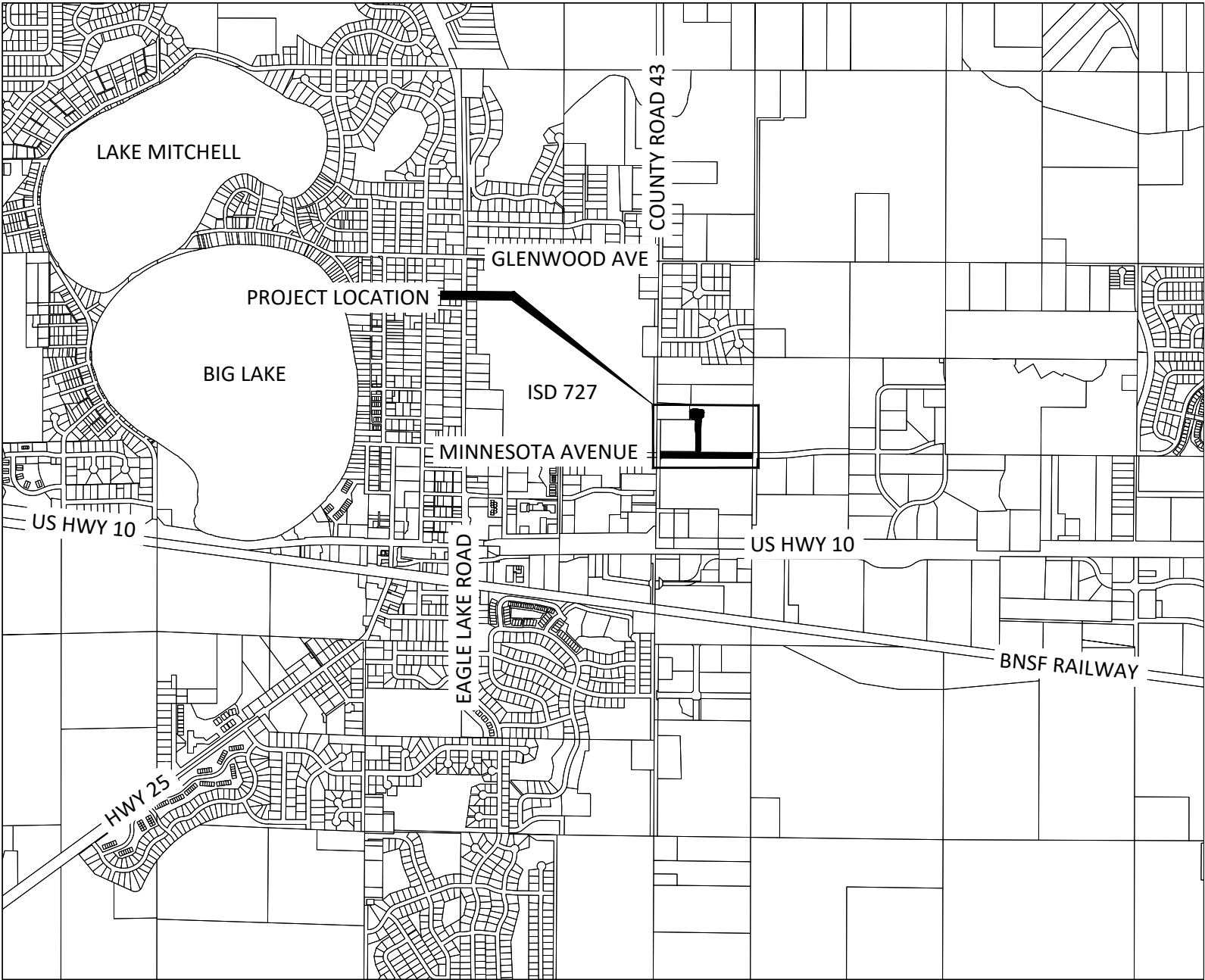
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The foregoing instrument was acknowledged before me this 18th day of March, 2026 by the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

CITY OF BIG LAKE
CONSTRUCTION PLANS FOR
2026 STREET AND UTILITY
IMPROVEMENT PROJECT
NO. ST2026-1

SITE GRADING, SANITARY SEWER, WATERMAIN, STORM SEWER, CURB & GUTTER, & BITUMINOUS PAVEMENT
MARCH 2026



RESOURCE LIST

City of Big Lake

City Hall
160 Lake Street N
Big Lake, MN, 55309

City Administrator:
Hanna Klimmek

Mayor: Paul Knier

City Council Members:
Ken Geroux
Kim Noding
Paul Seefeld
Ken Halverson

City Engineer:
Layne Otteson P.E.

Utility Superintendent:
Dan Childs
City of Big lake

UTILITIES

GAS
Centerpoint Energy
1240 W River Parkway
Minneapolis, MN 55454
800-245-2377

INTERNET
WINDSTREAM
DEREK WALRAVEN
612-219-4155

ELECTRIC
Xcel Energy
401 Nicollet Mall
Minneapolis, MN 55401
800-895-4999

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

MAP OF THE
CITY OF BIG LAKE
SHERBURNE COUNTY, MN



0 1000 2000
SCALE FEET

MAP LEGEND

PROJECT LIMITS



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MN 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



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CHECKED	JWC			
CLIENT PROJ. NO.				

--- GOVERNING SPECIFICATIONS ---
THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATION FOR CONSTRUCTION" SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST MMUTCD,
INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL
ZONE LAYOUTS.

SHEET NUMBER	SHEET TITLE
GENERAL	
B1-B2	TITLE SHEET & LEGEND
MINNESOTA AVENUE	
B3	EXISTING CONDITIONS & REMOVALS
B4-B9	DETAILS
B10	EROSION CONTROL PLAN
B11	GRADING PLAN
B12-B13	SANITARY SEWER & WATERMAIN PLAN & PROFILE
B14-B15	STORM SEWER PLAN & PROFILE
B18-B19	STREET PLAN & PROFILE
B20	SIGNING & STRIPPING
B21-B26	CROSS SECTIONS
172ND STREET RECONSTRUCTION	
W1-W6	172ND STREET N RECONSTRUCTION
THIS PLAN SET CONTAINS 32 SHEETS.	

Jason W. Cook, P.E., Bolton & Menk for Minnesota Avenue Improvements
Design Engineer: I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Date _____ License Number _____

Approved: City of Big Lake Engineer _____ Date _____

Approved: WIDSETH Project Engineer for 172ND Street Reconstruction _____ Date _____

RECORD DRAWING INFORMATION
OBSERVER:
CONTRACTOR:
DATE:

BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
TITLE SHEET

SHEET
B1

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EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	ELECTRIC CAR CHARGE STATION		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT

PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS

SURVEY SYMBOLS

	BENCHMARK LOCATION		CAST IRON MONUMENT
	CONTROL POINT		STONE MONUMENT
	MONUMENT FOUND		

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

SURVEY LINES

	CONTROLLED ACCESS
	BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

EXISTING UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	RECLAIMED WATER

PROPOSED UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING
	TRENCHLESS PIPE (PLAN VIEW)
	TRENCHLESS PIPE (PROFILE VIEW)

GRADING INFORMATION

	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR
	PROPOSED GRADING LIMITS / SLOPE LIMITS
	PROJECT LIMITS
	PROPOSED SPOT ELEVATION
	RISE:RUN (SLOPE)

HATCH PATTERNS

	BITUMINOUS		GRAVEL
	CONCRETE		

EXISTING PRIVATE UTILITY LINES

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	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL :

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: G-A G-A UNDERGROUND GAS, QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-22.

UTILITY QUALITY LEVELS:

QUALITY LEVEL D: PROVIDES THE MOST BASIC LEVEL OF INFORMATION. IT INVOLVES COLLECTING DATA FROM EXISTING UTILITY RECORDS. RECORDS MAY INCLUDE AS-BUILT DRAWINGS, DISTRIBUTION AND SERVICES MAPS, EXISTING GEOGRAPHIC INFORMATION SYSTEM DATABASES, CONSTRUCTION PLANS, ETC.

QUALITY LEVEL C: INVOLVES SURVEYING VISIBLE SUBSURFACE UTILITY STRUCTURES SUCH AS MANHOLES, HAND-HOLES, UTILITY VALVES AND METERS, FIRE HYDRANTS, PEDESTALS AND UTILITY MARKERS, AND THEN CORRELATING THE INFORMATION WITH EXISTING UTILITY RECORDS TO CREATE COMPOSITE DRAWINGS. INCLUDES QUALITY LEVEL D ACTIVITIES.

QUALITY LEVEL B: INVOLVES DESIGNATING THE HORIZONTAL POSITION OF SUBSURFACE UTILITIES THROUGH SURFACE DETECTION METHODS AND COLLECTING THE INFORMATION THROUGH A SURVEY METHOD. INCLUDES QUALITY LEVEL C AND D TASKS.

QUALITY LEVEL A: PROVIDES THE HIGHEST LEVEL OF ACCURACY. IT INVOLVES LOCATING OR POTHOLING UTILITIES AS WELL AS ACTIVITIES IN QUALITY LEVELS B, C, AND D. THE LOCATED FACILITY INFORMATION IS SURVEYED AND MAPPED AND THE DATA PROVIDES PRECISE PLAN AND PROFILE INFORMATION.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT
ADJ	ADJUST	GU	GUTTER	RT	RIGHT
ALT	ALTERNATE	GV	GATE VALVE	SAN	SANITARY SEWER
B-B	BACK TO BACK	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
BIT	BITUMINOUS	HH	HANDHOLE	SERV	SERVICE
BLDG	BUILDING	HP	HIGH POINT	SHLD	SHOULDER
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STA	STATION
BR	BEGIN RADIUS	HYD	HYDRANT	STD	STANDARD
BV	BUTTERFLY VALVE	I	INVERT	STM	STORM SEWER
CB	CATCH BASIN	K	CURVE COEFFICIENT	TC	TOP OF CURB
C&G	CURB AND GUTTER	L	LENGTH	TE	TEMPORARY EASEMENT
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TEMP	TEMPORARY
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TNH	TOP NUT HYDRANT
CL	CENTER LINE	LT	LEFT	TP	TOP OF PIPE
CL	CLASS	MAX	MAXIMUM	TYP	TYPICAL
CLVT	CULVERT	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CON	CONCRETE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CSP	CORRUGATED STEEL PIPE	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL		
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL	AC	ACRES
DWY	DRIVEWAY	PC	POINT OF CURVE	CF	CUBIC FEET
E	EXTERNAL CURVE DISTANCE	PCC	POINT OF COMPOUND CURVE	CV	COMPACTED VOLUME
ELEC	ELECTRIC	PE	PERMANENT EASEMENT	CY	CUBIC YARD
ELEV	ELEVATION	PED	PEDESTRIAN, PEDESTAL	EA	EACH
EOF	EMERGENCY OVERFLOW	PERF	PERFORATED PIPE	EV	EXCAVATED VOLUME
ER	END RADIUS	PERM	PERMANENT	LB	POUND
ESMT	EASEMENT	PI	POINT OF INTERSECTION	LF	LINEAR FEET
EX	EXISTING	PL	PROPERTY LINE	LS	LUMP SUM
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LV	LOOSE VOLUME
F-F	FACE TO FACE	PT	POINT OF TANGENT	SF	SQUARE FEET
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	SV	STOCKPILE VOLUME
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SY	SQUARE YARD
FM	FORCEMAIN	R	RADIUS		
FO	FIBER OPTIC	R/W	RIGHT-OF-WAY		
F.O.	FIELD ORDER	RCP	REINFORCED CONCRETE PIPE		
GRAN	GRANULAR	RET	RETAINING		



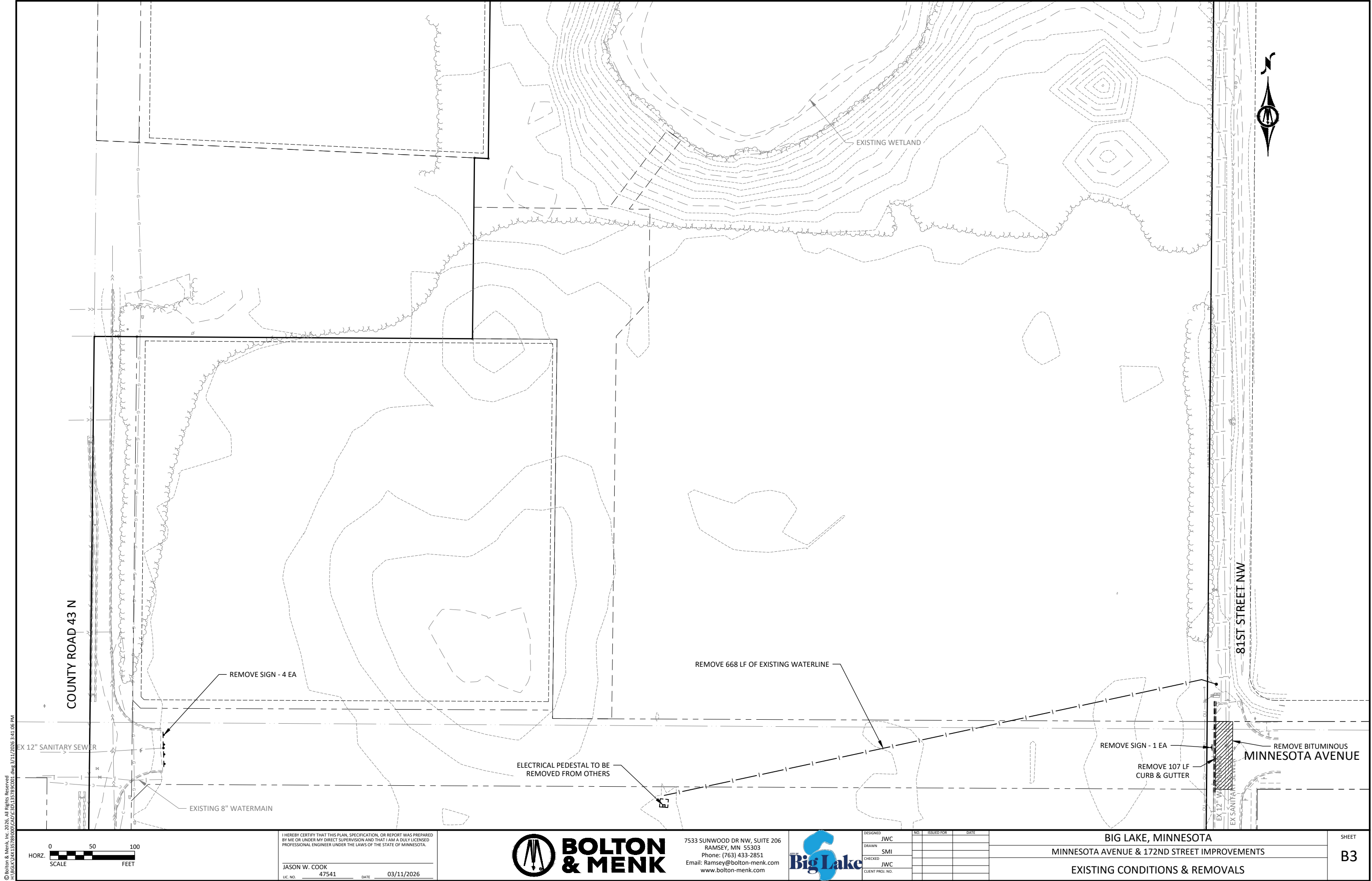
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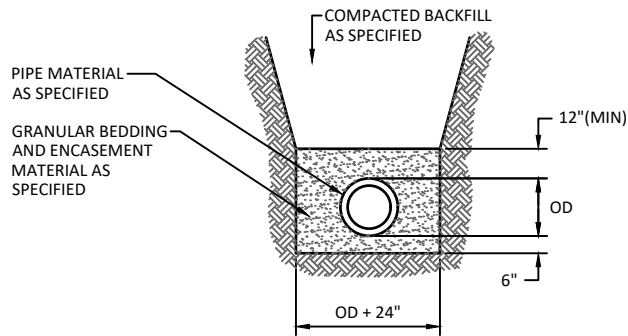


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BIG LAKE, MINNESOTA		SHEET
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS		
LEGEND		B2

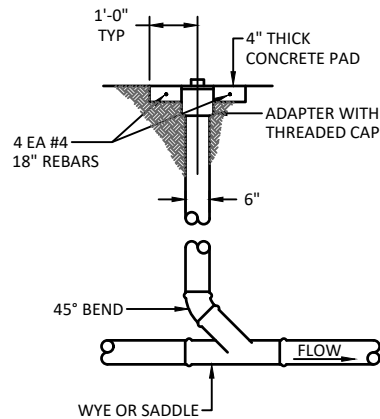


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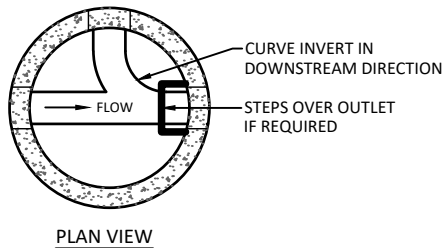
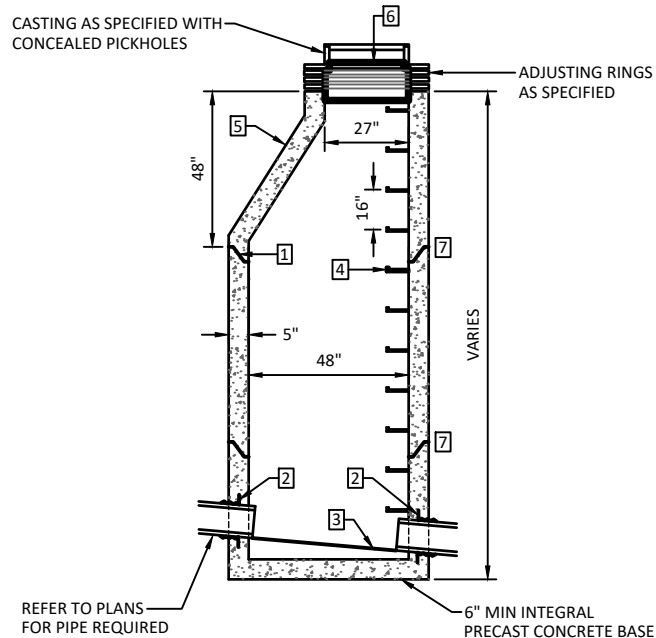
NON-RIGID SANITARY SEWER
TRENCH
NOT TO SCALE

LAST REVISION:
04-2021
PLATE NO.
5-200



SANITARY SEWER CLEANOUT
NOT TO SCALE

LAST REVISION:
04-2021
PLATE NO.
5-110

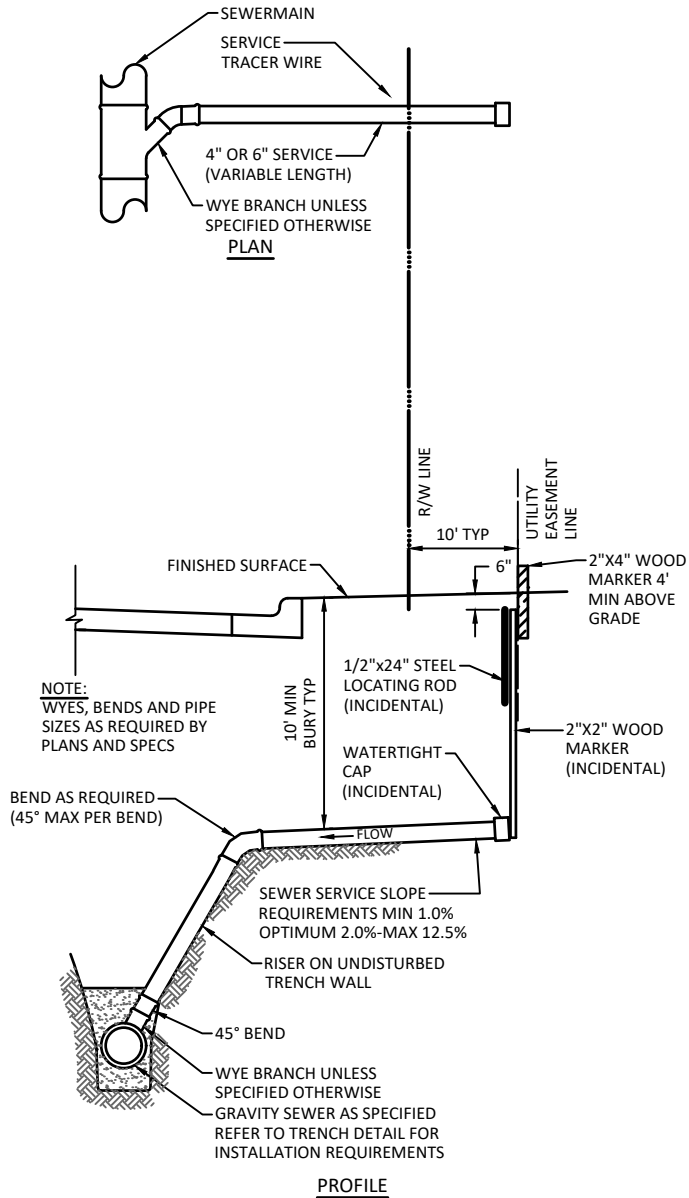


1. RUBBER GASKET (TYPICAL)
2. FLEXIBLE WATERTIGHT SEAL TO BE APPROVED BY ENGINEER
3. SHAPE, DEPTH AND SLOPE OF INVERT TO BE APPROVED BY ENGINEER
4. STEEL REINFORCED PLASTIC STEPS SHALL BE A POLYPROPYLENE PLASTIC REINFORCED WITH A NO. 2 DEFORMED STEEL ROD GRADE 60
5. MnDOT TYPE "B" ECCENTRIC PRECAST CONCRETE CONE SECTION TYPICAL FOR ALL MANHOLES
6. PLACE INTERIOR CHIMNEY SEAL (WHEN SPECIFIED)
7. 8" WIDE, 3/4" THICK BITUMINOUS MASTIC WRAP FULL CIRCUMFERENCE (WHEN SPECIFIED)



SANITARY MANHOLE
NOT TO SCALE

LAST REVISION:
04-2021
PLATE NO.
5-000



SANITARY SEWER SERVICE
NEW CONSTRUCTION
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LAST REVISION:
04-2021
PLATE NO.
05-101

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JASON W. COOK
LIC. NO. 47541 DATE 03/11/2026



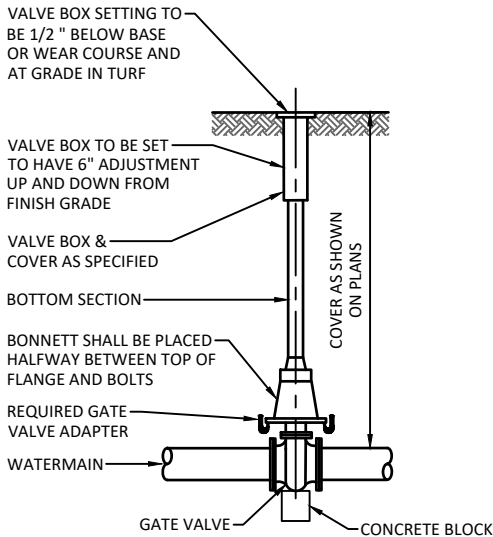
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BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
DETAILS
SANITARY SEWER

- NOTES:
1. VALVE BOX SHALL BE CENTERED ON OPERATING NUTS, STRAIGHT, FREE FROM DEBRIS, AND ALL SECTIONS UNBROKEN
 2. VALVES IN EASEMENTS SHALL HAVE CHANNEL POST WITNESS MARKERS WITH REFLECTIVE "GV" SIGN
 3. DEEP VALVES SHALL HAVE NUT EXTENSIONS INSTALLED TO ELEVATION TO ACCOMMODATE STANDARD 10' KEY; BOTTOM NUT SHALL BE BOLTED TO VALVE NUT AND ONLY ONE SECTION
 4. COMPACTION WITH MECHANICAL TAMPER AROUND VALVE BOX SHALL BE PLACED AND COMPACTED WITH 2' LIFTS TO ACHIEVE 95% COMPACTION
 5. GATE VALVES LOCATED WITHIN THE CONCRETE SIDEWALK SHALL INCLUDE A METAL SEPARATOR BETWEEN THE VALVE BOX AND THE CONCRETE

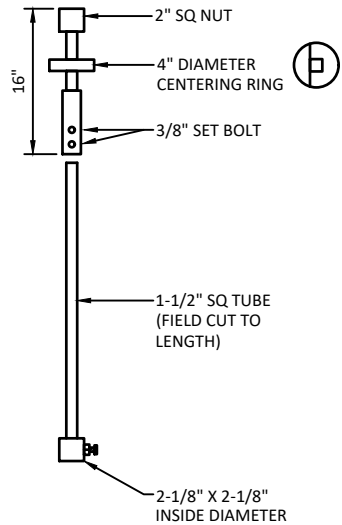


GATE VALVE BOX INSTALLATION

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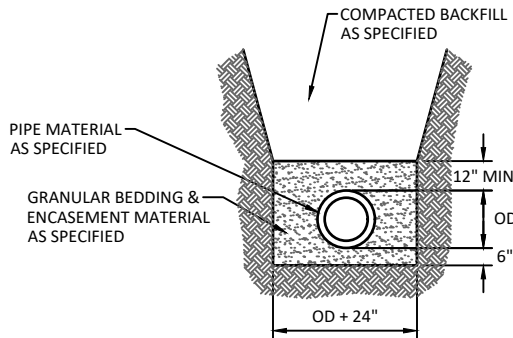


ADJUSTABLE VALVE EXTENSION STEM

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6-404

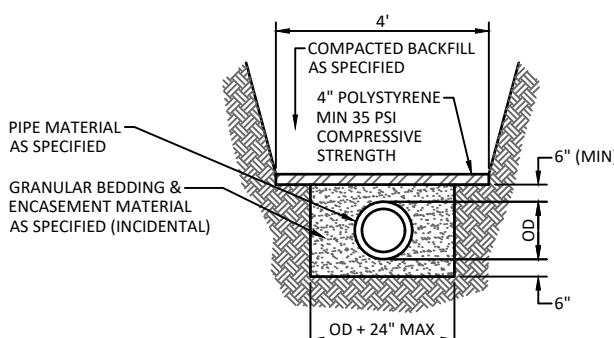


PVC WATERMAIN TRENCH

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6-200

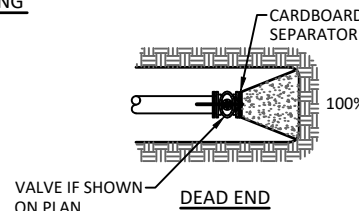
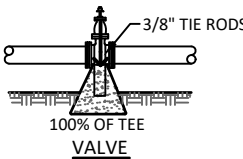
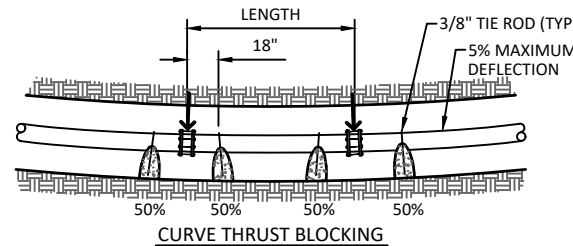
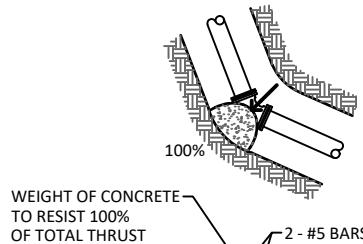
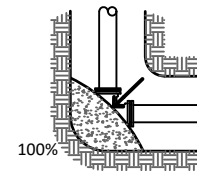
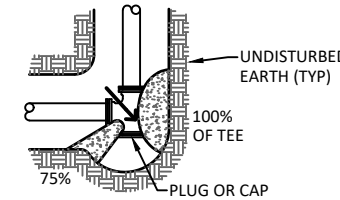
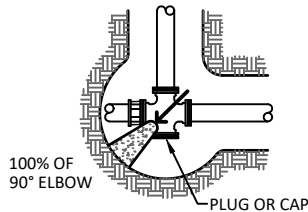
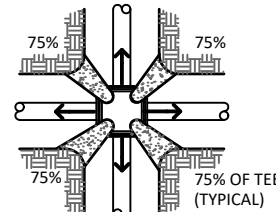
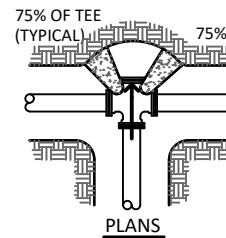
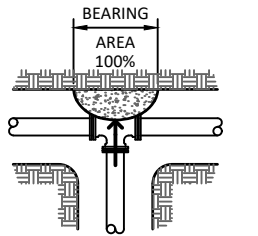


WATERMAIN INSULATION

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6-202



100% BEARING AREA (SQ. FT.)				
PIPE SIZE	DEAD END OR TEE	90° ELBOW	45° ELBOW	22 1/2° ELBOW
4	2.4	3.4	1.9	0.9
6	4.9	6.9	3.8	1.9
8	8.4	11.8	6.4	3.4
10	13.7	19.3	10.5	5.4
12	19.4	27.3	14.9	7.7
14	26.3	37.0	20.1	10.3
16	34.0	47.9	26.2	13.3
18	43.9	61.8	33.7	17.2
20	54.3	76.4	41.7	21.2
24	77.9	109.8	59.8	30.5

NOTE:
BEARING AREAS ARE BASED ON 250 LB MAXIMUM PRESSURE AND SOIL BEARING STRENGTH OF 2000 LB/SQ. FT.

ARROWS (→) INDICATE THRUST DIRECTION

NOTES:

1. FIGURE (100%) AT THRUST BLOCK INDICATES PER CENT OF TOTAL THRUST TO BE APPLIED FOR BEARING AREA.
2. CONCRETE FOR THRUST BLOCKS TO BE 2000 PSI.
3. RESTRAINING RODS ARE REQUIRED AT ALL TEES AND AT BENDS DEFLECTING 22-1/2° OR MORE.
4. WRAP THE PIPE WITH POLYETHYLENE WRAPPING PRIOR TO POURING THE THRUST BLOCK.
5. SEE SOILS REPORT FOR BEARING STRENGTH OF SOIL. IN ABSENCE OF A SOILS REPORT, AN AVERAGE SOIL (SPADABLE MEDIUM CLAY) CAN BE ASSUMED TO HAVE A BEARING STRENGTH OF 2000 PSI.
6. THRUST BLOCKS ARE NOT REQUIRED ON PVC WITH SOLVENT WELDED JOINTS.

SIDE THRUST PER 100 LB/SQ IN PRESSURE PER DEGREE OF DEFLECTION			
PIPE SIZE	SIDE THRUST-LB	PIPE SIZE	SIDE THRUST-LB
4	35	14	377
6	72	16	486
8	122	18	665
10	197	20	790
12	278	24	1150

MULTIPLY THRUST BY DEGREE OF DEFLECTION TO OBTAIN TOTAL THRUST



CONCRETE THRUST BLOCKS

NOT TO SCALE

LAST REVISION:
04-2021

PLATE NO.
6-207



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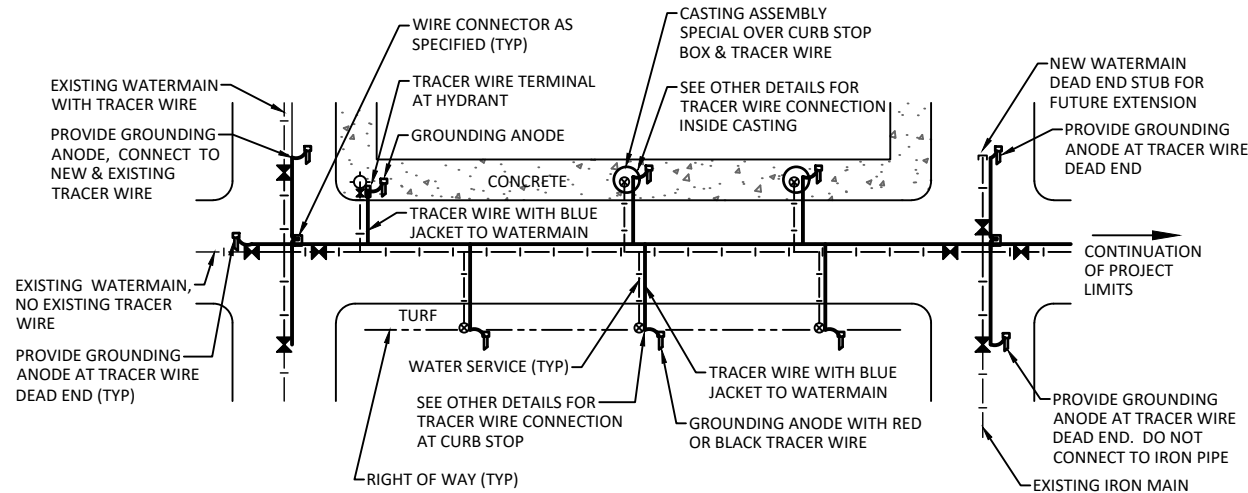
BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
DETAILS
WATERMAIN

SHEET

B5

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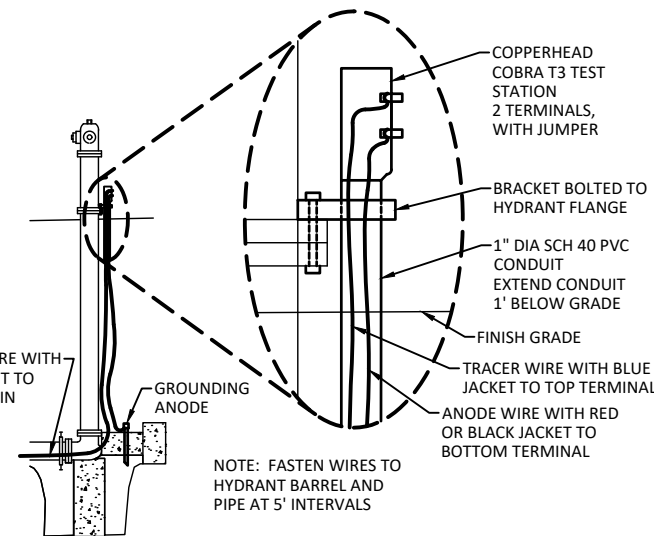
JASON W. COOK
LIC. NO. 47541 DATE 03/11/2026



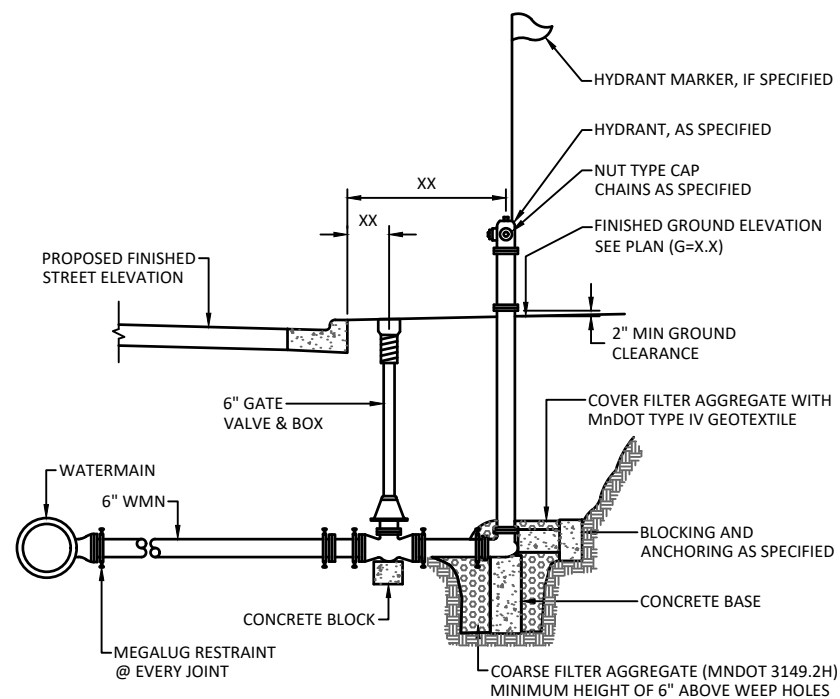
- NOTES:
1. NUMBER OF SERVICES, CASTINGS AND TRACER WIRE ACCESS BOXES REQUIRED PER BLOCK VARIES. REFER TO UTILITY PLAN SHEETS.
 2. CONNECTIONS TO EXISTING WATERMAINS AND TRACER WIRES VARY BY LOCATION.
 3. DO NOT CAD WELD TRACER WIRE TO DUCTILE IRON PIPE.

2 TRACER WIRE SYSTEM SCHEMATIC - WATER DISTRIBUTION
NOT TO SCALE

3 TRACER WIRE ACCESS BOX AT CURB STOP
NOT TO SCALE

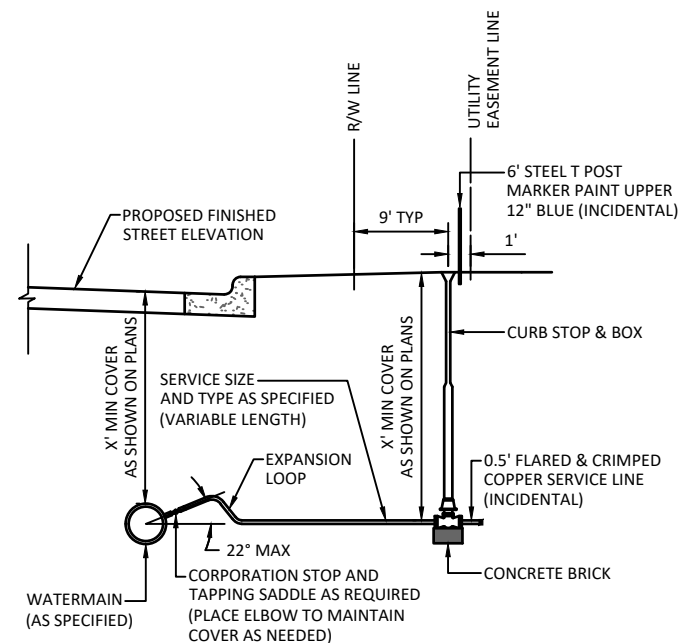


3 TRACER WIRE AT HYDRANT
NOT TO SCALE

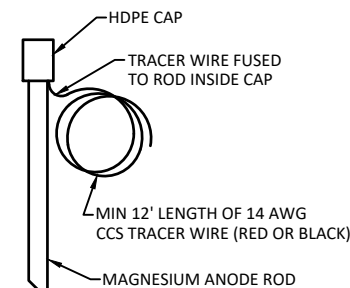


HYDRANTS LOCATED WHERE THE GROUNDWATER TABLE IS ABOVE THE DRAIN OUTLET SHALL HAVE THE OUTLET DRAIN PLUGGED AND SHALL BE EQUIPPED WITH A TAG STATING "PUMP AFTER USE"

XX
X.XX HYDRANT INSTALLATION, MEGALUGS
NOT TO SCALE

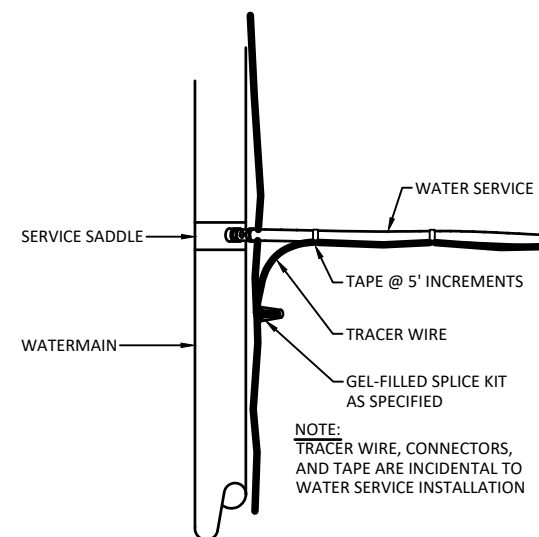


XX
X.XX WATER SERVICE INSTALLATION
NEW CONSTRUCTION
NOT TO SCALE



NOTE: MAGNESIUM ROD DIMENSIONS SHALL BE APPROX 18" LONG BY 1.3" DIA, AND APPROX 1 LB IN WEIGHT.

4 GROUNDING ANODE
NOT TO SCALE



5 WATER SERVICE TRACER WIRE CONNECTION
NOT TO SCALE

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RC PIPE
CLASS "B" BEDDING
NOT TO SCALE

LAST REVISION:
04-2021

PLATE NO.
4-001

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JASON W. COOK
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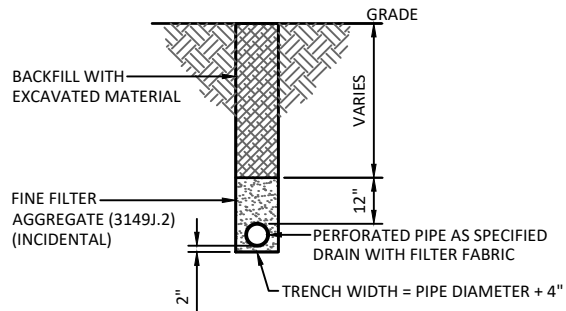


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BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
DETAILS
STORM SEWER

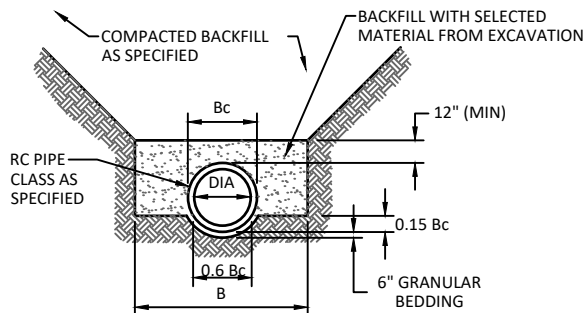
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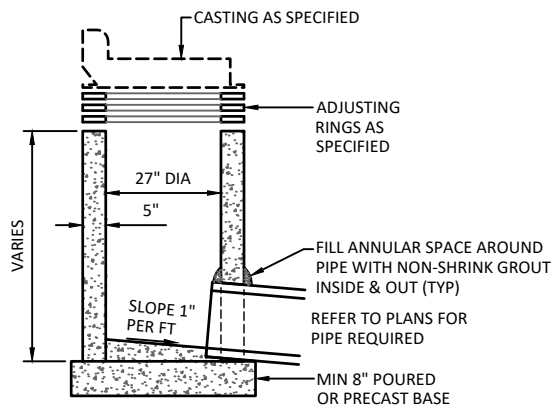


XX
X.XX
SUBSURFACE PIPE DRAIN

NOT TO SCALE

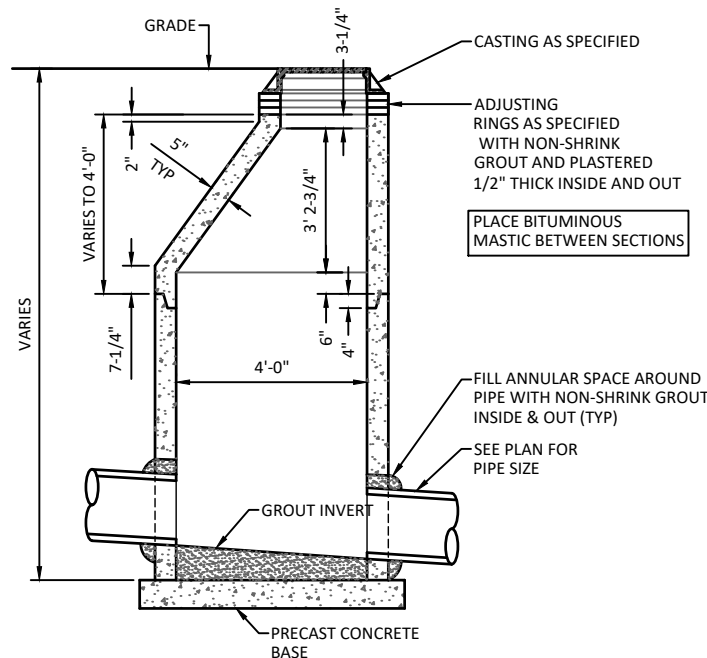


PIPE DIA	B
36" OR LESS	Bc + 24"
42" TO 54"	1.5 X Bc
60" OR OVER	Bc + 36"



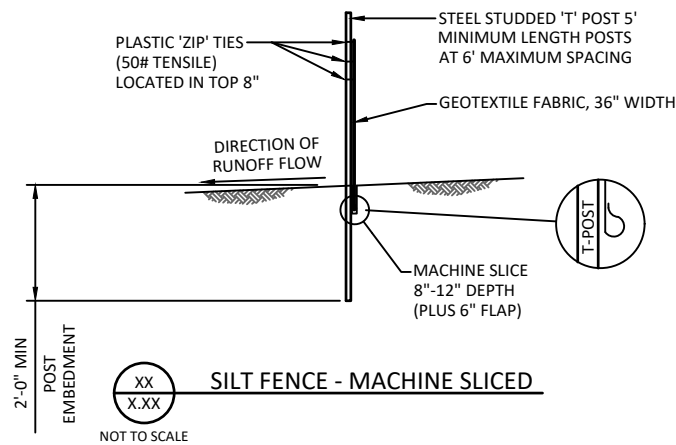
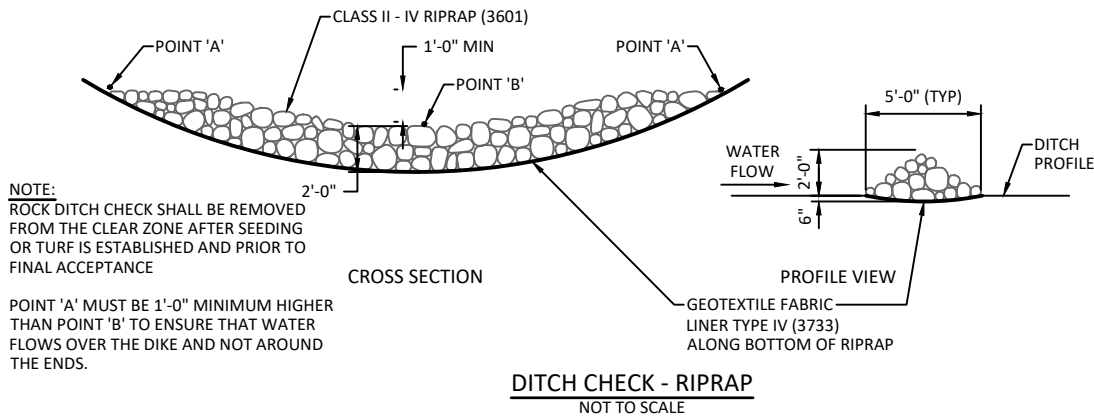
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X.XX
CATCH BASIN
DESIGN H

NOT TO SCALE

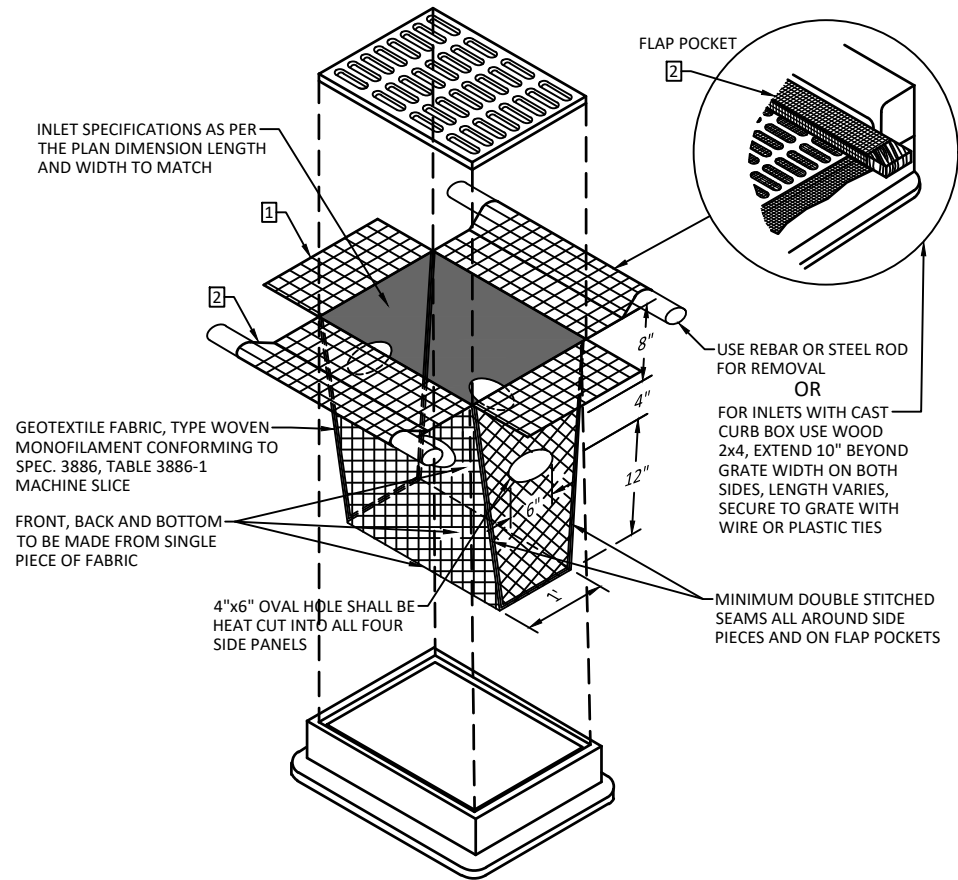
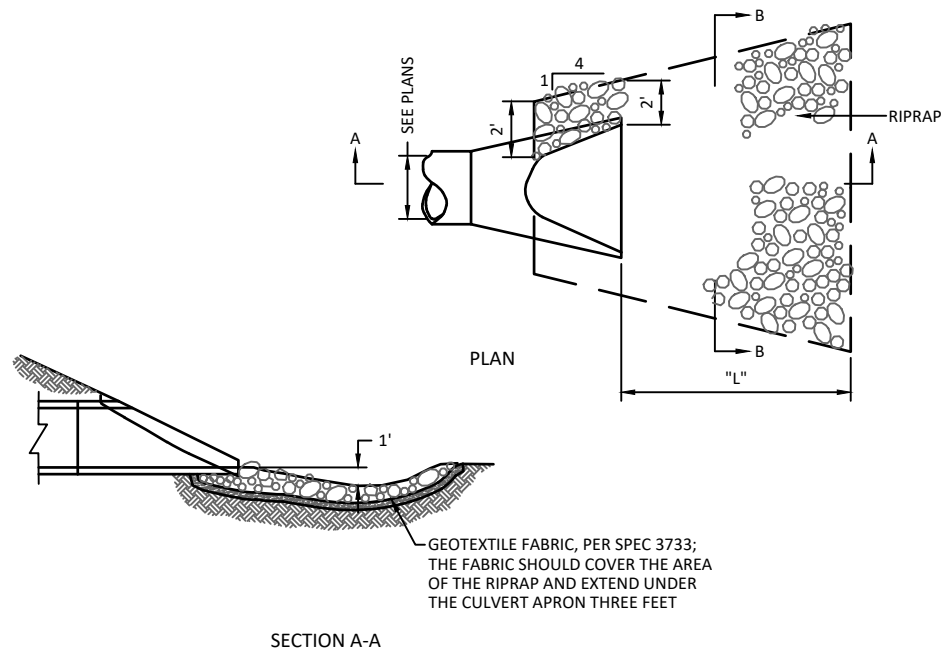
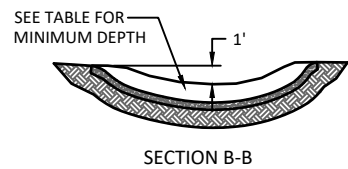


XX
X.XX
STORM SEWER STRUCTURE
DESIGN F, TYPE "B" CONE

NOT TO SCALE



ROUND PIPE DIA (IN)	L (FT)	CLASS II d50=6"	CLASS III d50=9"	CLASS IV d50=12"
		12" DEPTH RIPRAP (CU YD)	18" DEPTH RIPRAP (CU YD)	24" DEPTH RIPRAP (CU YD)
12	8	5	8	10
15	8	5	8	10
18	10	6	10	15
21	10	8	15	15
24	12	10	15	20
27	12	10	15	20
30	14	15	20	25
36	16	18	25	30
42	18	20	30	40
48	20	20	40	50



- NOTES:
- INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER. MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENTS EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL IN THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.
 - FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



INLET PROTECTION
GEOTEXTILE BAG
NOT TO SCALE

LAST REVISION:
04-2021

PLATE NO.
3-104



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BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
DETAILS
EROSION CONTROL

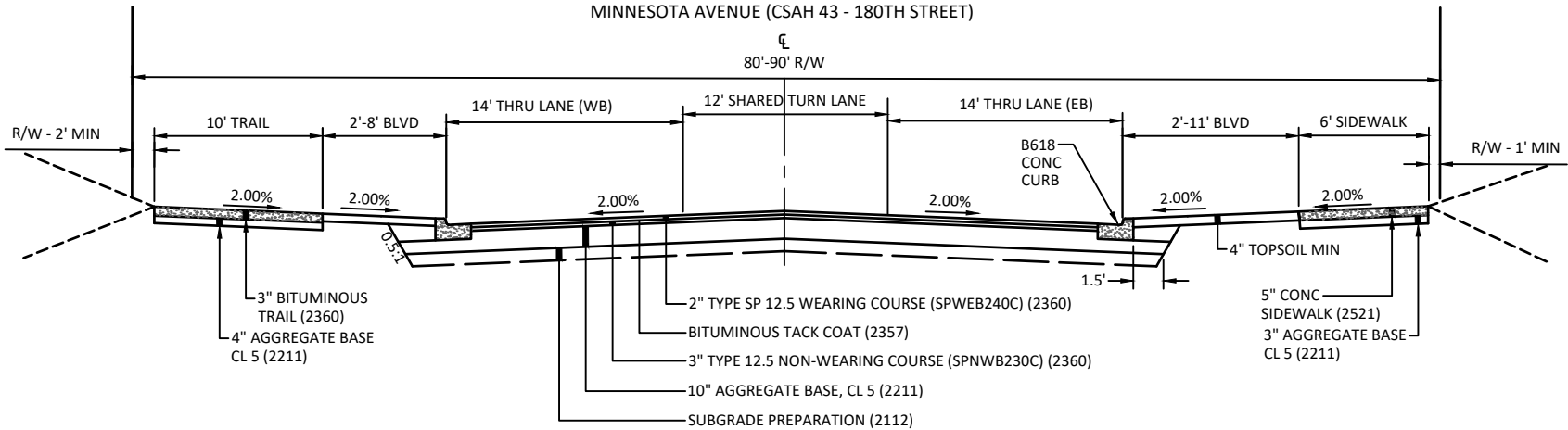
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LIC. NO. 47541 DATE 03/11/2026

TYPICAL SECTION



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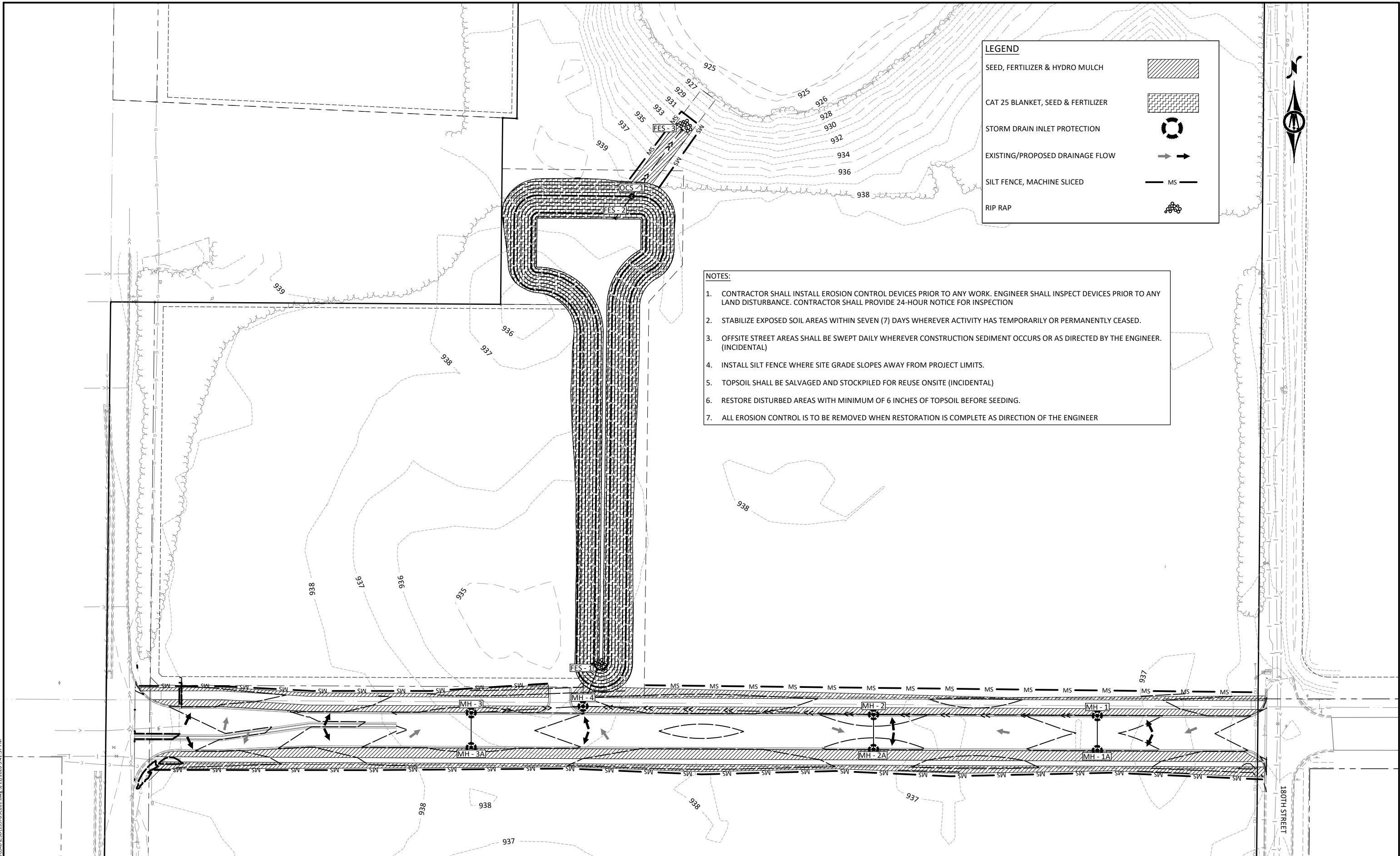


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BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
DETAILS
PAVING & ROADWAY

SHEET
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NOTES:

1. CONTRACTOR SHALL INSTALL EROSION CONTROL DEVICES PRIOR TO ANY WORK. ENGINEER SHALL INSPECT DEVICES PRIOR TO ANY LAND DISTURBANCE. CONTRACTOR SHALL PROVIDE 24-HOUR NOTICE FOR INSPECTION
2. STABILIZE EXPOSED SOIL AREAS WITHIN SEVEN (7) DAYS WHEREVER ACTIVITY HAS TEMPORARILY OR PERMANENTLY CEASED.
3. OFFSITE STREET AREAS SHALL BE SWEEPED DAILY WHEREVER CONSTRUCTION SEDIMENT OCCURS OR AS DIRECTED BY THE ENGINEER. (INCIDENTAL)
4. INSTALL SILT FENCE WHERE SITE GRADE SLOPES AWAY FROM PROJECT LIMITS.
5. TOPSOIL SHALL BE SALVAGED AND STOCKPILED FOR REUSE ONSITE (INCIDENTAL)
6. RESTORE DISTURBED AREAS WITH MINIMUM OF 6 INCHES OF TOPSOIL BEFORE SEEDING.
7. ALL EROSION CONTROL IS TO BE REMOVED WHEN RESTORATION IS COMPLETE AS DIRECTION OF THE ENGINEER

0 50 100
HORIZ. SCALE FEET

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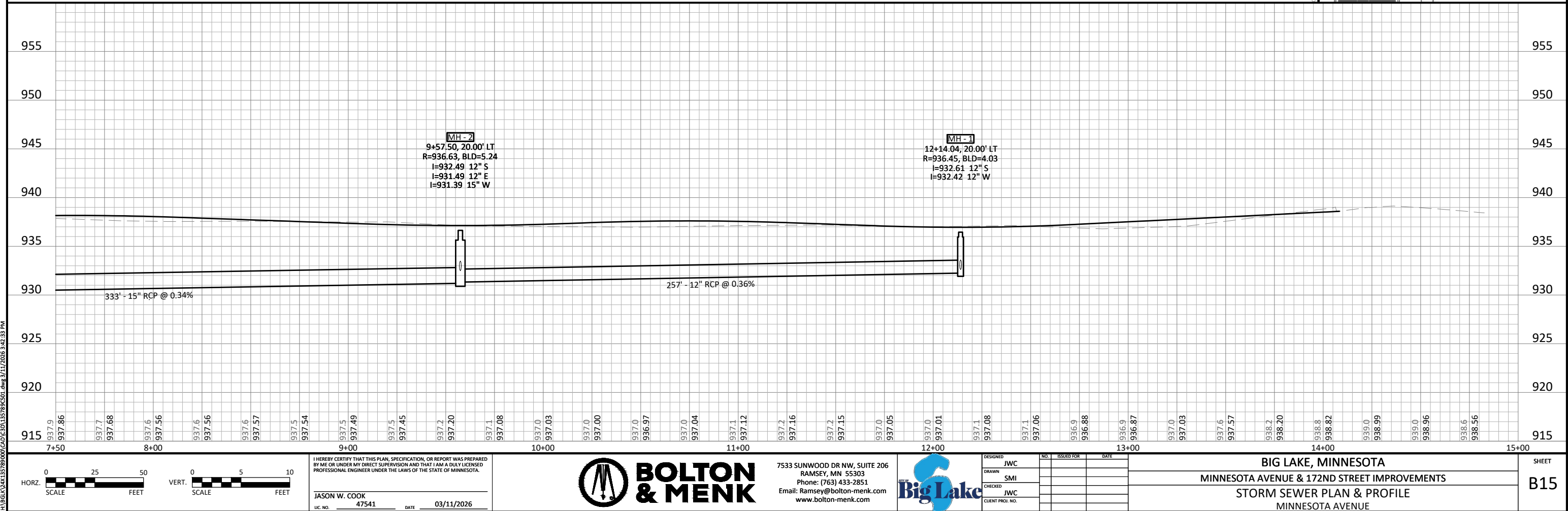
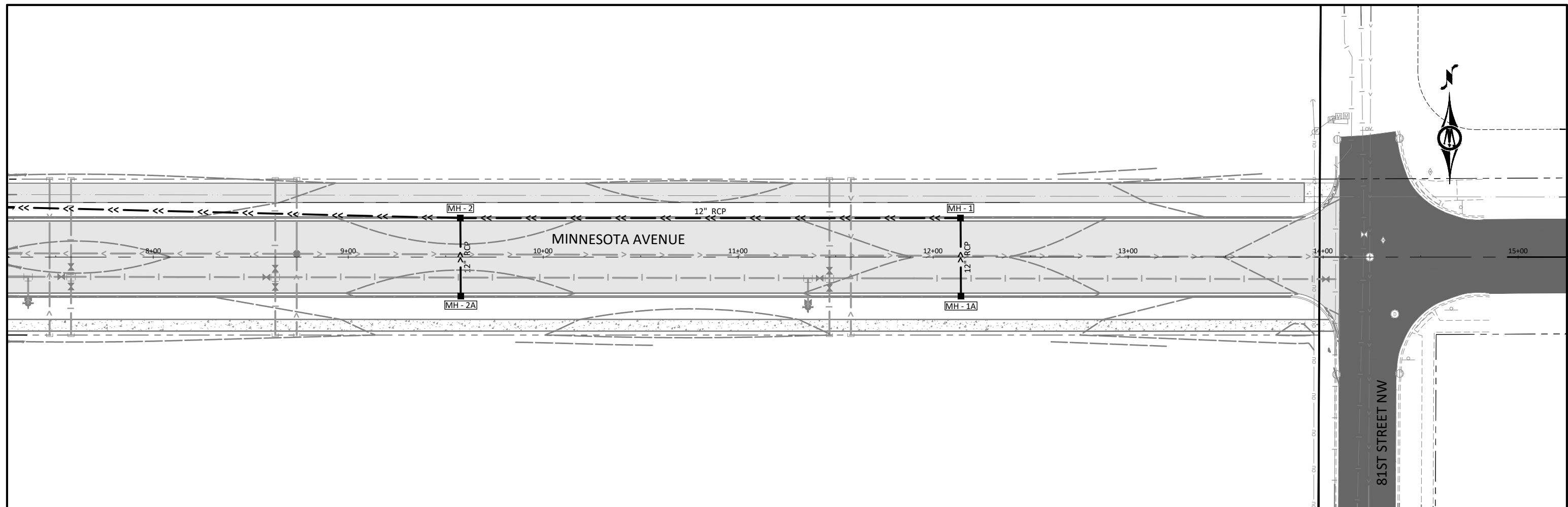


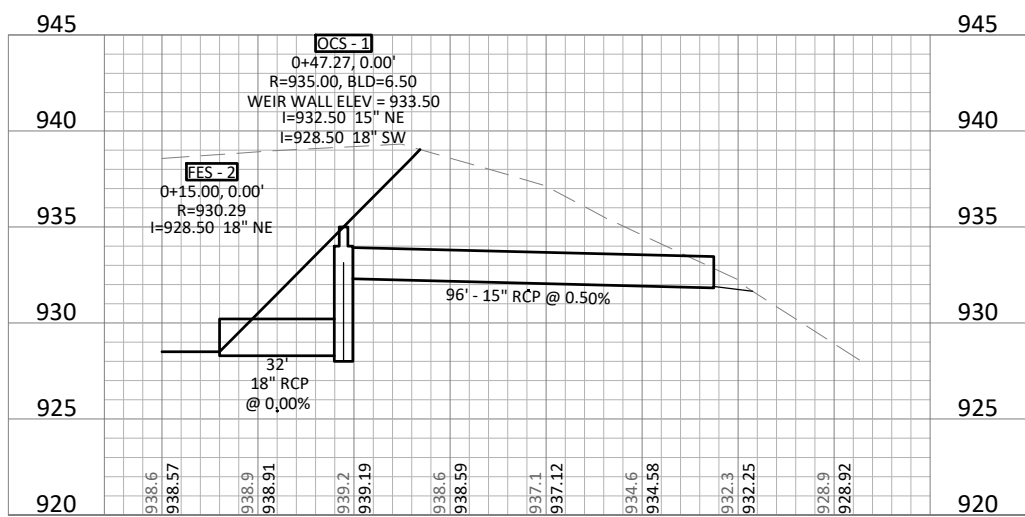
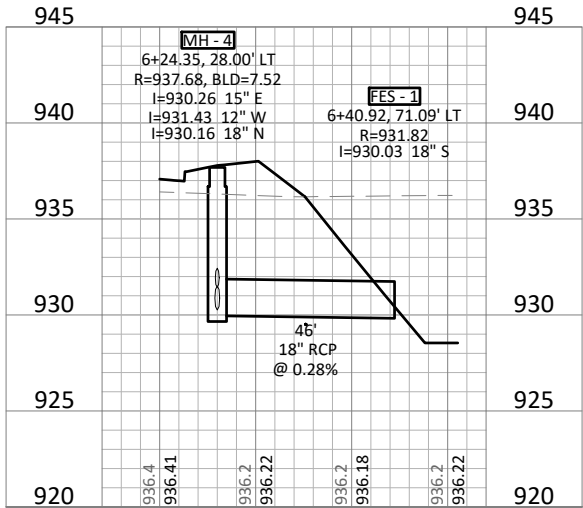
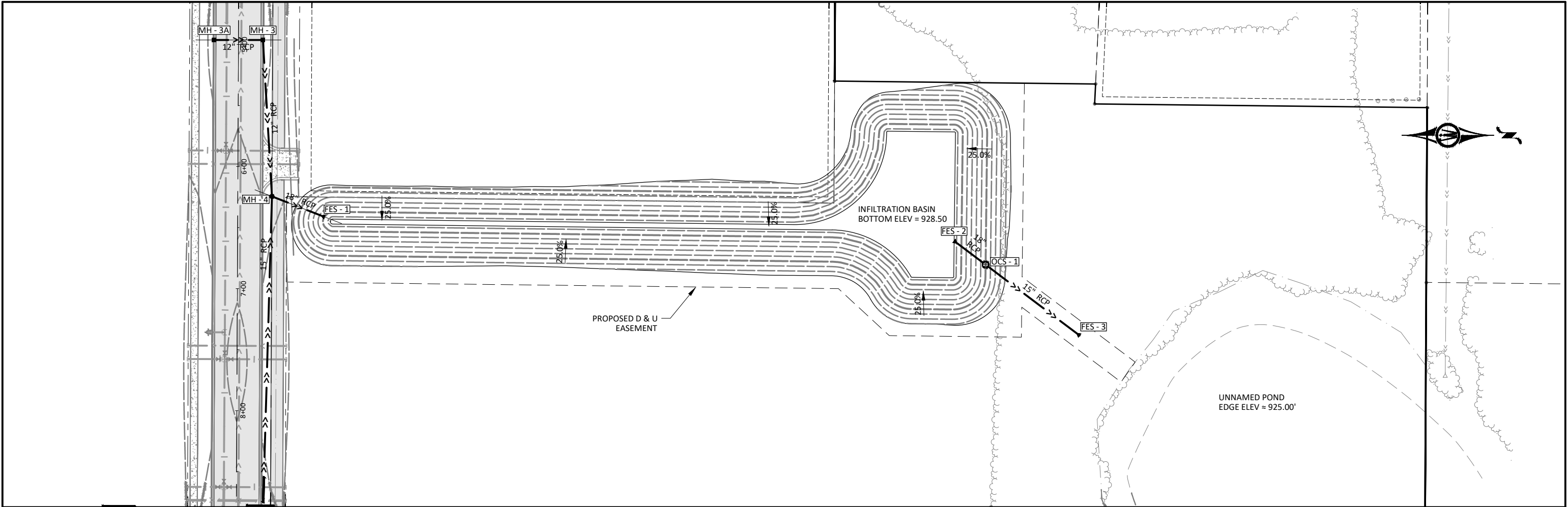
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BIG LAKE, MINNESOTA
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EROSION CONTROL PLAN

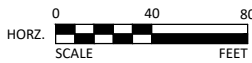
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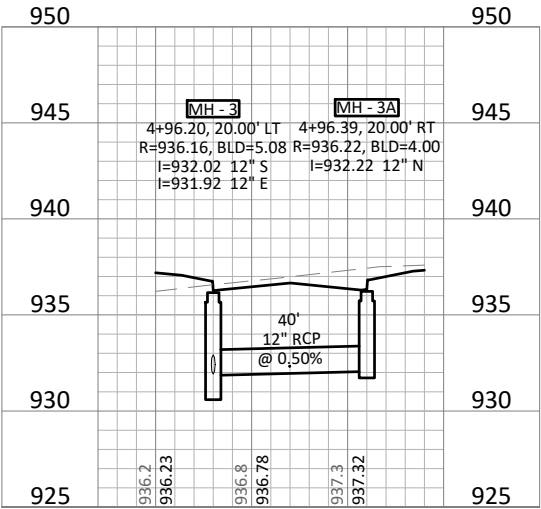
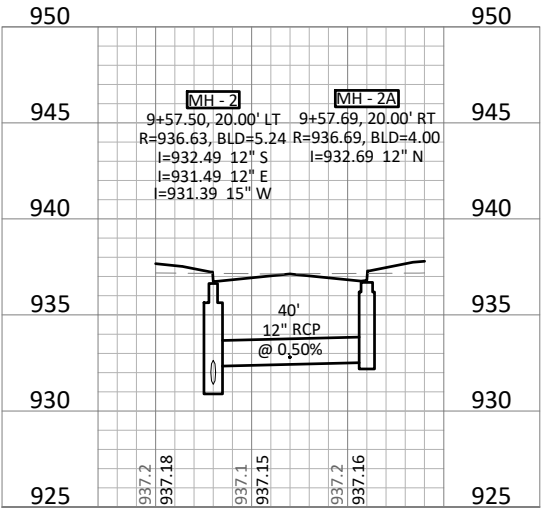
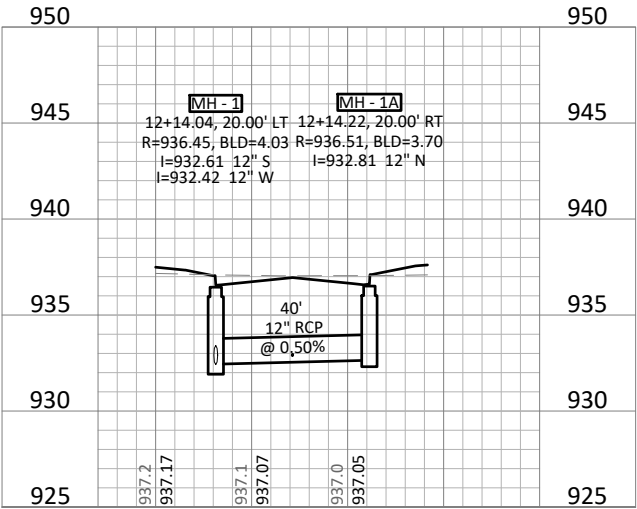


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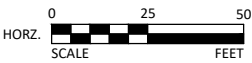
BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
STORM SEWER PLAN & PROFILE
MINNESOTA AVENUE

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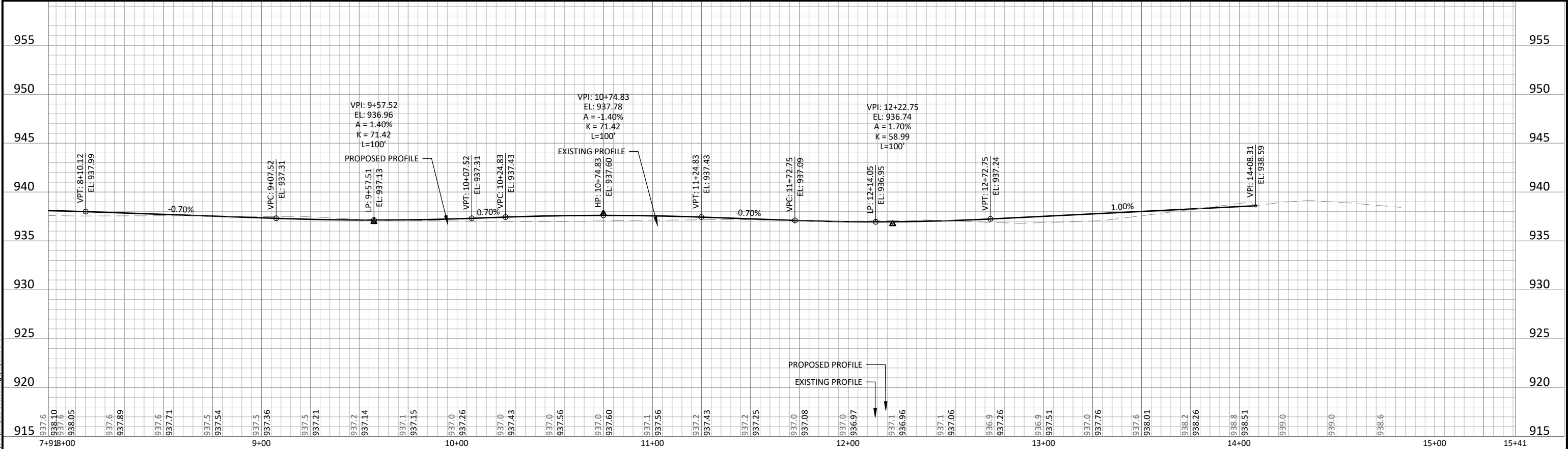
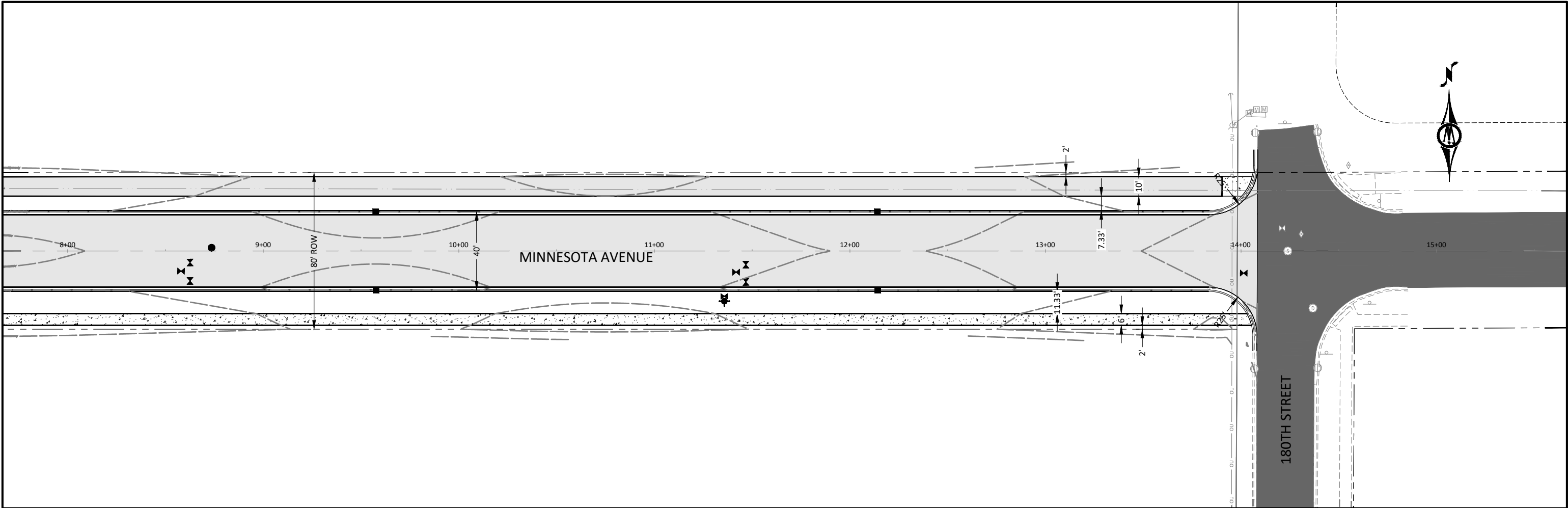


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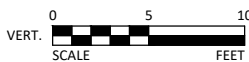
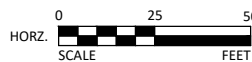
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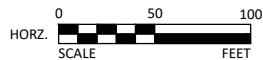
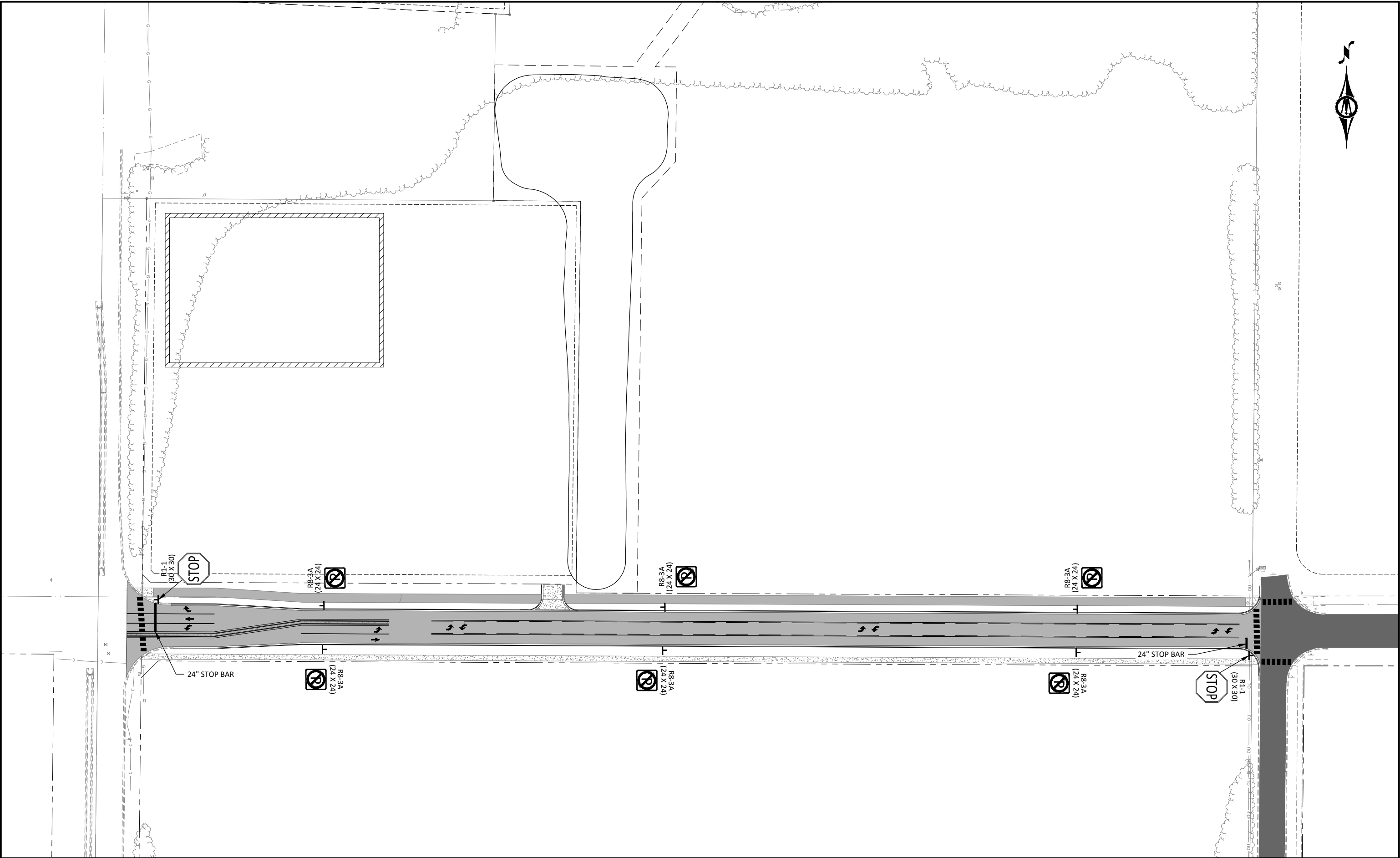


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BIG LAKE, MINNESOTA
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STREET PLAN & PROFILE
MINNESOTA AVENUE

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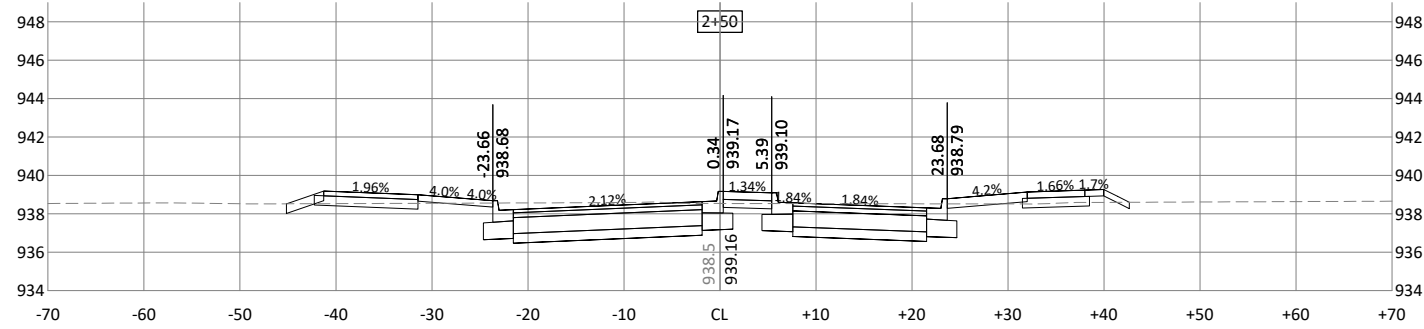
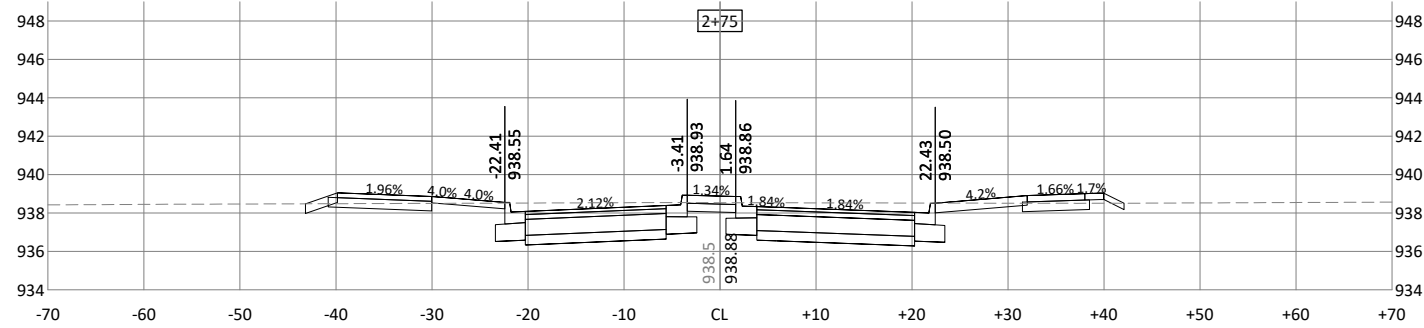
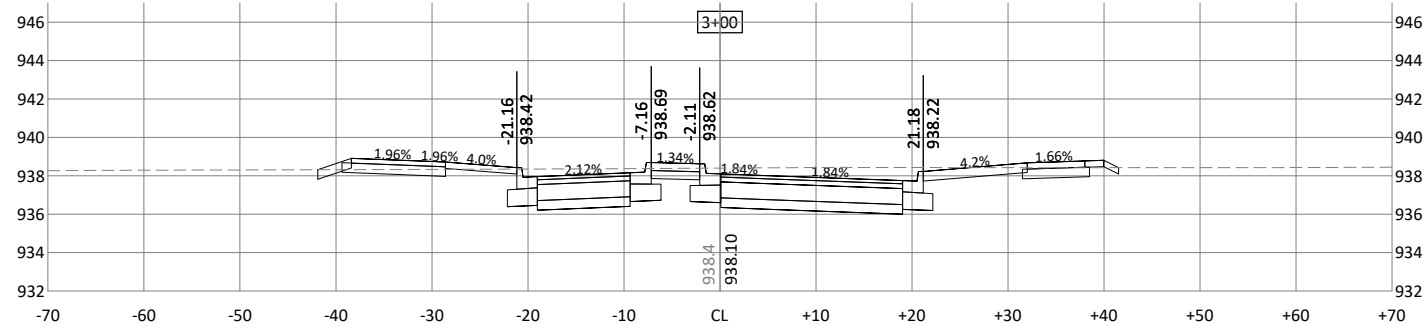
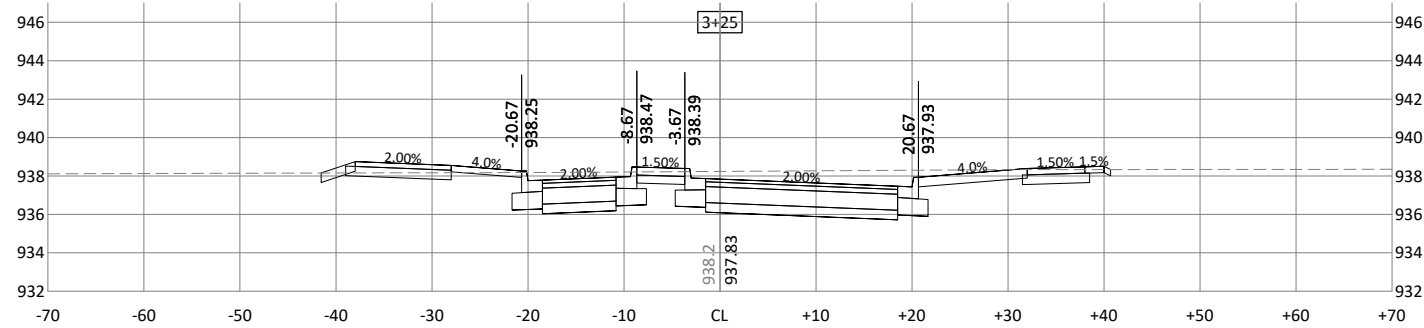
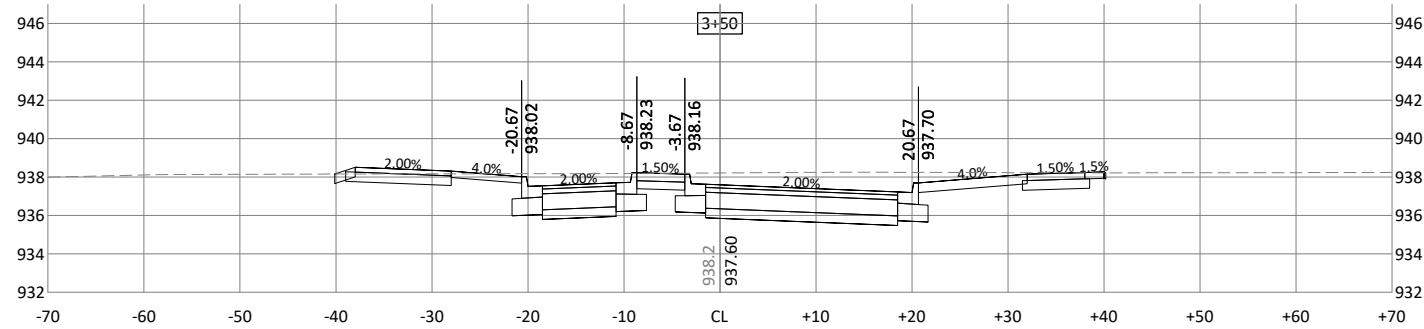
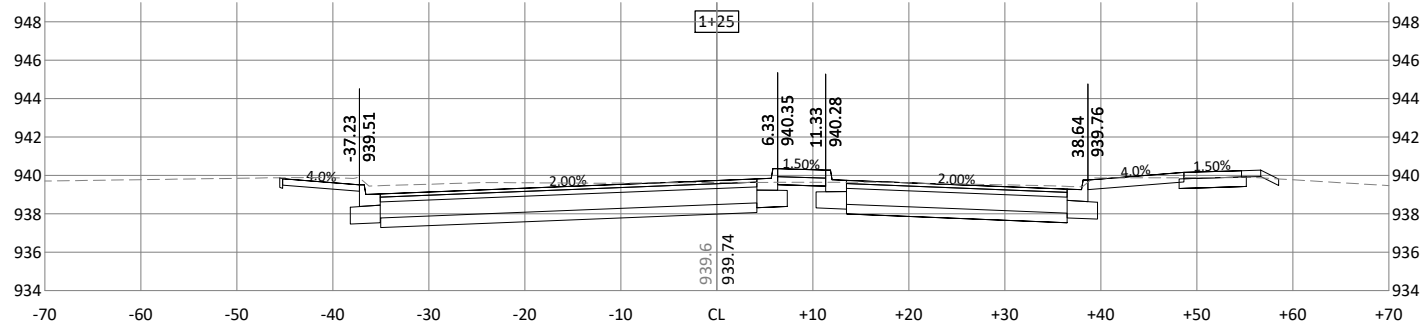
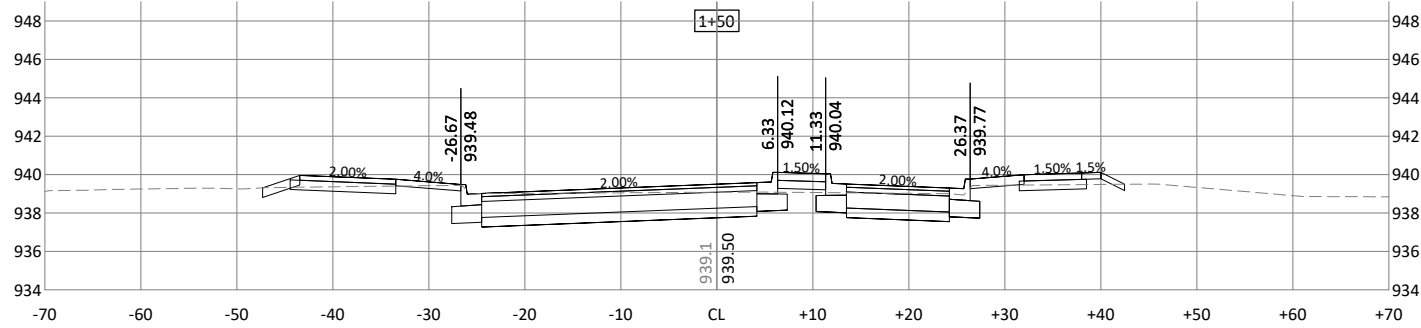
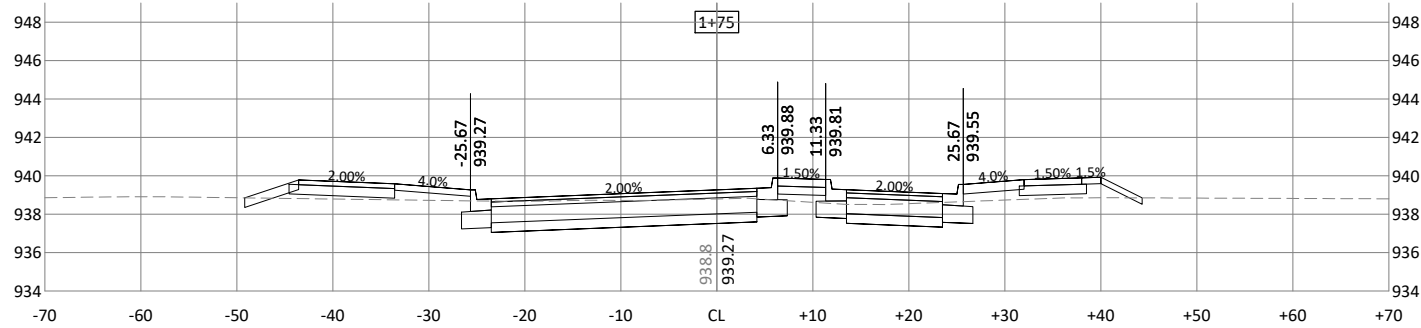
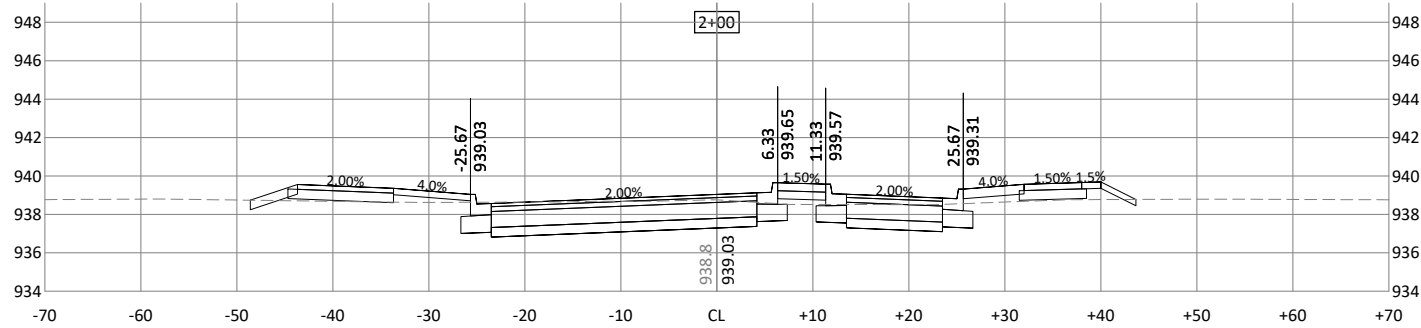
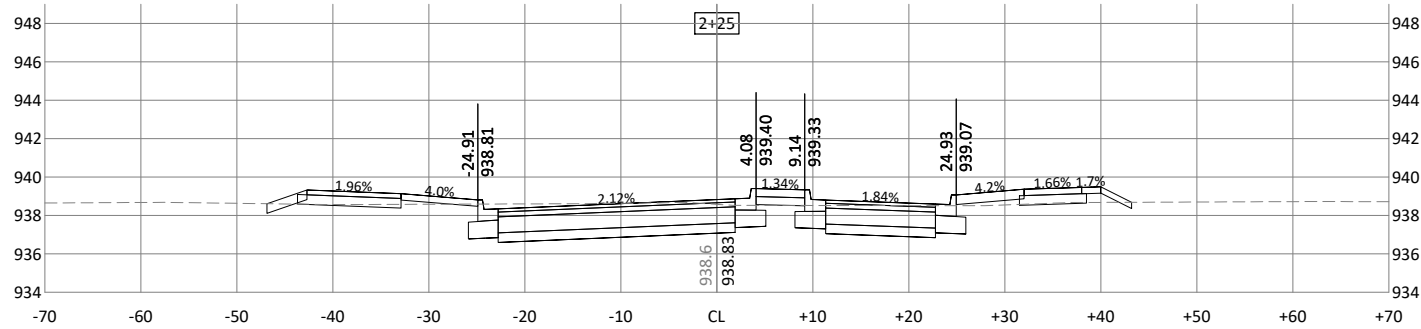


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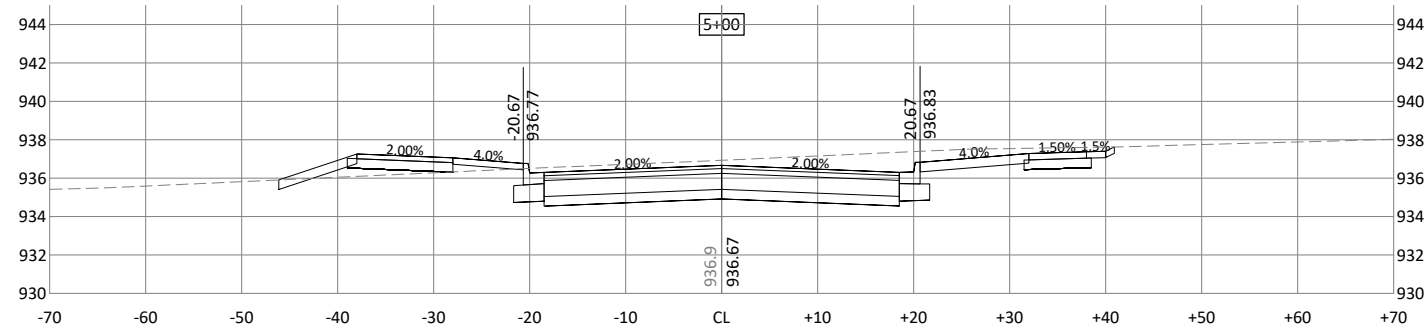
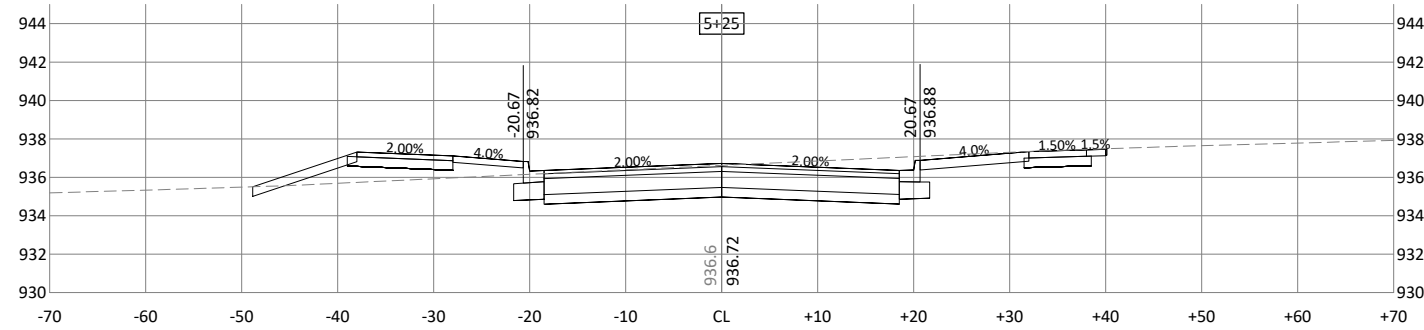
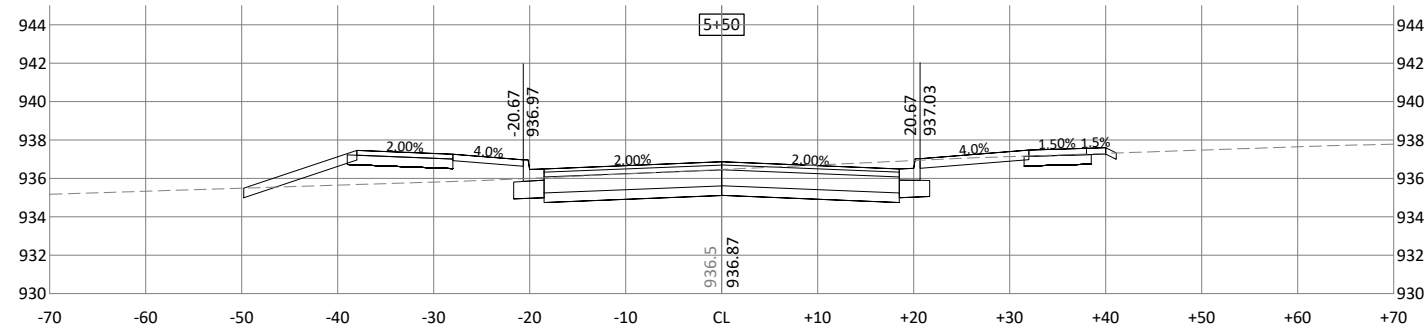
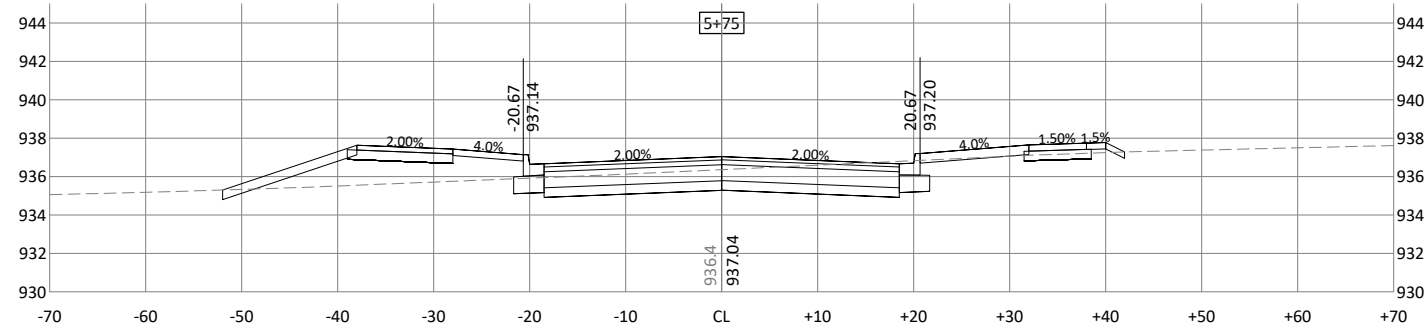
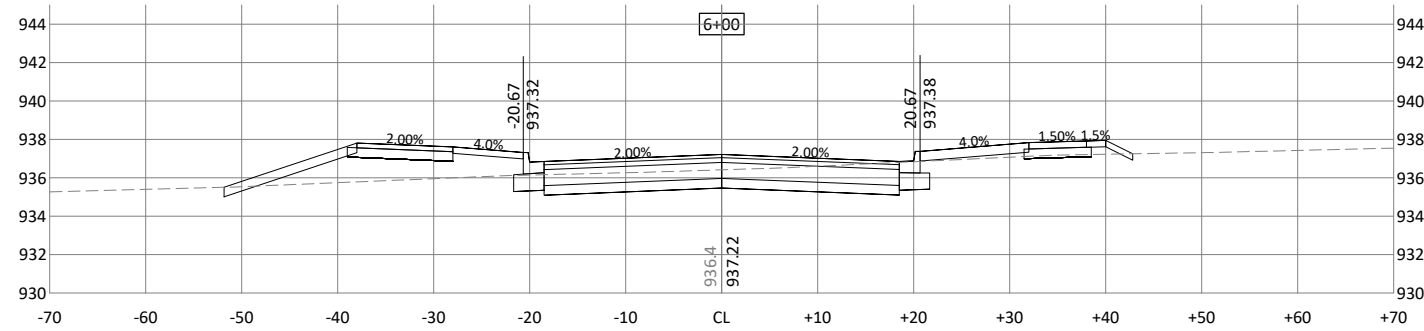
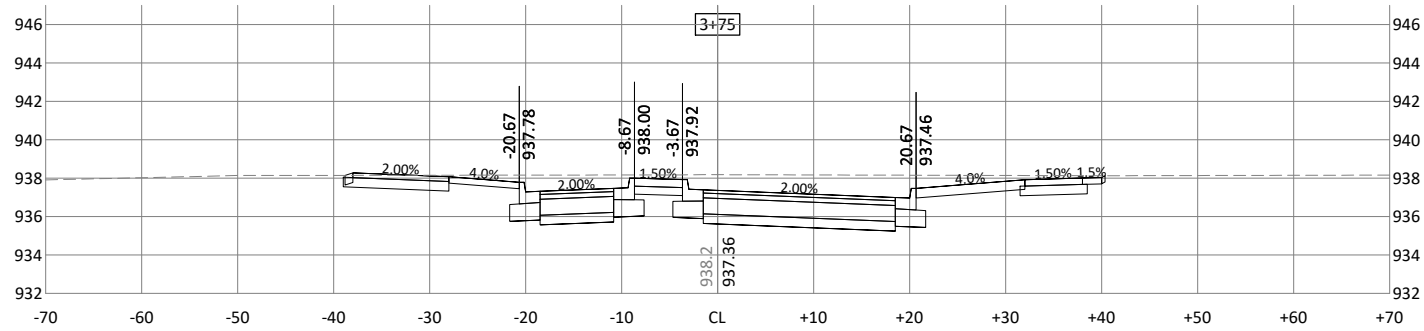
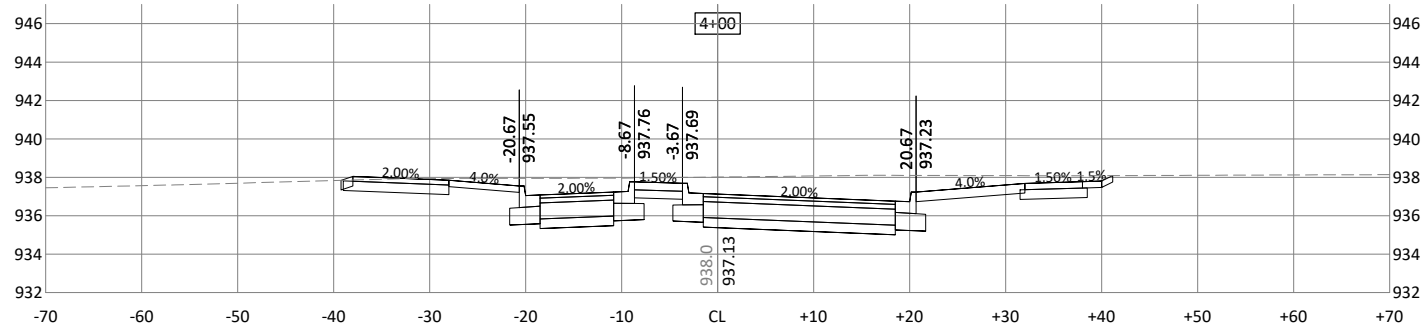
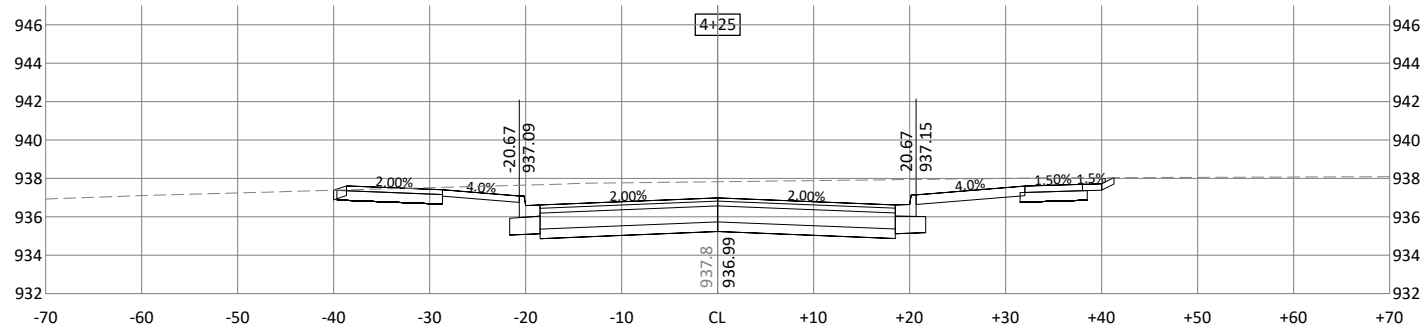
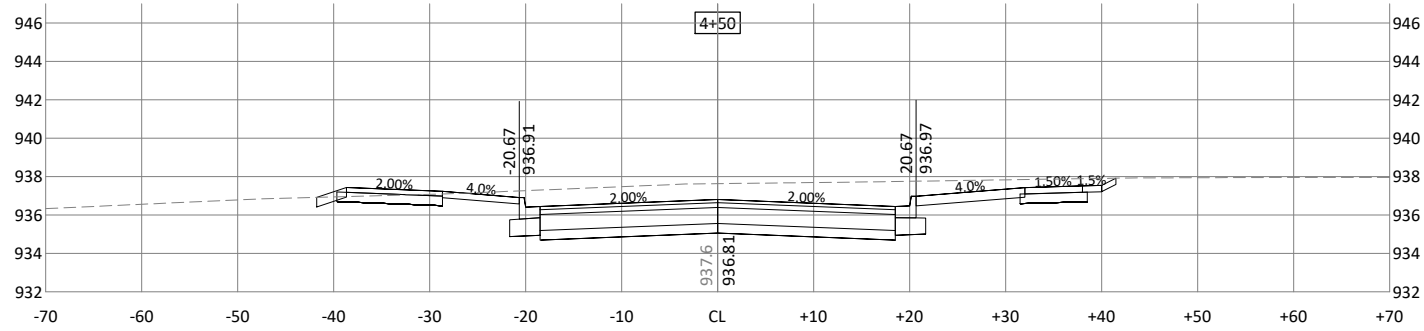
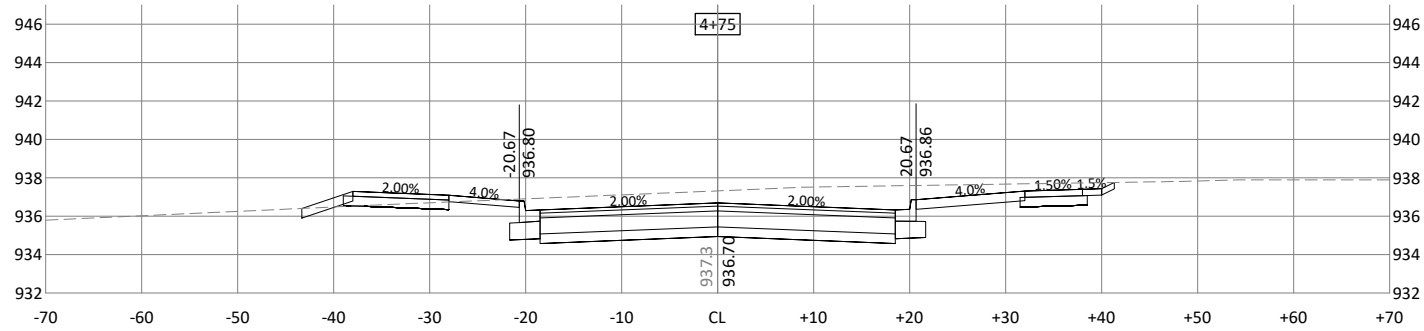


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CLIENT PROJ. NO.				

BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
CROSS SECTIONS
MINNESOTA AVENUE

SHEET
B21

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JASON W. COOK
LIC. NO. 47541 DATE 03/11/2026



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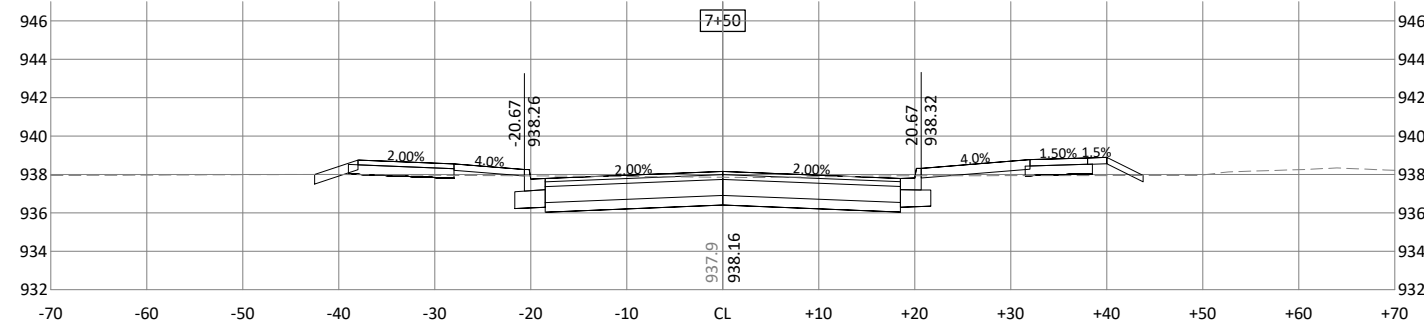
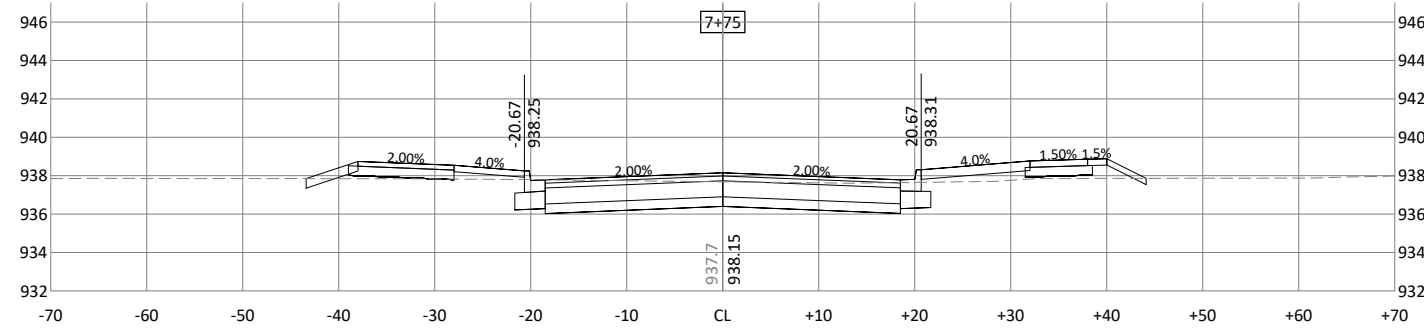
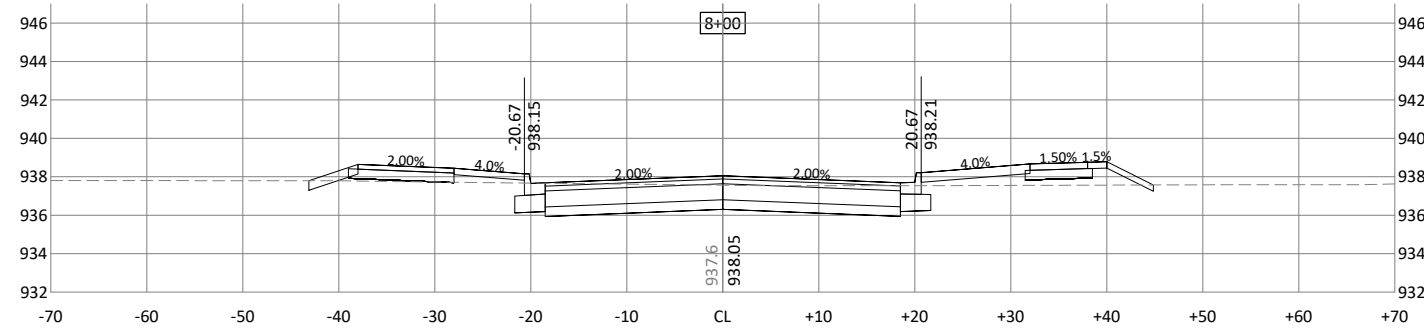
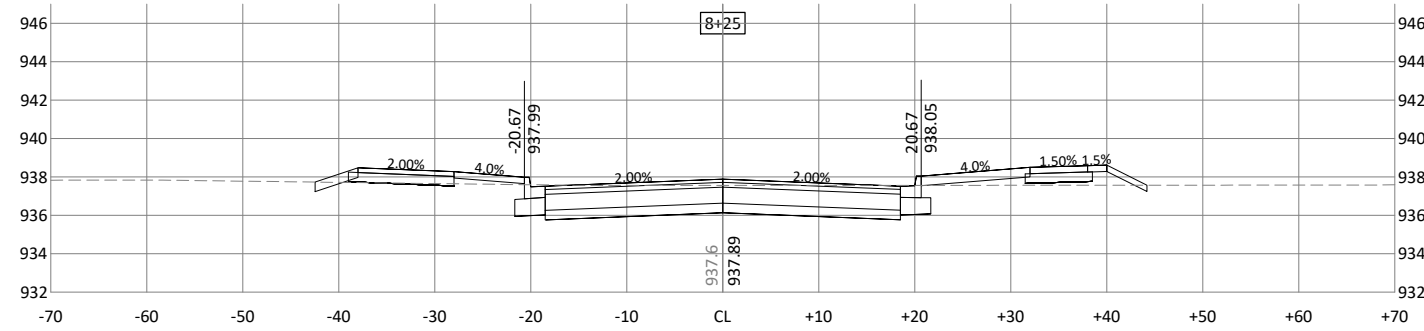
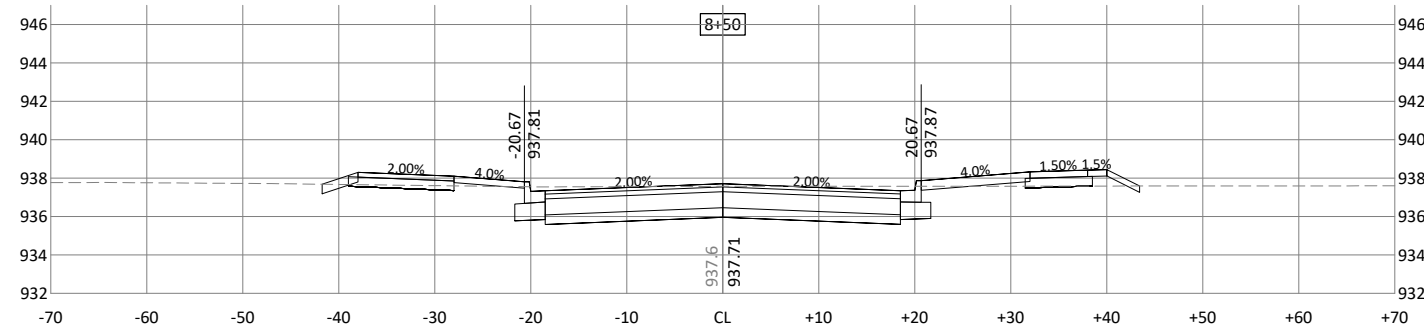
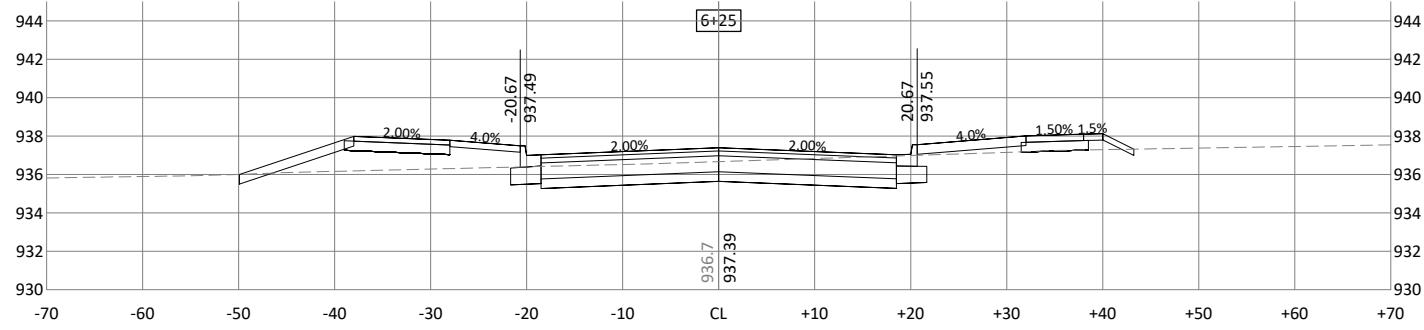
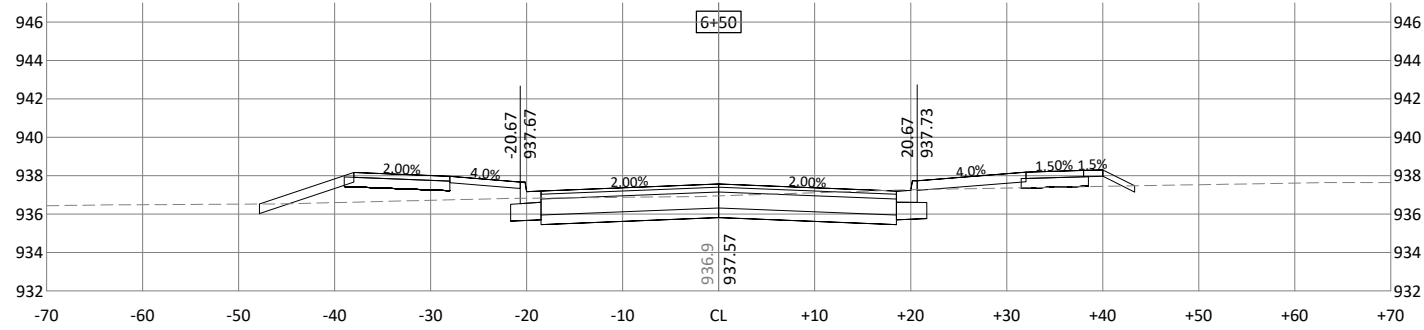
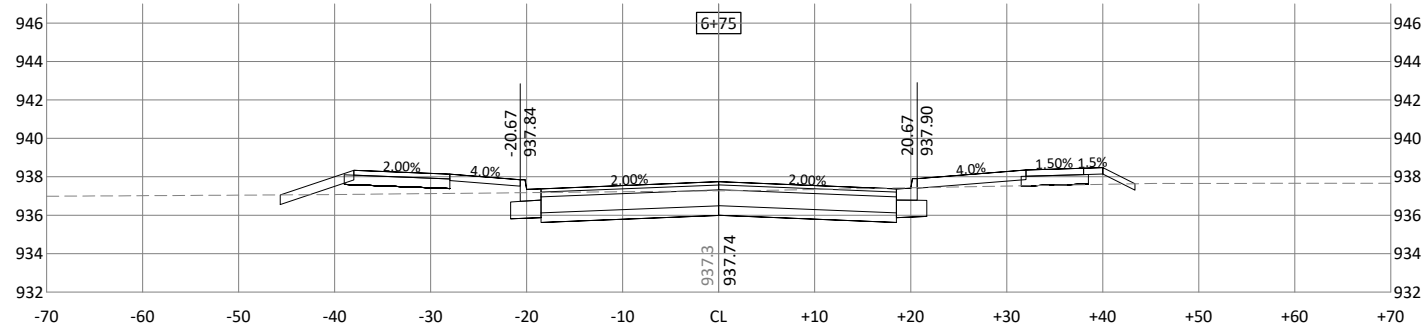
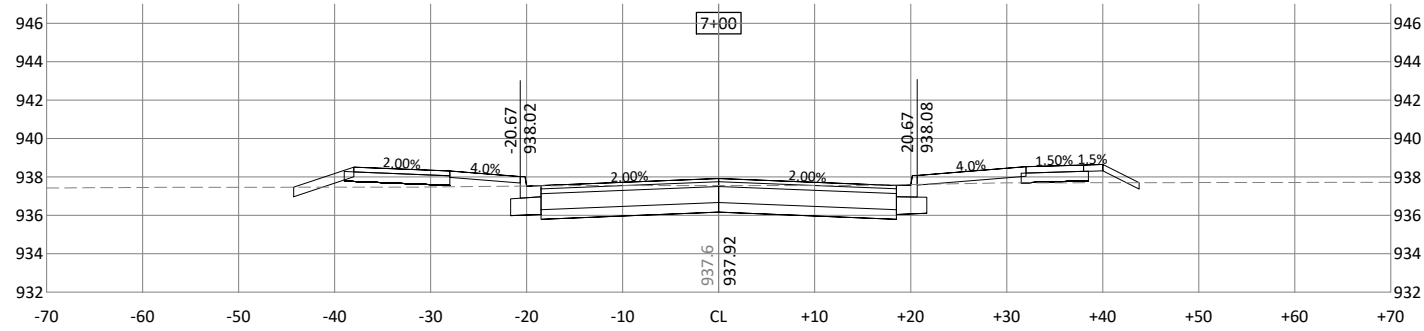
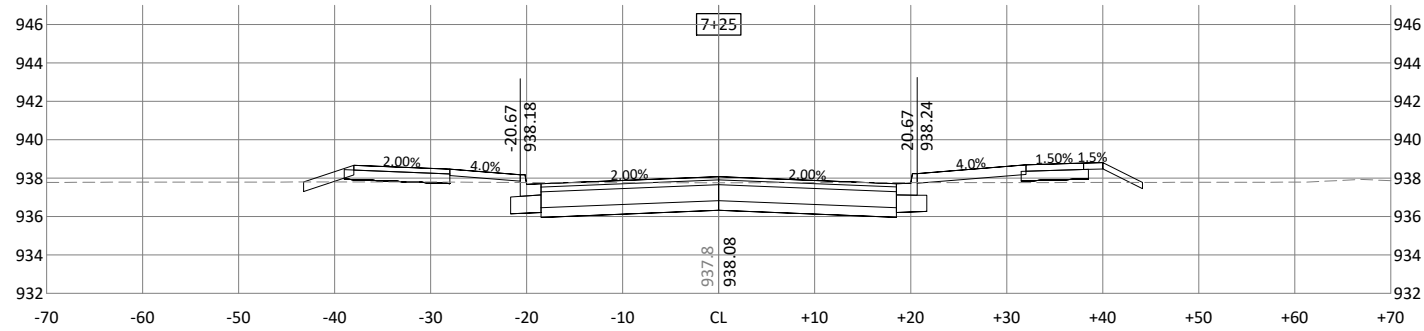


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BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
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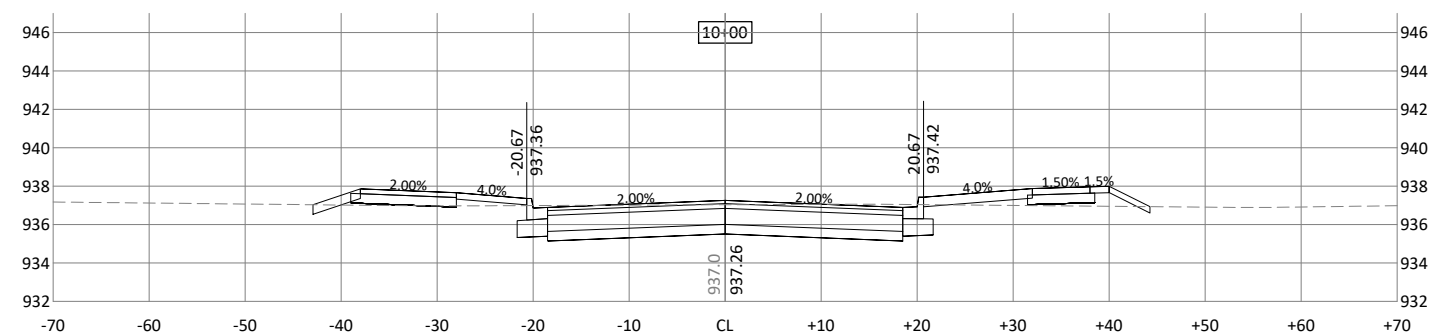
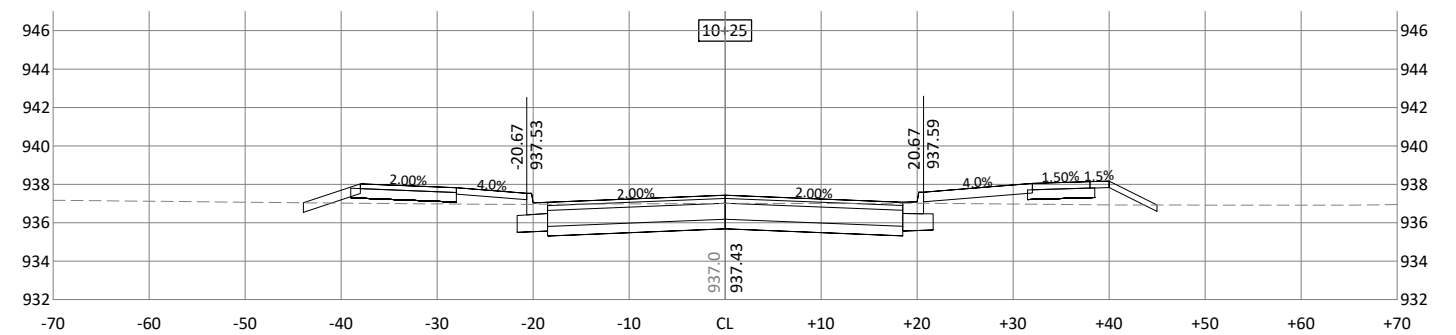
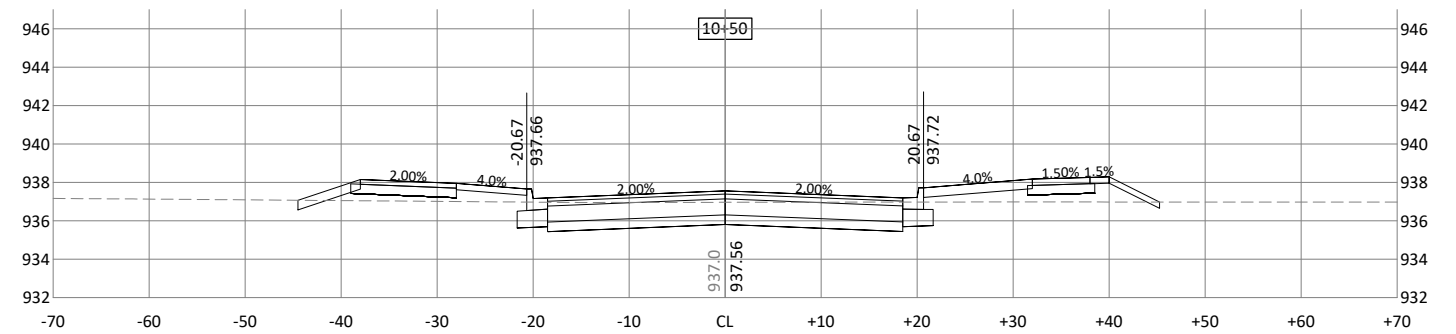
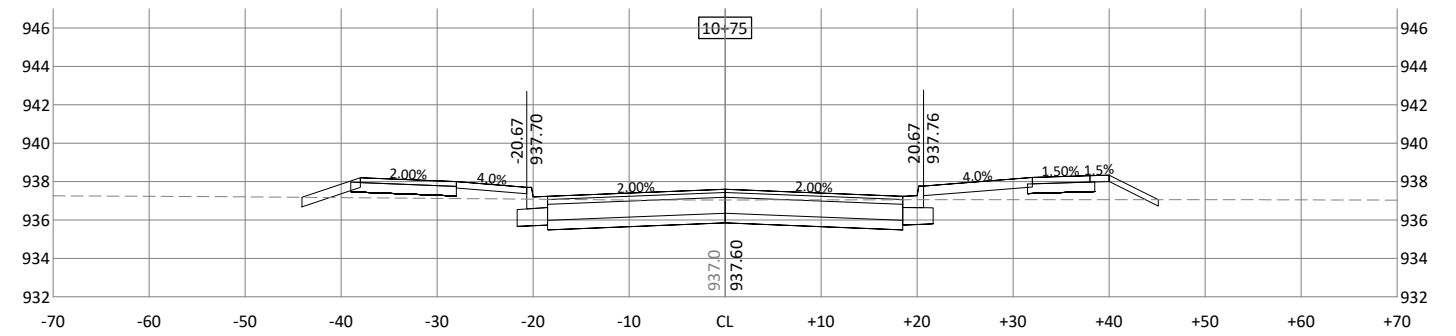
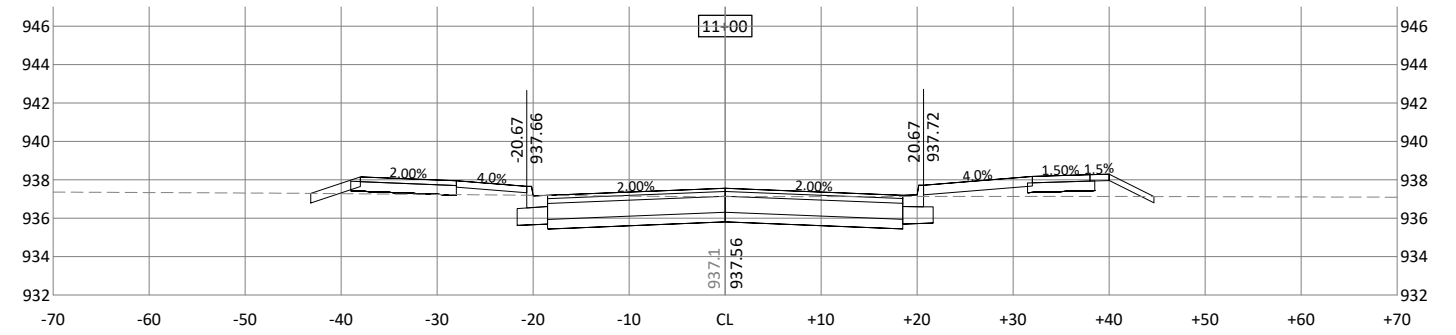
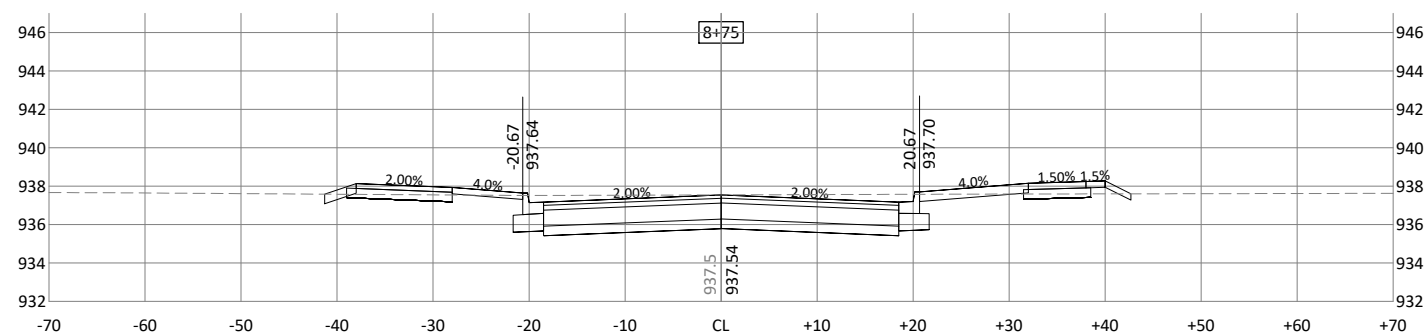
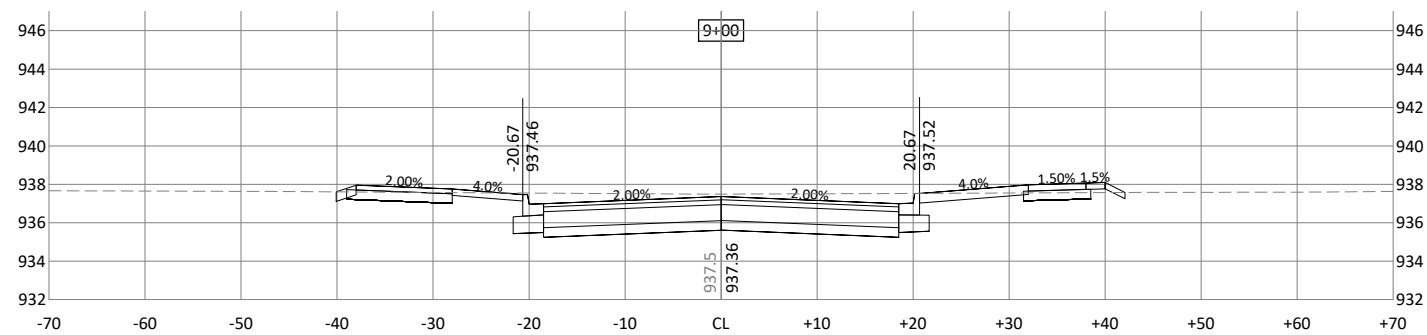
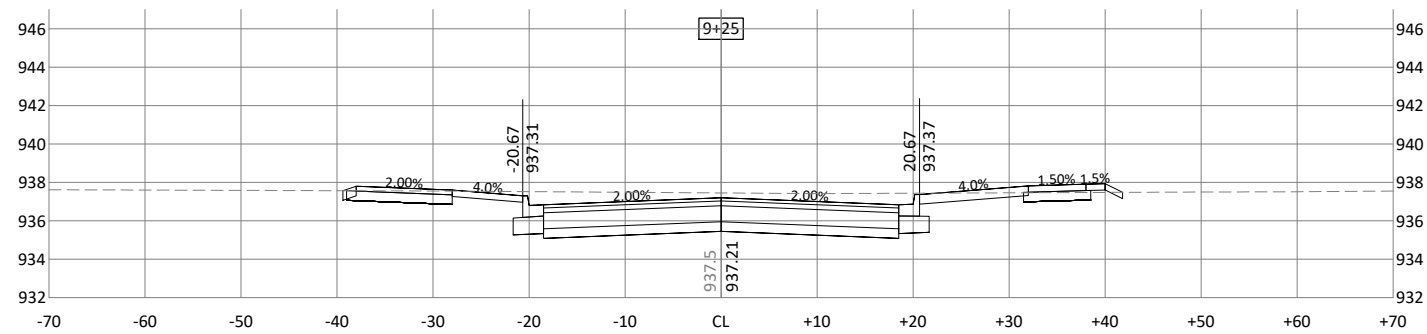
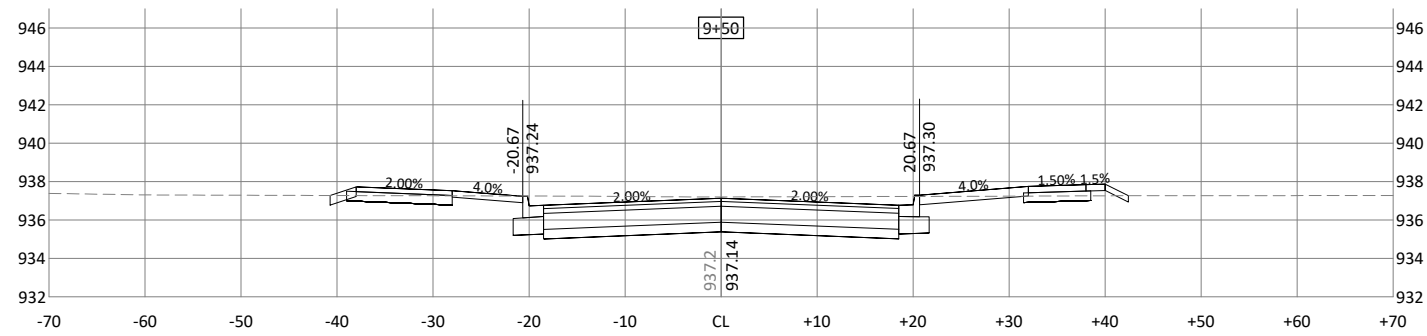
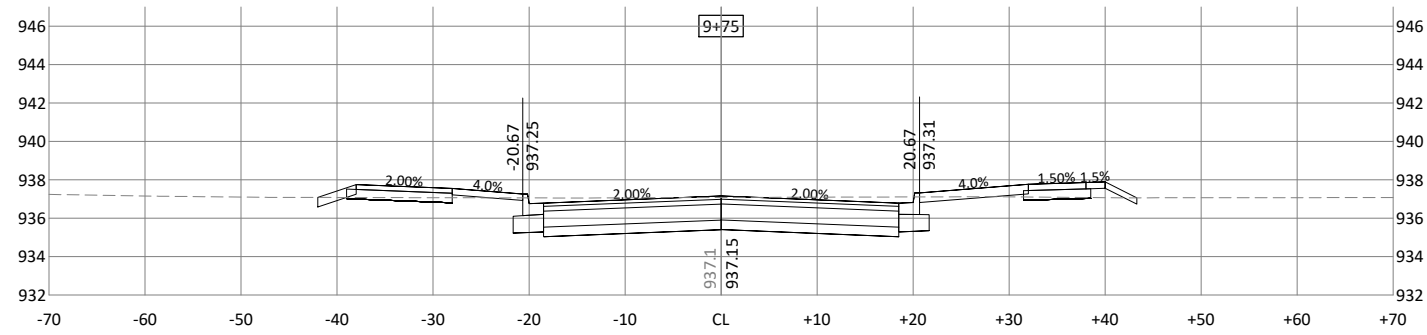


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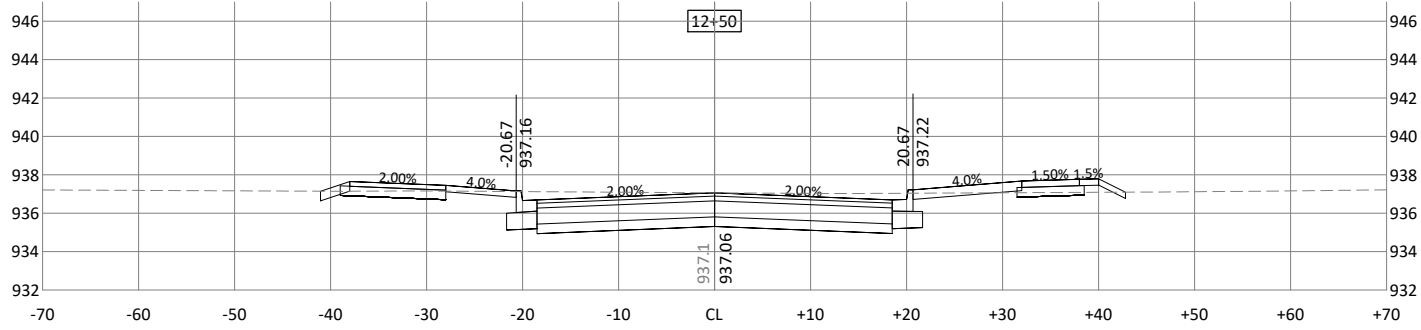
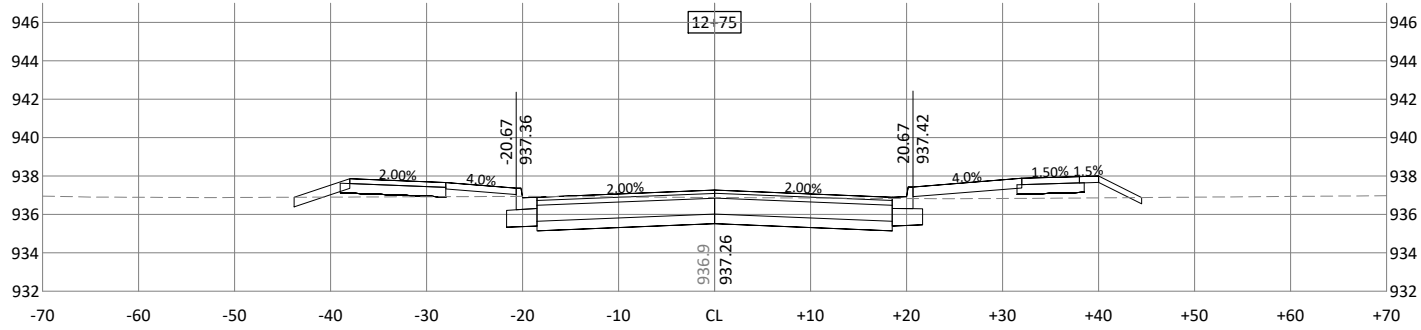
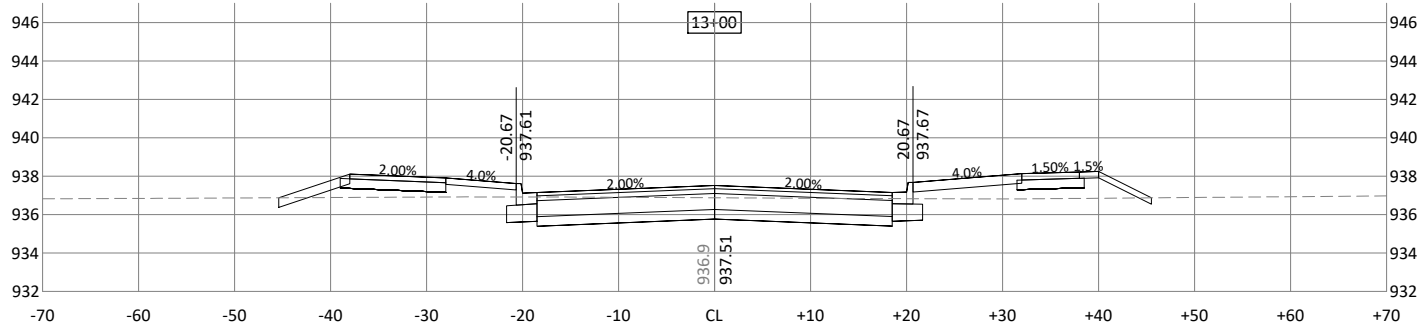
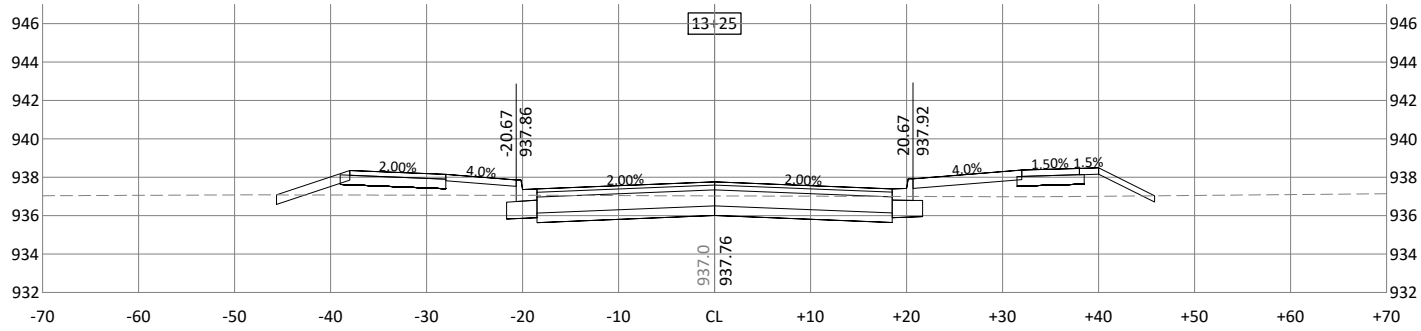
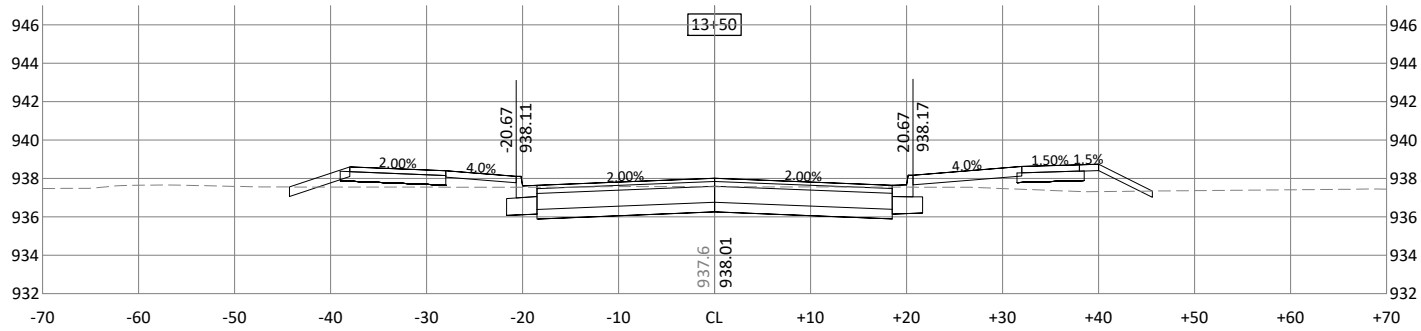
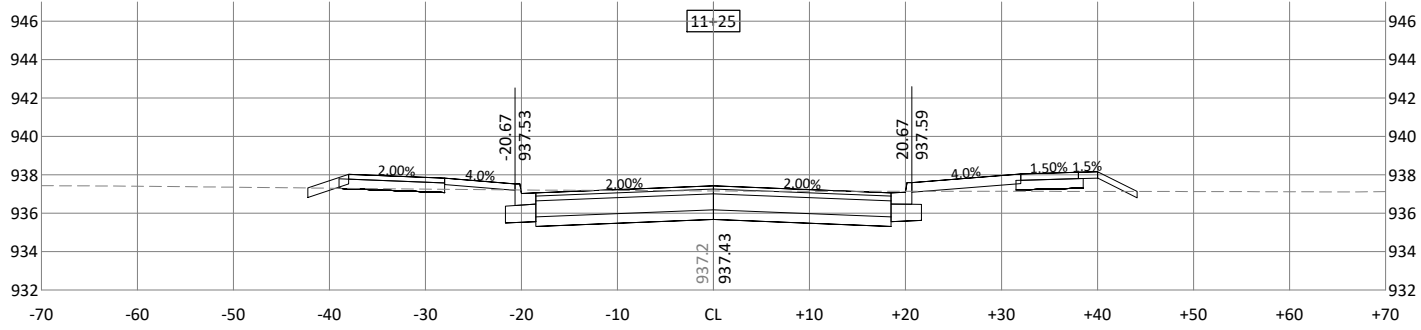
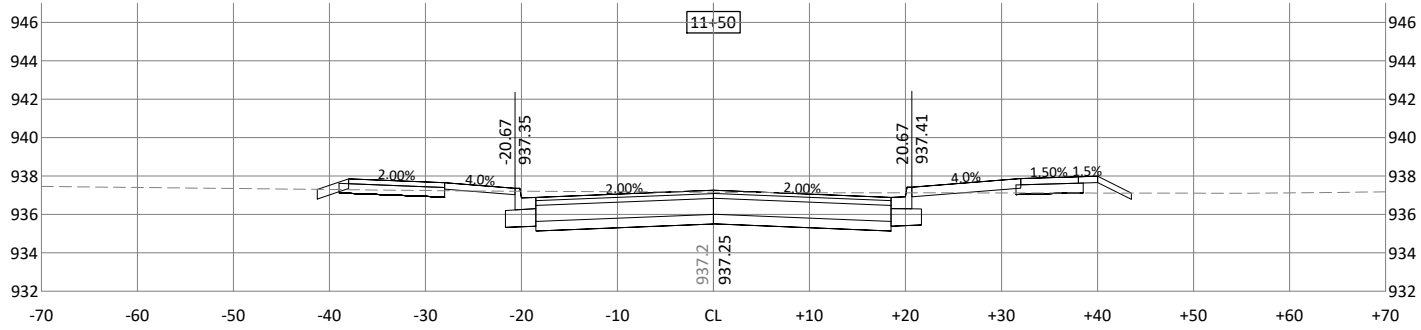
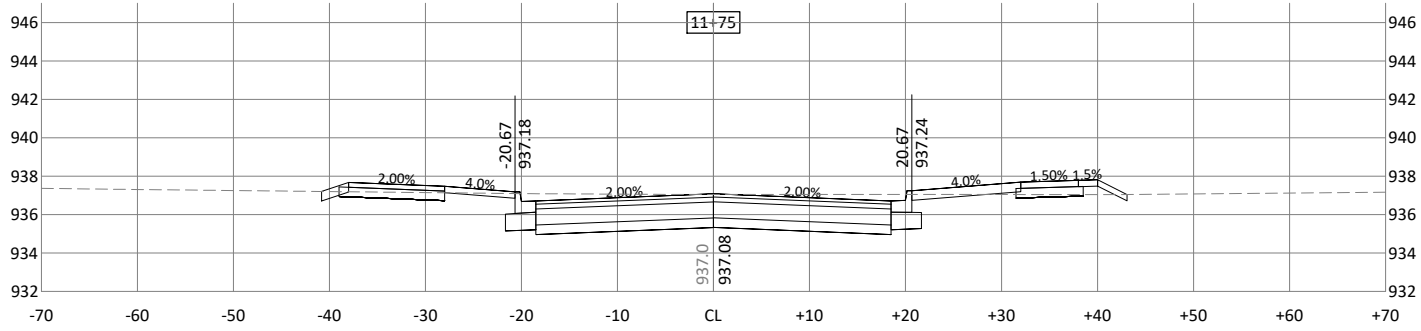
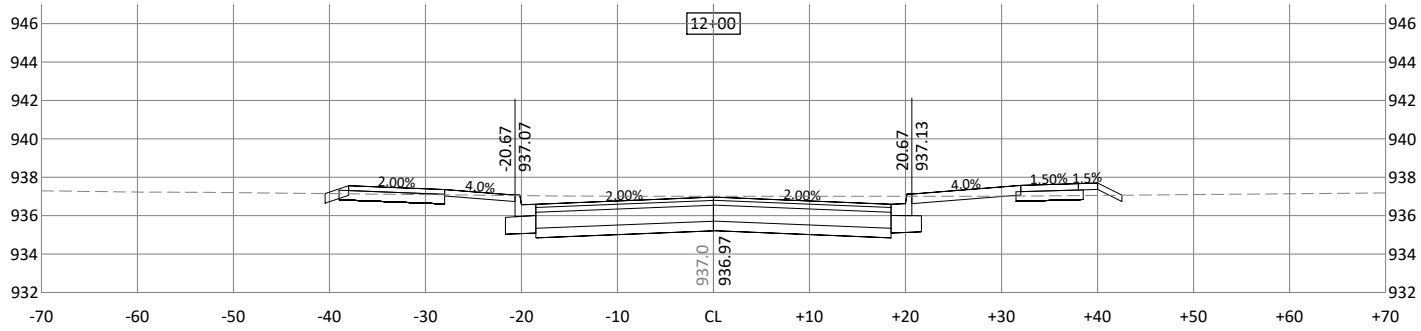
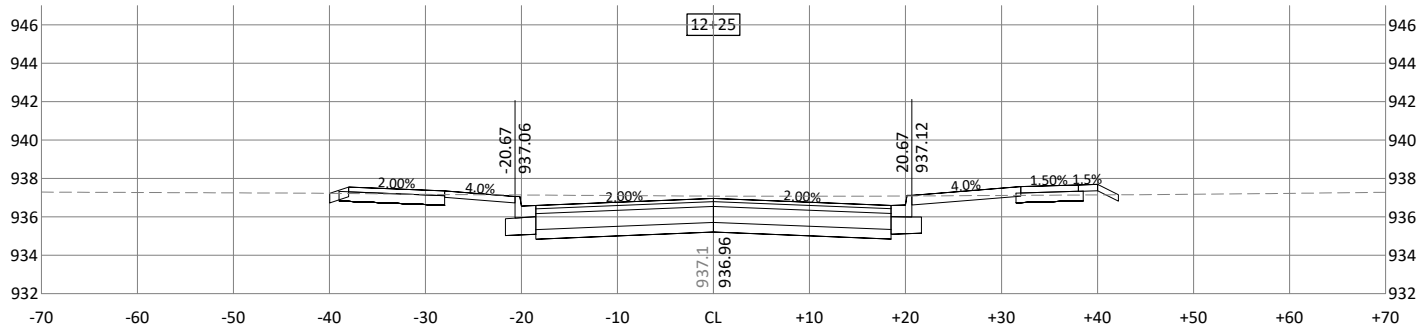
BIG LAKE, MINNESOTA
MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
CROSS SECTIONS
MINNESOTA AVENUE

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JASON W. COOK
LIC. NO. 47541 DATE 03/11/2026



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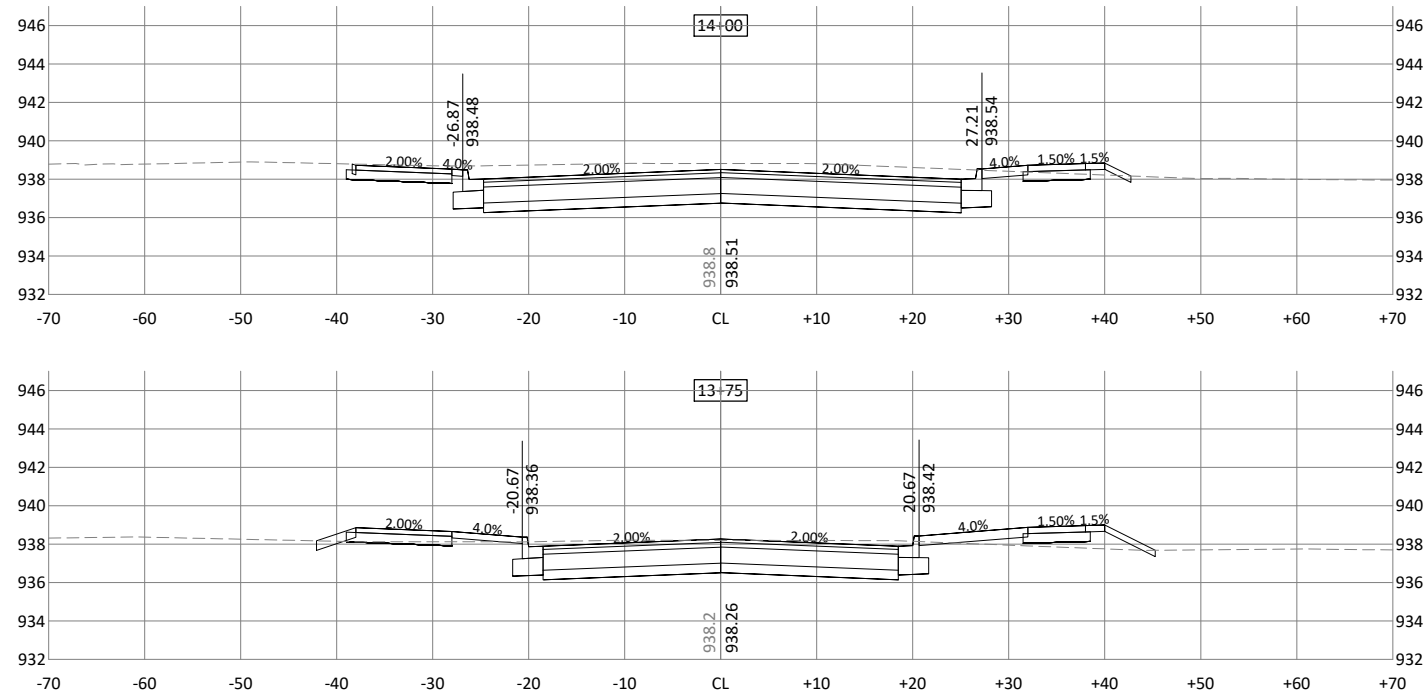


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BIG LAKE, MINNESOTA
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MINNESOTA AVENUE & 172ND STREET IMPROVEMENTS
CROSS SECTIONS
MINNESOTA AVENUE

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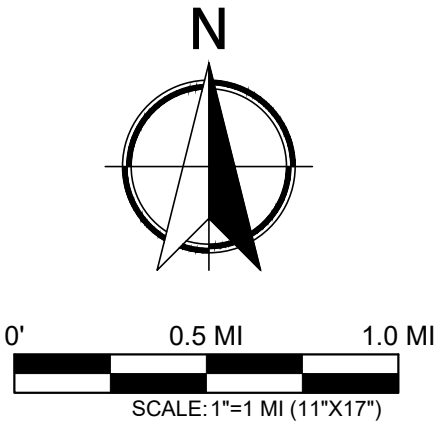
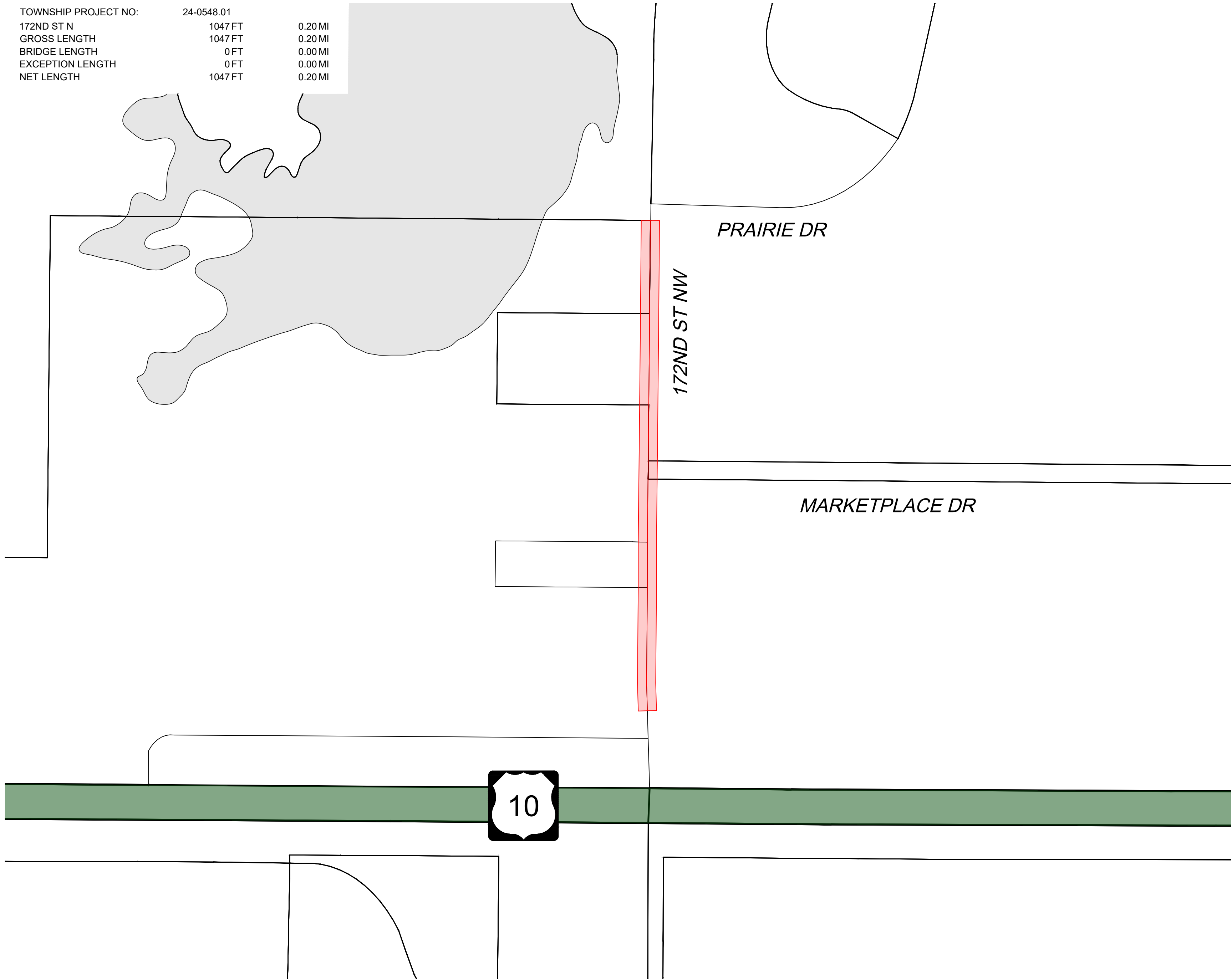
BIG LAKE TOWNSHIP/CITY OF BIG LAKE

SHERBURNE COUNTY, MINNESOTA

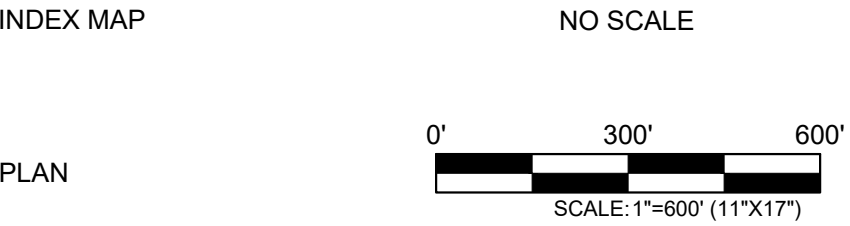
CONSTRUCTION PLANS FOR: 172ND ST N RECONSTRUCTION

LOCATED ON: 172ND ST, US 10 to PRAIRIE DRIVE

TOWNSHIP PROJECT NO:	24-0548.01	
172ND ST N	1047 FT	0.20 MI
GROSS LENGTH	1047 FT	0.20 MI
BRIDGE LENGTH	0 FT	0.00 MI
EXCEPTION LENGTH	0 FT	0.00 MI
NET LENGTH	1047 FT	0.20 MI



SCALES



GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATION FOR CONSTRUCTION SHALL GOVERN.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE FIELD MANUAL FOR THE TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

Table of Contents

Sheet Number	Sheet Title
1	Cover
2	Typical Sections
3	Quantity Estimate
4	Construction Notes
5	Removals Plan
6	Plan and Profile - 172nd St

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DATE: _____ LICENSE NO: _____

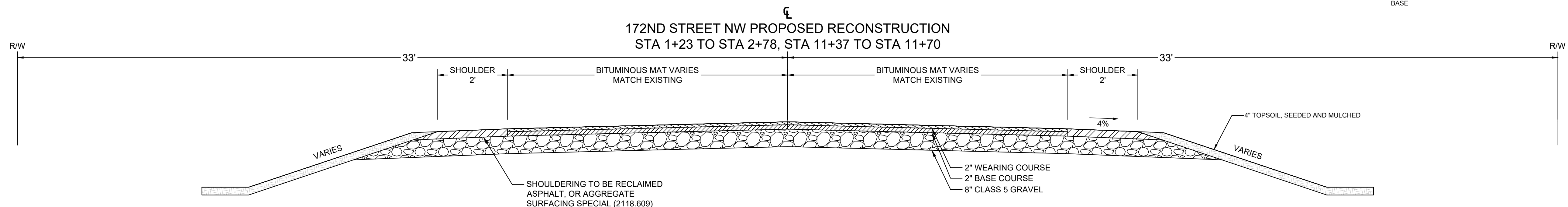
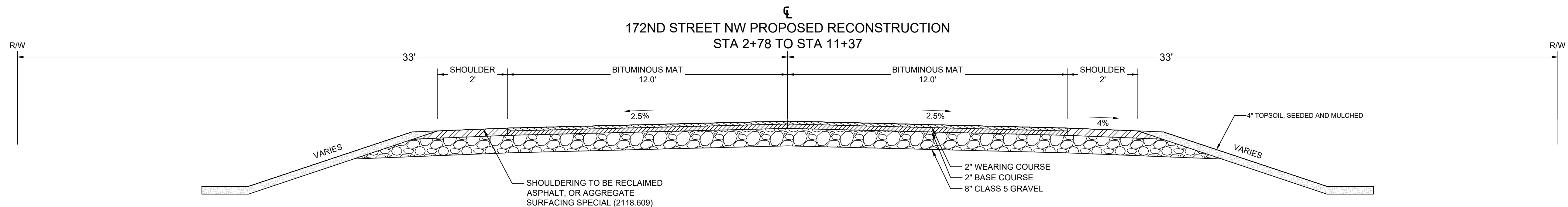
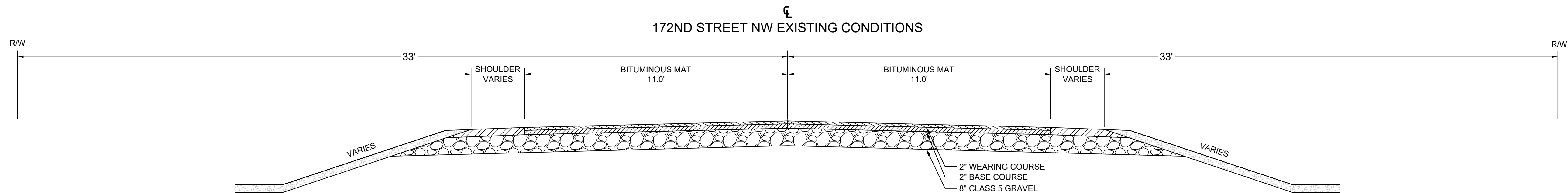


CALL 48 HOURS BEFORE DIGGING:
GOPHER STATE ONE CALL
TWIN CITY AREA 651-454-0002
MINNESOTA TOLL FREE 1-800-252-1166

STATEMENT OF UTILITY QUALITY
THE SUBSURFACE UTILITY INFORMATION IN THE PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA". EXACT LOCATIONS TO BE DETERMINED BY EACH UTILITY COMPANY DURING CONSTRUCTION.

PROJECT NO. 24-0548.01

SHEET w1 OF w6



CONTRACTOR SHALL RECLAIM 8-10" DEEP, THEN WATER, RESHAPE AND RECOMPACT RECLAIMED MATERIAL. RECLAIM TO BE SALVAGED AND USED FOR WIDENING (BASE AGGREGATE AND SHOULDERING)

EXCESS RECLAIM SHALL BE EXPORTED TO MINNESOTA AVE TO BE USED AS AGGREGATE BASE

NO.	DATE	BY	CHK	REVISION

DESIGN BY:

PLAN BY:

CHECKED BY:

APPROVED BY:

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SIGNED: _____

DATE: _____

WILLIAM H TESSMER

LICENSE NO: _____

WIDSETH

ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

TYPICAL SECTIONS

BIG LAKE TWP 172ND ST N

BIG LAKE TOWNSHIP 2026-10130

SHEET

W2

OF

W6

SHEETS

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DATE PRINTED: 3/11/2026 11:33 AM

VOLUME TABLE					
STATION	CUT AREA (S.F.)	FILL AREA (S.F.)	CUT VOL (C.Y.)	FILL VOL (C.Y.)	NET VOL (C.Y. OF CUT)
0+00.00	0.00	0.00	0.00	0.00	0.00
0+50.00	0.00	0.00	0.00	0.00	0.00
1+00.00	0.00	0.00	0.00	0.00	0.00
1+50.00	52.95	0.00	49.02	0.00	49.02
2+00.00	43.89	0.00	89.67	0.00	138.69
2+50.00	35.96	0.00	73.93	0.00	212.62
3+00.00	23.68	0.00	55.22	0.00	267.85
3+50.00	24.63	0.00	44.73	0.00	312.58
4+00.00	25.96	0.00	46.84	0.00	359.42
4+50.00	25.75	0.00	47.88	0.00	407.30
5+00.00	26.21	0.00	48.11	0.00	455.40
5+50.00	25.76	0.13	48.12	0.13	503.40
6+00.00	24.65	0.00	46.67	0.12	549.95
6+50.00	27.60	0.00	48.38	0.00	598.32
7+00.00	25.59	0.00	49.25	0.00	647.57
7+50.00	26.61	0.00	48.33	0.00	695.90
8+00.00	25.81	0.00	48.54	0.00	744.44
8+50.00	24.10	1.37	46.22	1.27	789.40
9+00.00	24.80	0.34	45.28	1.58	833.10
9+50.00	23.35	1.20	44.58	1.43	876.26
10+00.00	27.91	0.00	47.46	1.11	922.61
10+50.00	24.84	0.31	48.85	0.28	971.17
11+00.00	22.36	0.00	43.71	0.28	1014.59
11+50.00	27.57	0.03	46.23	0.03	1060.79
12+00.00	0.00	0.00	25.53	0.03	1086.29
12+50.00	0.00	0.00	0.00	0.00	1086.29
13+00.00	0.00	0.00	0.00	0.00	1086.29
13+05.55	0.00	0.00	0.00	0.00	1086.29

NOTES:

- SAWCUTS AT DRIVEWAYS AND DRIVEWAY REMOVAL TO BE INCIDENTAL TO THE PROJECT
- SHOULDERING TO BE AGGREGATE SURFACING SPECIAL, 2118.609
- TURF ESTABLISHMENT UTILIZES THE FOLLOWING:
 - SEED MIXTURE MI, SI, RT WITHIN CLEAR ZONE, NER AND WD OUTSIDE
 - FERTILIZER TYPE 3, 22-5-10
 - TYPE 1 MULCH, WITH DISC ANCHORING

BASIS OF QUANTITIES

BITUMINOUS MATERIAL FOR TACK COAT	0.05 GAL / SY - (SEE CONSTRUCTION NOTES)
BITUMINOUS MIXTURE	113 LB / SY IN
AGGREGATE BASE CLASS 5	135 LB/CF = 0.0675 TONS / CF
WATER	50 (M) GALLONS PER DIRECTIONAL MILE
SEED MIXTURE NORTHERN BOULEVARD	155 LB / ACRE
SEED MIXTURE RESIDENTIAL TURFGRASS	220 LB / ACRE
SEED MIXTURE MESIC INSLOPE	100 LB / ACRE
SEED MIXTURE SANDY INSLOPE	71 LB / ACRE
SEED MIXTURE WET DITCH	22 LB / ACRE
TYPE 1 MULCH, WITH DISC ANCHORING	2 TON / ACRE
TYPE 3 MULCH	2 TON / ACRE
HYDRAULIC MATRIX TYPE MULCH	2000 LB / ACRE
HYDRAULIC MATRIX TYPE BONDED FIBER	3500 LB / ACRE
FERTILIZER TYPE 3, 22-5-10	350 LB / ACRE
RAPID STABILIZATION METHOD 3	9MGAL / ACRE

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANTITY
2021.501	Mobilization	Lump Sum	1
2101.502	Clearing	Each	24
2101.502	Grubbing	Each	24
2104.502	Salvage Mail Box Support	Each	7
2104.502	Salvage Sign	Each	6
2105.607	Common Excavation	Cu Yd	400
2106.507	Common Embankment	Cu Yd	200
2118.609	Aggregate Surfacing Special	Ton	111
2130.523	Water	Mgal	10
2211.501	Aggegate Base, Class 5	Ton	200
2215.504	Full Depth Reclamation	Sq Yd	3059
2360.509	Type SP 9.5 Wearing Course Mixture (2,B)	Ton	413
2360.509	Type SP 12.5 Non-Wearing Course Mixture (2,B)	Ton	413
2540.602	Install Temporary Mail Box Support	Each	7
2540.602	Install Mail Box Support (Includes Support)	Each	7
2564.601	Traffic Control	Lump Sum	1
2564.602	Reinstall Salvaged Signs	Each	6
2572.503	4" Solid Line Paint	Lin Ft	2096
2572.503	4" Double Solid Line Paint	Lin Ft	1048
2574.507	Commmon Topsoil Borrow	Cu Yd	100
2574.508	Fertilizer Type 3	Pound	936
2575.505	Seeding	Acre	2.68
2575.508	Hydraulic Mulch Matrix	Pound	5360
2575.508	Seed Mixture Sandy Inslope	Pound	322

NO.	DATE	BY	CHK	REVISION

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PLAN BY:	
CHECKED BY:	
APPROVED BY:	
SIGNED: _____	WILLIAM H TESSMER
DATE: _____	LICENSE NO: _____



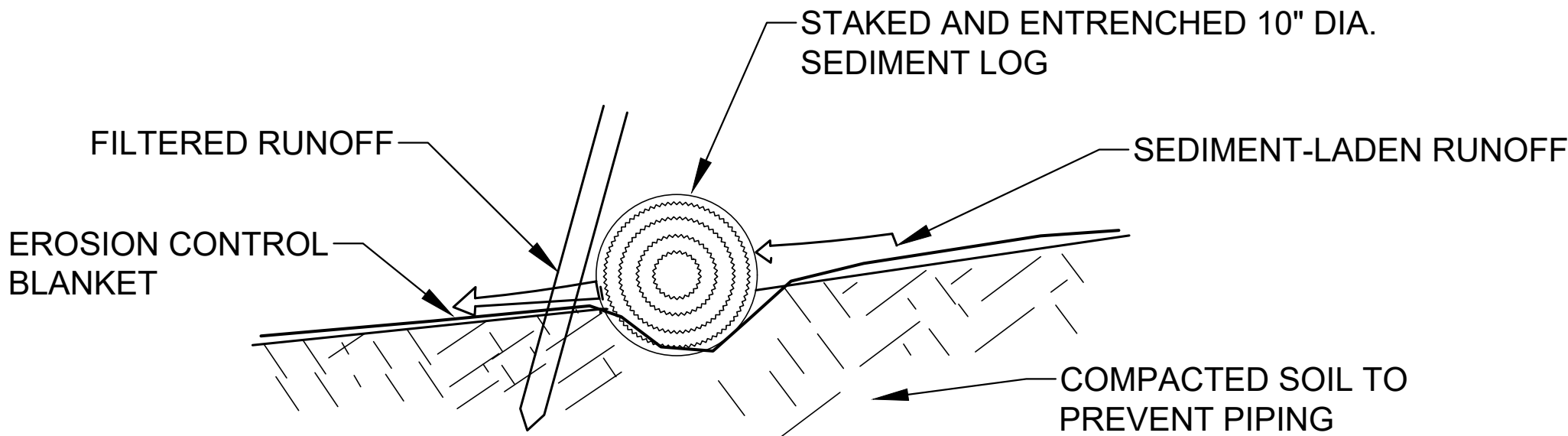
QUANTITY ESTIMATE		SHEET W3 OF W6 SHEETS
BIG LAKE TWP 172ND ST N BIG LAKE TOWNSHIP 2026-10130		

LEGEND:

- PERM. SEEDING 3: 25-151 (120 LB/ACRE) RESIDENTIAL)
MULCH TYPE 3 W/ DISK ANCHORING (2 TONS / ACRE)
FERTILIZER TYPE 3: 22-5-10 (350 LB/ACRE)
- PROPOSED BITUMINOUS SURFACE
- 10+00

PROPOSED CENTERLINE
- EXISTING RIGHT OF WAY

1. THE SEDIMENT LOGS SHALL BE TRENCHED 4" INTO THE GROUND AND SHALL BE STAKED BY STEEL FENCE POSTS OR 2"X 2" WOOD STAKES.
2. SOIL SHALL BE COMPACTED ON THE UPSLOPE SIDE OF LOGS.



SEDIMENT LOG INSTALLATION

CONSTRUCTION & SOIL NOTES:

1. WITHIN THE PLAN WHEREVER THE WORD INCIDENTAL IS USED IT SHALL MEAN NO DIRECT PAYMENT WILL BE MADE FOR THAT ITEM.
2. SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP BACKSLOPES.
3. DCP TESTING MAY BE REQUIRED BY THE ENGINEER FOR THE GRADING PORTION OF ALL PERMANENT CONSTRUCTION. THE CONTRACTOR SHALL USE ROLLER TYPE EQUIPMENT FOR ALL COMPACTION. THE USE OF TRUCK, CARRYALL, SCRAPERS, TRACTORS, OR OTHER HAULAGE EQUIPMENT SHALL NOT BE USED IN LIEU OF THE SPECIFIED COMPACTION EQUIPMENT.
4. EXCESS MATERIAL SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE PROJECT LIMITS.
5. ROAD APPROACHES SHALL BE CONSTRUCTED THE SAME AS ADJACENT MAINLINE.
6. SUITABLE GRADING MATERIAL ON THIS PROJECT, WHETHER OBTAINED LOCALLY OR FROM BORROW, SHALL CONSIST OF ALL SOILS EXCEPT TOPSOIL, DEBRIS, PEAT, MUCK AND ORGANIC OR OTHER UNSUITABLE MATERIAL.
7. GRANULAR BORROW AND SELECT GRANULAR BORROW SHALL MEET THE REQUIREMENTS OF SPEC. 3149.
8. STRIP SOD AND TOPSOIL FROM AREAS DISTURBED BY CONSTRUCTION AND STOCKPILE FOR REPLACEMENT LATER AS SLOPE DRESSING. FOR ESTIMATING PURPOSES, THE DEPTH OF AVAILABLE IS CONSIDERED TO BE 4". THIS WORK IS INCLUDED IN COMMON EXCAVATION.
9. FOR ANY STORM DRAINS ON SITE, STORM DRAIN INLET PROTECTION SHALL BE AN APPROVED DEVICE. GEOTEXTILE LAID UNDER GRATE ON CASTING WILL NOT BE APPROVED.
10. ALL MISCELLANEOUS DEBRIS SHALL BE REMOVED FROM THE PROJECT AREA AND IS INCIDENTAL.
11. AS A PRECAUTIONARY MEASURE, TRAFFIC LANES ARE TO BE DELINEATED TO KEEP VEHICLES A SAFE DISTANCE AWAY FROM THE ADJACENT EXCAVATION.
12. AT LOCATIONS WHERE CONNECTING TO AN IN-PLACE ROADWAY, AT THE END OF NEW CONSTRUCTION, AN AGGREGATE TRANSITION AT A SLOPE OF 1 (V) : 20 (H) TO BE PLACED TO MAINTAIN THE INTEGRITY OF THE EXISTING ROADWAY PAVEMENT TO REMAIN AND PROVIDE FOR SAFE VEHICLE PASSAGE.
13. ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE CURRENT FIELD MANUAL.
14. CONTRACTOR SHALL NOTIFY THE COUNTY SURVEYOR PRIOR TO DISTURBANCE OF ANY MONUMENTATION.
15. EXTREME CARE SHALL BE TAKEN SO THAT EXISTING TREES SHOWN OUTSIDE THE CONSTRUCTION LIMITS ARE NOT REMOVED OR DAMAGED. ANY TREES THAT ARE REMOVED OR DAMAGED WILL BE REPLACED AT THE CONTRACTORS EXPENSE.
- USE TACK COAT BETWEEN ALL BITUMINOUS LAYERS AND PRIOR TO PLACEMENT OF ANY BITUMINOUS MIXTURES ON EXISTING PAVEMENT. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF 0.05 GAL/ SQ YD BETWEEN BITUMINOUS LAYERS AND 0.07 TO 0.10 GAL/ SQ YD ON CONCRETE OR MILLED BITUMINOUS SURFACES PRIOR TO BEING OVERLAYED. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS (AS SUPPLIED FROM THE REFINERY) OR MC AND RC LIQUID ASPHALTS. THE ASPHALT MAY BE FURTHER DILUTED AT THE PLANT IN ACCORDANCE WITH SPEC. 2357. FIELD DILUTION IS NOT ACCEPTABLE.
- ** TACK COAT IS INCIDENTAL **
16. COMMON TOPSOIL BORROW SHALL BE PLACED AT VARIABLE DEPTHS IN AREAS AS DIRECTED BY ENGINEER.

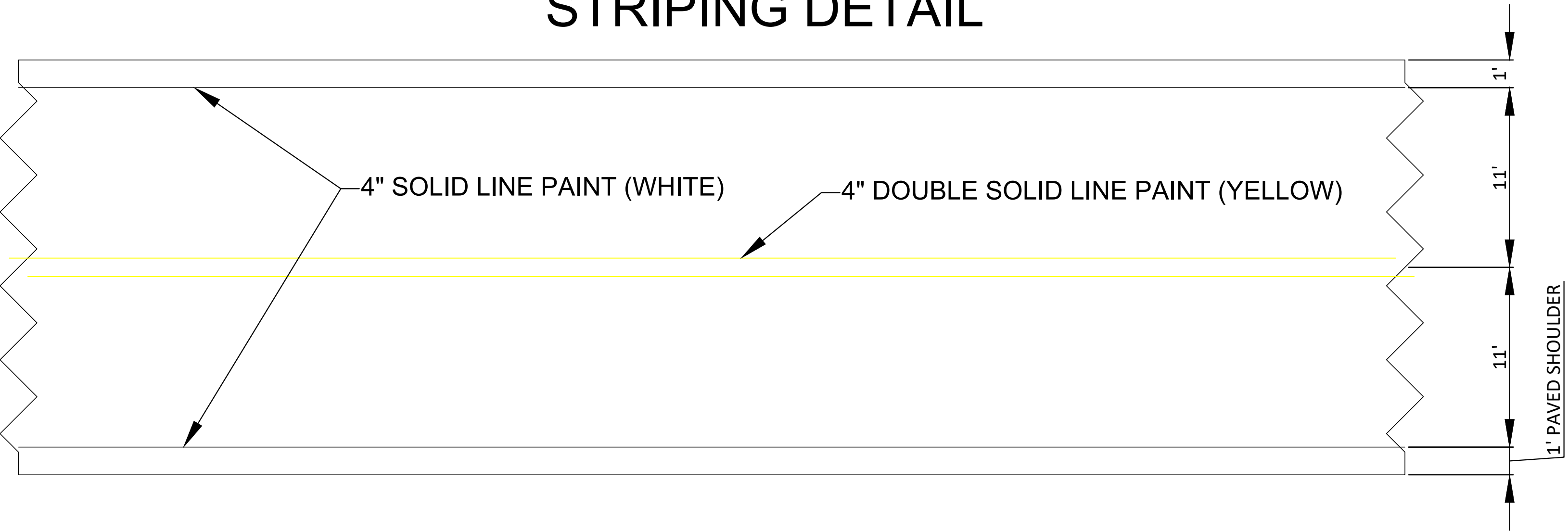
UTILITY COORDINATION NOTES:

1. THE SUBSURFACE UTILITY INFORMATION IN THE PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA". EXACT LOCATIONS TO BE DETERMINED BY EACH UTILITY COMPANY DURING CONSTRUCTION.
2. CONTRACTOR SHALL FIELD VERIFY HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO START OF CONSTRUCTION.
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE WITH THE TOWNSHIP AND THE UTILITY COMPANIES FOR ANY AND ALL UTILITY RELOCATIONS FROM THEIR EXISTING LOCATIONS. THESE CONNECTIONS INCLUDE BUT ARE NOT LIMITED TO WATER, SANITARY SEWER, UNDERGROUND GAS, ETC. ANY CONNECTIONS SHALL BE PERFORMED IN ACCORDANCE WITH STATE AND LOCAL STANDARD SPECIFICATIONS FOR CONSTRUCTION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL NECESSARY PERMITS FROM THE LOCAL GOVERNMENT UNIT IF REQUIRED.
5. THE CONTRACTOR SHALL VERIFY THE ELEVATIONS AT PROPOSED CONNECTIONS TO EXISTING UTILITIES PRIOR TO ANY DEMOLITION.
6. CONTRACTOR SHALL PROTECT UTILITIES, STRUCTURES AND TREES (NOTED AND NOT NOTED) TO REMAIN AND SHALL BE RESPONSIBLE TO REPAIR DAMAGES TO ANY FEATURES TO REMAIN.
7. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES WHICH MAY AFFECT THIS WORK AND NOTIFY OWNER OF ANY CHANGES. CONTACT LOCAL UTILITY COMPANIES FOR EXACT LOCATIONS PRIOR TO BIDDING THE PROJECT AND COMMENCING WORK.
8. THE CONTRACTOR SHALL NOTE ANY DISCREPANCIES BETWEEN EXISTING CONDITIONS AS EXISTING IN THE FIELD AND AS REPRESENTED WITHIN THE PLANS AS SHOWN AND ALERT THE ENGINEER BEFORE BIDDING THE PROJECT AND BEGINNING CONSTRUCTION.
9. CONTRACTOR SHALL VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH EXISTING STRUCTURES AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES, AND DRIVEWAY ENTRANCES. RESTORE ALL PAVEMENTS THAT REMAIN TO THEIR ORIGINAL IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS PRIOR TO BIDDING THE PROJECT.

EROSION CONTROL NOTES

1. CONTRACTOR SHALL CONFINE CONSTRUCTION OPERATIONS TO THE CONSTRUCTION/GRADING LIMITS SHOWN.
2. ALL WORK SHALL CONFORM TO THE MINNESOTA POLLUTION CONTROL AGENCY'S STORM WATER PERMIT REQUIREMENTS. CONTRACTOR SHALL OBTAIN ALL PERMITS AND COMPLY WITH ALL PERMIT REQUIREMENTS.
3. THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY DEMOLITION OR GRADING OPERATIONS AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE PERMIT.
4. CONTRACTOR SHALL INSPECT TEMPORARY EROSION CONTROL MEASURES ON THE ENTIRE SITE AT LEAST EVERY 7 DAYS AND WITHIN 24 HOURS OF ANY MEASURABLE RAINSTORM. DAMAGED SILT FENCE OR OTHER EROSION CONTROL DEVICES OR BMP'S PRACTICES SHALL BE REPAIRED IMMEDIATELY. INSPECTION AND MAINTENANCE OF DEVICES SHALL CONTINUE UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND A NOTICE OF TERMINATION IS SUBMITTED TO THE MPCA.
5. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION.
6. THE SITE SOIL EROSION AND SEDIMENT CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED TO CONFORM WITH THE STANDARDS SPECIFIED BY THE TOWNSHIP AND THE MPCA.
7. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE DISTURBANCE OF ANY AREAS AND MAINTAINED UNTIL ALL TRIBUTARY DISTURBED AREAS ARE RESTORED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL EROSION CONTROL MEASURES, INCLUDING SILT FENCE AND BALES, UPON ESTABLISHMENT OF PERMANENT VEGETATION IN SAID AREAS.
9. ALL SOILS TRACKED ONTO PAVEMENT OR ANY OTHER OFF-SITE AREA SHALL BE REMOVED DAILY.
10. THE SITE SEDIMENT CONTROL FACILITIES FOR THE PROJECT MUST BE INSTALLED PRIOR TO ANY GRADING OPERATION. CONTACT THE TOWNSHIP ONCE SAID FACILITIES ARE INSTALLED AND BEFORE ANY GRADING CAN TAKE PLACE.
11. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AND VEGETATED AS SOON AS POSSIBLE. ANY FINISHED AREAS SHALL BE SEEDED AND MULCHED WITHIN 7 DAYS AFTER FINISHED GRADING IS COMPLETED IN ACCORDANCE TO MN/DOT 2575.
12. ALL DISTURBED AREAS SHALL BE REVEGETATED WITH MN/DOT SEED MIX
13. TURF ESTABLISHMENT AREAS SHALL RECEIVE MINIMUM OF 4" DEPTH AS MEASURED AFTER COMPACTED. TOPSOIL WILL BE FURNISHED AND INSTALLED BY THE CONTRACTOR. ALL GRADED SLOPES GREATER THAN OR EQUAL TO 5:1 SHALL BE HYDROSEEDDED, EROSION CONTROL BLANKETED, OR MULCHED TO HELP STABILIZE THE SLOPES BY GENERAL CONTRACTOR.
14. EROSION CONTROL BLANKET TO BE INSTALLED ON DITCH BOTTOM, AND IS TO EXTEND 1' IN ELEVATION UP SIDESLOPES.

STRIPING DETAIL



NO.	DATE	BY	CHK	REVISION

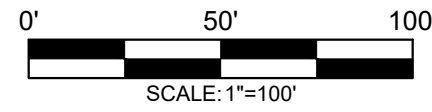
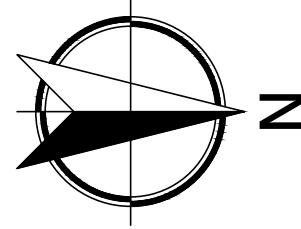
DESIGN BY:	
PLAN BY:	
CHECKED BY:	
APPROVED BY:	
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	
SIGNED:	WILLIAM H TESSMER
DATE:	
LICENSE NO:	



CONSTRUCTION NOTES

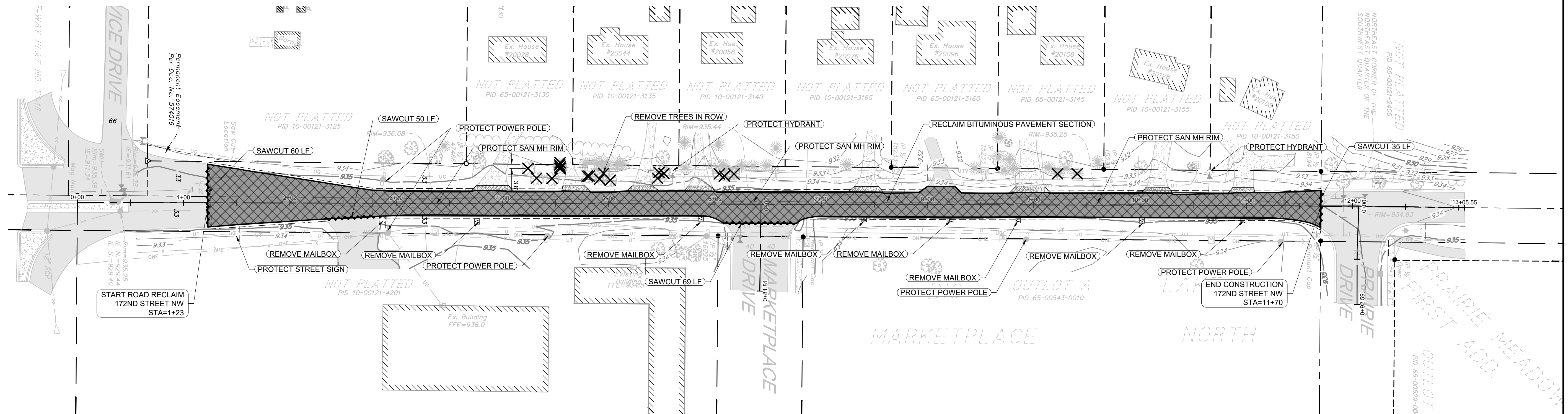
BIG LAKE TWP 172ND ST N
BIG LAKE TOWNSHIP 2026-10130

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OF
W6
SHEETS



LEGEND:

- +--- PROPOSED CENTERLINE ALIGNMENT
- - - - - EXISTING RIGHT OF WAY (R/W)
- - - - - PROPOSED LIMIT OF DISTURBANCE
- [Cross-hatched box] RECLAIM BITUMINOUS PAVEMENT SECTION
- [Wavy line] SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)
- - - - - REMOVE AS NOTED
- [X] REMOVE AS NOTED



NO.	DATE	BY	CHK	REVISION

DESIGN BY: _____

PLAN BY: _____

CHECKED BY: _____

APPROVED BY: _____

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNED: _____

DATE: _____

WILLIAM H. TESSMER

LICENSE NO.: _____



BIG LAKE TWP 172ND ST N
BIG LAKE TOWNSHIP 2026-10130

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PROPOSED CENTERLINE ALIGNMENT

PROPOSED SEDIMENT LOG PROTECTION

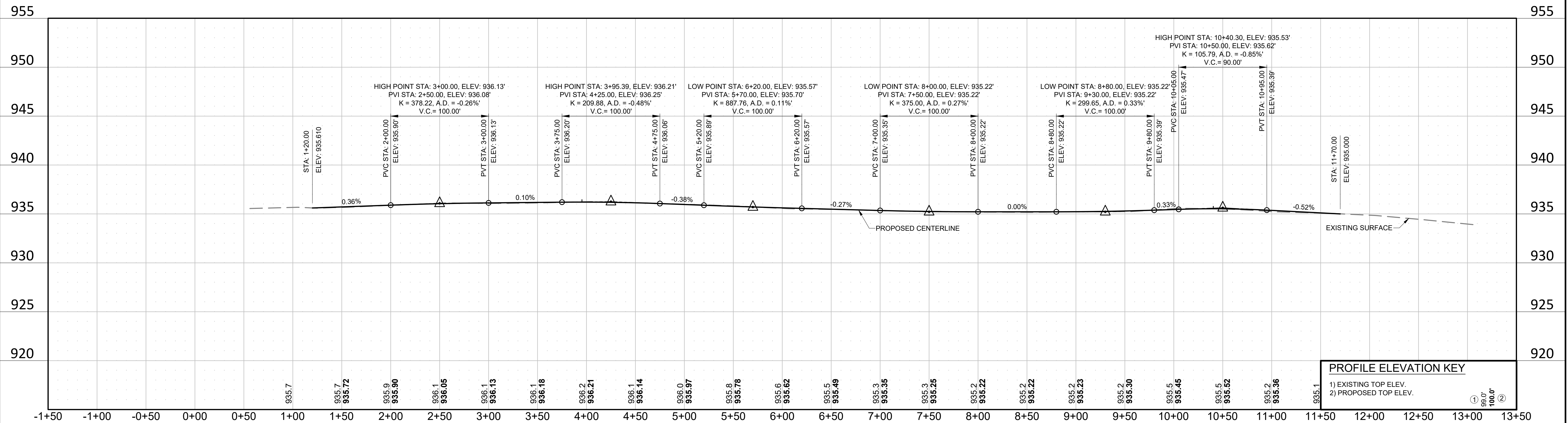
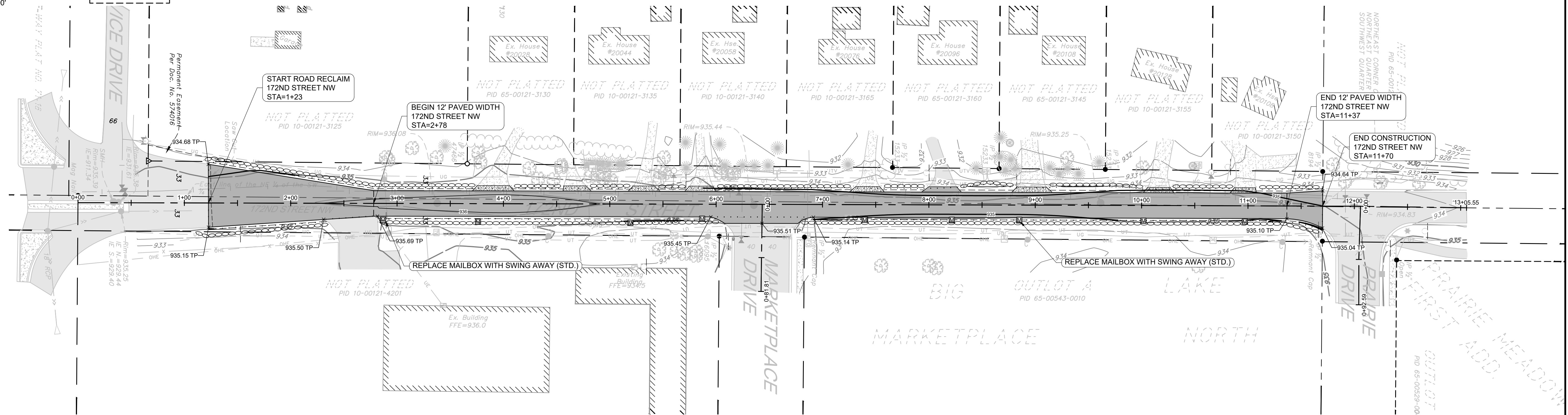
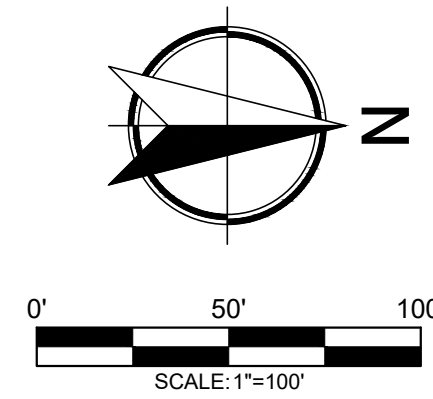
PROPOSED LIMIT OF DISTURBANCE

M

PROPOSED SWING-AWAY MAILBOX

PROPOSED BITUMINOUS SURFACE

PROPOSED GRAVEL SURFACE



NO.	DATE	BY	CHK	REVISION

APPROVED BY:

DATE: _____

LICENSE NO:

LICENSE NO:



BIG LAKE TWP 172ND ST N
BIG LAKE TOWNSHIP 2026-10130

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AGENDA ITEM

Big Lake City Council

Prepared By: <i>Marie Popp, Community Development Director</i>	Meeting Date: <i>3/18/2026</i>	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7D
Item Description: <i>Sixth Amendment to Sale and Purchase Agreement for 616 Rose Drive PID #65-00556-0002</i>		Reviewed By: <i>Hanna Klimmek, City Administrator, Deb Wegeleben, Finance/HR Director</i>	
		Reviewed By: <i>Gina Wolbeck, City Clerk</i>	

ACTION REQUESTED

Motion to approve a RESOLUTION approving a Sixth Amendment to the Sale and Purchase Agreement between the City of Big Lake and Big Lake Pizza Factory, Inc.

BACKGROUND/DISCUSSION

On September 11, 2024, the City Council approved a Purchase Agreement between the City of Big Lake and Big Lake Pizza Factory, Inc. for the sale of city-owned property located at 616 Rose Drive. Upon completion of the sale, Mr. Robert Monson, owner of Big Lake Pizza Factory, Inc., plans to relocate his business to this new location.

Original Terms: The original agreement required the buyer and the Big Lake Economic Development Authority (BLEDA) to execute a lease termination agreement for the current location (owned by BLEDA), and for the buyer to submit a binding financing commitment within 30 days of the effective date, October 11, 2024. Mr. Monson requested an extension for both conditions, leading to the approval of a first amendment that extended the deadlines to December 10, 2024. As a result, the closing date was also moved to January 31, 2025.

Following the first amendment (approved October 23, 2024), Mr. Monson and BLEDA successfully entered into a lease termination agreement. Mr. Monson has continued assembling a financing package for the relocation project and is actively working with a lender. He was also been referred to the Sherburne County Business Lab, which supports local entrepreneurs and businesses. A second amendment, approved on January 22, 2025, extended the financing commitment deadline to July 1, 2025 and the closing deadline to on or before July 31, 2025. As Mr. Monson continued working on cash flow projections with his lender, Council authorized a third amendment to extend the financing commitment deadline to October 1, 2025, and the closing deadline to on or before October 31, 2025. With the government shutdown, a fourth extension was requested and granted with a new deadline of December 31, 2025. A fifth extension was approved in December 2025 with a new deadline of February 2026.

Mr. Monson and the lender are completing the required documents for an SBA 504 loan, which unfortunately, has been delayed with the government shutdown review backlog and need to alter the financing package to include additional financing from the Initiative Foundation. Mr. Monson is requesting a sixth amendment to extend the financing commitment deadline and closing deadline. Mr. Monson and his lender are requesting an extension to allow for the SBA approval. The lender submitted a letter outlining the extension request and related reasoning. Staff is recommending a deadline of April 30th for proof of financing with a deadline of May 22nd for a closing.

FINANCIAL IMPACT

\$166,381 = Sale price of 616 Rose Drive

Additional overhead costs for maintaining the property are estimated at \$899 per month.

STAFF RECOMMENDATION

Staff recommends that Council consider and approve a Resolution approving a Sixth Amendment to the Purchase Agreement between the City of Big Lake and Big Lake Pizza Factory, Inc.

ATTACHMENTS

- Attachment A - Resolution Approving a Sixth Amendment to the Sale and Purchase Agreement
- Attachment B - Sixth Amendment to Purchase Agreement
- Attachment C - Original Purchase Agreement
- Attachment D - Sentry Bank Financing Letter

Attachment A
Resolution Approving a Sixth Amendment to the Sale and Purchase Agreement

**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 Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 18, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**BIG LAKE CITY COUNCIL
RESOLUTION NO. 2026-XX**

**RESOLUTION APPROVING AN AMENDMENT TO SALE AND
PURCHASE AGREEMENT**

WHEREAS, the City of Big Lake ("Seller") and Big Lake Pizza Factory, Inc., ("Buyer") entered into a Sale and Purchase Agreement dated September 11, 2024 (the "Original Agreement") for the Buyer's acquisition of a portion of the property located at 616 Rose Drive, Big Lake, Minnesota (PID 65-00556-0002) (the "Property"); and

WHEREAS, the Seller and Buyer entered into an Amendment to Sale and Purchase Agreement (the "First Amendment"), which amended the Original Agreement and was approved by the City Council of the City of Big Lake, Minnesota ("City Council"), on October 23, 2024, pursuant to Resolution No. 2024-63; and

WHEREAS, the Seller and Buyer entered into a Second Amendment to Sale and Purchase Agreement (the "Second Amendment"), which amended the Original Agreement and First Amendment, which was approved by the City Council of the City of Big Lake, Minnesota ("City Council"), on January 22, 2025, pursuant to Resolution No. 2025-04; and

WHEREAS, the Seller and Buyer entered into a Third Amendment to Sale and Purchase Agreement (the "Third Amendment"), which amended the Original Agreement and Second Amendment, which was approved by the City Council of the City of Big Lake, Minnesota ("City Council"), on July 23, 2025, pursuant to Resolution No. 2025-28; and

WHEREAS, the Seller and Buyer entered into a Fourth Amendment to Sale and Purchase Agreement (the “Fourth Amendment”), which amended the Original Agreement and Third Amendment, which was approved by the City Council of the City of Big Lake, Minnesota (“City Council”), on October 22, 2025, pursuant to Resolution No. 2025-55; and

WHEREAS, the Seller and Buyer entered into a Fifth Amendment to Sale and Purchase Agreement (the “Fifth Amendment”), which amended the Original Agreement and Fourth Amendment, which was approved by the City Council of the City of Big Lake, Minnesota (“City Council”), on December 10, 2025, pursuant to Resolution No. 2025-73; and

WHEREAS, the parties desire to further amend the Original Agreement, as amended by the First, Second, Third, Fourth, and Fifth Amendments, to provide for an extension of the date for the Buyer to present to the Seller a binding commitment for financing the purchase of the Property, and for extension of the amended closing date for closing on the purchase and conveyance of the Property; and

WHEREAS, the City Council has received and reviewed the proposed Sixth Amendment to Sale and Purchase Agreement to be entered by and between the Seller and Buyer.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake, Sherburne County, State of Minnesota, as follows:

1. That Sixth Amendment to Sale and Purchase Agreement is hereby approved.
2. The Mayor and City Clerk are authorized to execute any and all documents necessary and required under the terms of the Original Agreement and Amendments to effect the sale and purchase of the Property, in a form as approved by the City Attorney

Adopted and Passed by the City Council of the City of Big Lake this 18th day of March, 2026.

CITY OF BIG LAKE

By: _____
Paul Knier, Mayor

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 18th day of March, 2026, by Paul Knier and by Gina Wolbeck, respectively, the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

Attachment B
Sixth Amendment to Purchase Agreement

SIXTH AMENDMENT TO SALE AND PURCHASE AGREEMENT

THIS SIXTH AMENDMENT TO SALE AND PURCHASE AGREEMENT (“Sixth Amendment”) is dated as of March 18, 2026, between the **CITY OF BIG LAKE**, a Minnesota municipal corporation (“Seller”), and **BIG LAKE PIZZA FACTORY, INC.**, a Minnesota corporation (“Buyer”).

RECITALS

A. Seller and Buyer entered into that certain Purchase and Sale Agreement dated September 11, 2024, (the “Original Agreement”) for the conveyance of a portion of real property located at 616 Rose Drive in the City of Big Lake, Sherburne County, Minnesota (PID 65-00556-0002) (the “Property”); and

B. Seller and Buyer entered into that certain Amendment to Sale and Purchase Agreement dated October 23, 2024, a Second Amendment to Sale and Purchase Agreement dated January 22, 2025, a Third Amendment to Sale and Purchase Agreement dated July 23, 2025, and a Fourth Amendment to Sale and Purchase Agreement dated October 31, 2025 and a Fifth Amendment to Sale and Purchase Agreement dated December 10, 2025 (collectively, the “Amendments”), which amended certain sections of the Original Agreement related to a Lease Termination Agreement between the parties; an extension of the date by which the Buyer was required to present to the Seller a binding commitment for financing the purchase of the Property; and an extension of the closing date on the Original Agreement; and

C. The parties desire to amend the Original Agreement, as amended by the Amendments, to provide for another extension of the date for the Buyer to present to the Seller a binding commitment for financing the purchase of the Property, and for extension of the amended closing date for closing on the purchase and conveyance of the Property.

NOW, THEREFORE, in consideration of the covenants and undertakings contained in this Second Amendment, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Buyer and Seller agree as follows:

1. Amendment to Paragraph 3 of the Original Agreement and Amendments. Paragraph 3(f) of the Original Agreement as amended by the Amendments, is further amended to read as follows:

(f) Financing. Buyer intends to obtain financing through the Small Business Association loan program to pay the balance of the Purchase Price. The Buyer must present a binding commitment for financing the purchase of the Property no later than April 30, 2026 (the “Financing Commitment Date”). The terms of the financing must be acceptable to and approved by the Seller. In the event that the Buyer fails to obtain financing by the Financing Commitment Date, this Agreement shall automatically terminate and all funds paid to the Seller by the Buyer shall be returned to the Buyer.

2. Amendment to Paragraph 6 of the Original Agreement and Amendments. Paragraph 6(a) of the Original Agreement, as amended by the Amendments, is further amended to read as follows:

(a) Closing Date. The closing of the purchase and sale contemplated by the Original Agreement (the “Closing”), shall occur on or before May 22, 2026, or on such later date as is mutually agreed to by the Buyer and the Seller (the “Closing Date”), or as otherwise extended under the terms of Original Agreement or as amended by the Amendments. The Closing shall take place at 10:00 a.m. local time at the office of the Title Company, or at such other time or location as determined by the Buyer and shall be complete through escrow of closing documents and funds with the Title Company.

3. No Other Amendments. Except as provided in this Sixth Amendment, all terms and provisions of the Original Agreement, as amended by the Amendments, shall remain in full force and effect.

4. Incorporation of Recitals. The Recitals at the beginning of this Sixth Amendment are each true and correct, and are incorporated into and made part of this Sixth Amendment.

IN WITNESS WHEREOF, Seller and Buyer have executed this Sixth Amendment to Sale and Purchase Agreement to be effective as of the date first written above.

[Signature page to follow]

SELLER:
CITY OF BIG LAKE

By: _____
Paul Knier, Mayor

By: _____
Gina Wolbeck, City Clerk

BUYER:
BIG LAKE PIZZA FACTORY, INC.

By: _____
Robert Monson, Owner

Attachment C
Original Purchase Agreement

SALE AND PURCHASE AGREEMENT

THIS SALE AND PURCHASE AGREEMENT (the "**Agreement**"), is made as of September 11, 2024 (the "**Effective Date**" of this Agreement) between **CITY OF BIG LAKE**, a Minnesota municipal corporation ("**Seller**") and **BIG LAKE PIZZA FACTORY, INC.**, a Minnesota corporation ("**Buyer**").

In consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

1. SALE OF PROPERTY. Seller agrees to sell to Buyer, and Buyer agrees to buy from Seller, the following (collectively, "**Property**"):

(a) **Real Property.** The real property located at 616, Rose Drive in the City of Big Lake, Sherburne County, Minnesota (PID 65-00556-0002), except approximately 377 square feet currently occupied by the municipal liquor store as depicted on attached Exhibit A ("**Land**"), subject to replat as a single tax parcel, together with (1) all improvements located on the Land and fixtures located thereon, including without limitation, all water and sewer taps, all equipment used in connection with the operation thereof, such as elevators, security and alarm systems, and heating and air conditioning systems and (2) all easements and rights benefitting or appurtenant to the Land (collectively the "**Real Property**"), subject to certain encumbrances, if any.

(b) **Material Contracts.** The Seller's entire right and interest in and to all utility deposits, all supplier, vendor or other contracts relating to the Property, and not cancelable on sale or upon thirty (30) days' notice and all licenses, permits and warranties now in effect with respect to the Property (the "**Material Contracts**").

2. PURCHASE PRICE AND MANNER OF PAYMENT. The purchase price ("**Purchase Price**") to be paid by Buyer to Seller shall be One Hundred Sixty-Six Thousand Three Hundred Eighty-One and No/100 Dollars (\$166,381.00), subject to satisfaction of certain due diligence and other contingencies described herein. The Purchase Price shall be paid as follows:

(a) **Earnest Money.** \$5,000.00 as earnest money ("**Earnest Money**") which shall be deposited with the Title Company (defined below) within three (3) business days after full execution and delivery of this Agreement. The Earnest Money shall be applied to the Purchase Price at Closing. The Earnest Money shall become be non-refundable after expiration of the due diligence period described below, except as otherwise provided under Sections 3, 4, 5, 10, 12, and 24 of this Agreement.

(b) **Closing Payment.** The balance of the Purchase Price (subject to prorations and adjustments provided herein) shall be payable in full at Closing (as defined below)

by cash, certified funds, title company check or by wire transfer of immediately available funds.

3. CONDITIONS TO BUYER'S OBLIGATIONS. The obligations of Buyer under this Agreement are conditioned upon satisfaction or waiver by Buyer of each of the following by the respective dates indicated:

(a) Access. Seller shall allow Buyer and Buyer's agents access to the Property without charge and at all reasonable times for the purpose of investigation and testing. Buyer and its duly authorized agents will have the right during the period from the Effective Date until thirty (30) days after the Effective Date to enter in and upon the Property to complete its due diligence, including without limitations, completing investigation and testing. If such testing reveals any condition or circumstances which Buyer finds objectionable for any reason, in Buyer's sole and absolute discretion, Buyer shall have the right and option to terminate this Agreement by written notice delivered to Seller on or before the Inspection Deadline as set forth herein. Buyer shall pay all costs and expenses of such investigation and testing and shall indemnify, defend and hold Seller and the Property harmless from all costs and liabilities relating to Buyer's activities; provided that Buyer shall not be responsible for existing conditions on the Property nor the cost of investigations or studies completed by Seller before the Effective Date. Buyer shall further repair any damage to the Property caused by or occurring as a result of Buyer's testing, provided the foregoing obligation does not apply to conditions existing upon the Property before Buyers' entry thereon. The foregoing covenants shall survive the termination or cancellation of this Agreement.

(b) Seller's Documents. No later than fifteen (15) days after the Effective Date, Seller shall deliver or otherwise make available to Buyer, without charge, true, correct and complete copies of the documents listed on Exhibit B attached hereto ("Seller's Documents"). Buyer shall be satisfied with its review of the Seller's Documents.

(c) Title. Title shall have been found acceptable by Buyer in its sole discretion, or been made acceptable, in accordance with the requirements and terms of **Section 5** below.

(d) Representations and Warranties. The representations of Seller contained in this Agreement will be true now and on the Closing Date as if made on the Closing Date.

(e) Lease Termination. Buyer and the Big Lake Economic Development Authority entering into a lease termination within thirty (30) days of the Effective Date for a portion of the property located at 160 Lake Street North effective upon the earlier of (i) the opening of a restaurant on the Property or (ii) 180 days after the Closing Date ("Lease Termination").

(f) Financing. Buyer intends to obtain financing through the Small Business Association loan program to pay the balance on the Purchase Price. The Buyer must present to the Seller a binding commitment for financing the purchase of the Property within thirty (30) days of the Effective Date. The terms of the financing must be acceptable

to and approved by the Buyer. In the event that the Buyer fails to obtain financing within the time allotted, this Agreement shall automatically terminate and all funds paid to by the Buyer shall be returned to the Buyer.

(g) Replat. Seller replatting the Property to create a single tax parcel prior to Closing.

If any condition set forth in this **Section 3** has not been satisfied or waived within the time period specified for the relevant contingency under this Section then Buyer may, at Buyer's option, terminate this Agreement. Upon such termination, the Earnest Money shall be immediately returned to Buyer and upon such return neither party will have any further rights or obligations under this Agreement except for the covenants made in **Section 3(a), Section 8 and Section 10** (the "**Surviving Covenants**"). If Buyer has not terminated this Agreement on or before the dates specified in this Section, then Buyer shall be deemed to have waived the contingencies set forth herein.

4. CONDITIONS TO SELLER'S OBLIGATIONS. The obligations of Seller under this Agreement are conditioned upon satisfaction or waiver by Seller of each of the following by the respective dates indicated:

(a) Replat. Seller replatting the Property to create a single tax parcel prior to Closing.

(b) Lease Termination. Buyer and the Big Lake Economic Development Authority entering into a lease termination within thirty (30) days of the Effective Date for a portion of the property located at 160 Lake Street North effective upon the earlier of (i) the opening of a restaurant on the Property or (ii) 180 days after the Closing Date ("**Lease Termination**").

If any condition set forth in this **Section 4** has not been satisfied or waived within the time period specified for the relevant contingency under this Section then Seller may, at Seller's option, terminate this Agreement. Upon such termination, the Earnest Money shall be immediately returned to Buyer and upon such return neither party will have any further rights or obligations under this Agreement except for the covenants made in **Section 3(a), Section 9 and Section 11** (the "**Surviving Covenants**").

5. TITLE MATTERS. Title examination shall be conducted as follows:

(a) Title Evidence. Within fifteen (15) days of the date of this Agreement, Seller shall be responsible for obtaining a title insurance commitment ("**Title Commitment**") from Land Title, Inc. (the "**Title Company**").

(b) Buyer's Objections. Buyer shall be allowed thirty (30) business days after the receipt of the Title Commitment (the "**Review Period**") for examination of title and to render any written objections to Seller as to matters shown on the Title Evidence ("**Objections**"). Buyer shall be deemed to have automatically made Objections to any mortgage, judgment, tax lien, mechanic's lien or any other monetary lien against the Property (collectively "**Monetary Liens**"). With respect to any update to the Title

Commitment, Buyer shall have fifteen (15) days after Buyer's receipt of the applicable updated Title Commitment to notify Seller of any Objections; provided that Buyer shall not have the right to object to any matters that were shown on a previous Title Commitment and not timely objected to by Buyer. Seller shall have no obligation to correct any Objections; provided, however, Seller shall cause to be satisfied at Closing all voluntary Monetary Liens (mortgages and other liens which Seller has consented to or joined in) out of proceeds from Closing on the Closing Date if they are not satisfied prior thereto. At Closing, Buyer shall have the right to require endorsement(s) to the Title Policy, at buyer's cost. If the Objections are not cured prior to the Closing Date, Buyer will have the option to do any of the following by notice provided to Seller:

(i) Terminate. Terminate this Agreement pursuant to **Section 3** herein, on or before the Closing Date. Upon such termination, neither Seller nor Buyer shall have any further rights or obligations under this Agreement, except for the Surviving Covenants. Buyer shall be entitled to return of the Earnest Money; or

(ii) Waive. Waive the Objections and close the transaction contemplated by this Agreement as if such Objections had not been made or waive the Objections pending Seller's cure of the objections at or before Closing, in which case, Buyer's right to terminate this Agreement under **Section 3** will extend until Closing.

(c) Title Policy. If the Closing occurs, Title Company shall issue an owner's title insurance policy ("**Title Policy**") pursuant to the Title Commitment, or a suitable marked up of the Title Commitment initiated by the Title Company undertaking to issue such a Title Policy within a reasonable time in the form required by the Title Commitment as approved by Buyer.

6. **CLOSING PROCEDURES.**

(a) Closing Date. The closing of the purchase and sale contemplated by this Agreement (the "**Closing**") shall occur on or before December 31, 2024 or such later date as mutually agreed to by the Buyer and Seller (the "**Closing Date**") or as otherwise extended under the terms of this Agreement. The Closing shall take place at 10:00 a.m. local time at the office of Title Company, or such other time or location as determined by the Buyer and shall be completed through escrow of closing documents and funds with the Title Company.

(b) Seller's Closing Documents. On the Closing Date, Seller shall execute and/or deliver to Buyer the following (collectively, the "**Seller's Closing Documents**"):

(i) Deed. A Limited Warranty Deed (the "**Deed**"), in recordable form, conveying marketable title to the Property to Buyer, free and clear of all encumbrances, other than those encumbrances not objected to or waived pursuant to **Section 5** above;

- (ii) Seller's Affidavit. The standard owner's affidavit as may be required by the title Insurer to issue the Title Policy in the form required by **Section 5** above;
 - (iii) FIRPTA Affidavit. A non-foreign affidavit, properly executed and in recordable form, containing such information as is required by IRC Section 1445(b)(2) and its regulations;
 - (iv) Well Disclosure Statement. A Well Disclosure Statement, properly executed and in recordable form, disclosing any wells existing on the property or, if no wells, a statement to that effect on the Deed;
 - (v) Keys, access codes or key fobs to all locks on the Property;
 - (vi) Other Documents. All other documents reasonably determined by Buyer or the Title Company to be necessary to transfer the Property to Buyer, provided the same are acceptable to Seller, including a Closing Statement, which shall also be joined in by Buyer.
- (c) Buyer's Closing Documents. On the Closing Date, Buyer will execute and/or deliver to Seller the following (collectively, "**Buyer's Closing Documents**"):
- (i) Purchase Price. The Purchase Price to be paid as required by **Section 2** hereof;
 - (ii) Lease Termination; and
 - (iii) Title Documents. Such affidavits of Buyer or other documents as may be reasonably required by the Title Company in order to record Seller's Closing Documents and issue the Title Policy.
- (d) Possession. Seller shall deliver possession of the Property not later than the actual date of closing.

7. PRORATIONS. Seller and Buyer shall make the following prorations and allocations at the Closing:

- (a) Title Insurance and Closing Fee. Seller shall pay the cost of the Title Commitment, the related title searches. Buyer shall pay the cost of the premium for the Title Policy and all other endorsements. Buyer and Seller will each pay one-half of any reasonable and customary closing fee or charge imposed by the Title Company.
- (b) Deed Tax. Seller shall pay all state deed tax due on the Deed to be delivered by Seller under this Agreement.
- (c) Real Estate Taxes and Special Assessments. General real estate taxes and installments of special assessments payable therewith ("Taxes") due and payable in the year prior to the year in which the Closing Date occurs shall be paid by Seller.

Real estate taxes payable in the year of Closing shall be prorated between Seller and Buyer on a calendar year basis as of the date of Closing. Seller shall pay all levied special assessments against the Property which are due and payable for all years prior to the year of the Date of Closing, and Buyer shall assume all pending and levied special assessments as of the Date of Closing and thereafter. Buyer shall pay all real estate taxes and pending and levied special assessments due and payable in the year following Closing and thereafter.

- (d) Replat of Property. Seller shall pay all costs associated with replatting 616 Rose Drive to establish the Property as a single tax parcel.
- (e) Recording Costs. Seller will pay the cost of recording all documents necessary to place record title in Seller. Buyer will pay the cost of recording all other documents.
- (f) Attorneys' Fees. Seller and Buyer shall each pay its own attorneys' fees in connection with the preparation and negotiation of this Agreement and the Closing.
- (g) Utilities. Final readings on all gas, water and electric meters shall be made as of the Closing Date, or as soon thereafter as is possible. Seller shall be responsible for all charges for consumption of utilities through the Closing Date.
- (h) Operating Costs. Other operating costs shall be prorated between the Seller and Buyer as of the Closing Date, with Seller paying all such items applicable to the period through the Closing Date.
- (i) Other Costs. All other income, rents, fees, costs, expenses, operating costs of the Property and any other income or expenses shall be prorated between Seller and Buyer as of the Closing Date.

8. OPERATION PRIOR TO CLOSING. During the period from the Effective Date through the Closing Date (the "**Executory Period**"), Seller shall not execute any contracts, leases, or other agreements regarding the Property, nor perform any act that would impair or encumber the title to the Property or affect the condition of the Property.

9. REPRESENTATIONS BY SELLER. Seller represents and warrants to Buyer as follows, which representations shall be true and correct as of the Closing:

- (a) Authority. Seller's execution, delivery, and performance by Seller of such documents does not conflict with or result in a violation of any judgment, order, or decree of any court or arbiter to which Seller is a party, or any agreement by which Seller is bound; and such documents are and shall be valid and binding obligations of Seller, enforceable in accordance with their terms.

(b) Title to Property. At Closing, Seller will own and have good and marketable title to the Property, free and clear of all liens, agreements, encumbrances, mortgages, or other restrictions; and Buyer will receive good and absolute fee title thereto, free from any liens, charges or encumbrances thereon.

(c) Mechanic's Liens. All labor and materials which have been provided to the Property have been fully paid for or will be fully paid for, prior to the Closing Date.

(d) Rights of Others to the Property. Seller has not entered into any other contracts for the sale of the Property, nor are there any effective rights of first refusal or options to purchase the Property or any other legal or equitable rights of others that might prevent the consummation of this Agreement or the development and use of the Property as Buyer intends.

(e) Storage Tanks. There are no above-ground or underground tanks located in or on the Property.

(f) Wells and Septic. Seller knows of no wells on the Property. At the time of Closing, Seller will deliver any required well certificate pursuant to applicable laws. To Seller's knowledge, there is no "individual sewage treatment system" within the meaning of Minn. Stat. Section 115.55 on or serving the Property.

(g) Litigation and Other Matters. Seller has received no notice, and has no knowledge of any pending notice, of a violation of any statutes, ordinances, regulations, judicial decrees, or orders, or the pendency of any lawsuits, administrative or arbitration hearings, governmental investigations, proceedings, applications, petitions, or other matters affecting the Property or the use thereof, except those which may have been initiated by or participated in by Buyer.

(h) Proceedings. There is no action, litigation, investigation, condemnation or proceeding of any kind pending or, to the best knowledge of Seller, threatened against Seller with respect to the Property. Seller hereby acknowledges that the sale of the Property is a voluntary sale and not under threat of condemnation and the payment of the Purchase Price does not include payment for Relocation Benefits and Minimum Compensation Benefits and hereby releases Purchaser from any liability for payment of additional relocation payments pursuant to the Act (or other federal or state law provisions) with respect to the Property.

(i) Environmental.

(1) To the best of Seller's knowledge there are no Hazardous Substances stored, deposited or located within the Property or under the surface of the Property. For purposes of this representation, the term "**Hazardous Substances**" means asbestos and asbestos-containing materials, polychlorinated biphenyls, nuclear fuel or materials, chemical waste, radioactive materials, explosives, known carcinogens, petroleum products, or other dangerous, toxic, or hazardous pollutant, contaminant,

chemical, material or substance defined as hazardous or as a pollutant or contaminant in, or the release or disposal of which is regulated by, any Environmental Laws. For purposes of this Agreement, the term "**Environmental Laws**" shall mean the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("**CERCLA**"), 42 U.S.C. §§ 9601-9657, as amended, and any other federal, state and local laws, rules and regulations dealing with Hazardous Substances, the environment or public health.

(2) To the best of Seller's knowledge, the Property is in compliance with all applicable environmental laws, rules, regulations and ordinances.

(j) FIRPTA. Seller is not a "foreign person," "foreign partnership," "foreign trust" or "foreign estate," as those terms are defined in Section 1445 of the Internal Revenue Code.

(k) Protected Historical Sites. To Seller's knowledge, the Property does not have any American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical materials, and/or other archeological sites that are protected by federal or state law. Buyer's obligation to close is contingent upon Buyer determining to Buyer's satisfaction that the Property does not have any American Indian burial grounds, other human burial grounds, ceremonial earthworks, historical materials, and/or other archeological sites that are protected by federal or state law.

(l) Compliance with Laws. To the best of Seller's knowledge, the Property and the current use thereof fully complies with all existing local, state and federal regulations concerning the maintenance and operation of the Property, including zoning, building, health and safety, fire safety, and environmental codes and laws. No notice of violations of the same have been received.

(m) Conditions. To the best of Seller's knowledge, the buildings and improvements currently constructed on the Property, have been constructed in a good and workman like manner in compliance with all applicable building, health and safety laws, codes and ordinances.

(n) No Defaults Under Assumed Contracts. To Seller's knowledge, there are no defaults, or conditions that may constitute a default with the passage of time, under the Assumed Contracts, and to Seller's knowledge all Assumed Contracts are valid, enforceable and currently being performed by all parties.

(o) Seller's Defaults. To Seller's knowledge, Seller is not in default concerning any of its other obligations or liabilities regarding the Property and the representations contained in this Agreement are true and correct.

(p) Assessments. Seller has received no notice of actual or threatened imposition of any special assessment or any reassessment of the Real Property's current real estate tax valuation. The Property is not subject to any agreement for a minimum assessment value.

(q) Methamphetamine Disclosure. To the best of Seller's knowledge, methamphetamine production **HAS NOT** occurred on the Property.

Seller will indemnify Buyer, its successors and assigns, against, and will hold Buyer, its successors and assigns, harmless from, any expenses or damages including reasonable attorneys' fees, that Buyer incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after closing. Each of the representations and warranties herein shall survive the Closing for a period of one (1) year. Consummation of this Agreement by Buyer with knowledge of any breach of such representations and warranties by Seller shall not constitute a waiver or release by Buyer of any claims due to such breach.

10. DAMAGE. If, prior to the Closing Date, all or any part of the Property is substantially damaged by fire, casualty, the elements or any other cause, Seller shall immediately give notice to Buyer of such fact and at Buyer's option (to be exercised within ten (10) days after Seller's notice), this Agreement shall terminate, in which event neither party will have any further obligations under this Agreement. If Buyer fails to elect to terminate despite such damages, or if the Property is damaged, but not substantially, Seller shall assign to Buyer all right to receive the proceeds of all insurance related to such damage and the Purchase Price shall remain the same. For purposes of this **Section**, the words "substantially damaged" mean damage that in the aggregate would cost Ten Thousand and no/100 Dollars (\$10,000.00)

11. REPRESENTATIONS AND INDEMNITY BY BUYER. Buyer represents to Seller that Buyer has the power and authority to execute this Agreement and any Buyer's Closing Documents signed by it; that all such documents have been authorized by all necessary action on the part of Buyer and at the Closing shall have been duly executed and delivered; that the execution, delivery, and performance by Buyer of such documents does not conflict with or violate any judgment, order or decree of any court or arbiter or any agreement by which Buyer is bound; and that all such documents are valid and binding obligations of Buyer and are enforceable in accordance with their terms.

The representations in this Section shall survive the Closing.

12. CONDEMNATION. If, prior to the Closing Date, any governmental entity commences any eminent domain proceedings ("**Proceedings**") against all or any part of the Property, Seller shall immediately give notice to and Buyer shall have the right to terminate this Agreement and receive back all Earnest Money by giving notice thereof to Seller within thirty (30) days after Seller's notice. Upon such termination, neither Seller nor Buyer shall have any further rights or obligations under this Agreement, except for the Surviving Covenants. If Buyer does not give such notice, then there shall be no reduction in the Purchase Price, provided, however, that Seller shall assign to Buyer at the Closing Date all of Seller's right, title, and interest in and to any award made or to be made in the Proceedings. Prior to the Closing Date, Seller shall not designate counsel, appear in, or otherwise act with respect to the Proceedings without Buyer's prior written consent.

13. ASSIGNMENT. Neither Seller nor Buyer may assign its rights under this Agreement for any other purpose, without the prior written consent of the other party.

14. SURVIVAL. All of the covenants and representations made in this Agreement which either by their terms expressly survive Closing, or are contained in any schedule, exhibit, certificate, or document delivered at Closing, will survive and be enforceable after the Closing for a period of one (1) year.

15. NOTICES. Any notice required or permitted to be given under any provision of this Agreement shall be in writing and shall be deemed to have been given in accordance with this Agreement, if it is mailed, by United States certified mail, return receipt requested, postage prepaid; or if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: City of Big Lake
Attn: Hanna Klimmek, City Administrator
Big Lake City Hall
160 Lake Street N
Big Lake, MN 55309

with a copy to: Andrea McDowell Poehler
Campbell Knutson, P.A.
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121

If to Buyer: Big Lake Pizza Factory, Inc.
Attn: Robert Monson
17842 227th Avenue NW
Big Lake, MN 55309

Notice shall be effective, and the time for response to any notice by the other party shall commence to run, one (1) business day after any such mailing or deposit. Either Seller or Buyer may change its address for the service of notice by giving notice of such change to the other party, in any manner above specified, ten (10) days prior to the effective date of such change. Notwithstanding the foregoing, any party may give any other party written notice hereunder by any means other than by United States registered or certified mail or overnight courier, which is reasonably calculated to reach the other party, including but not limited to hand delivery, email transmission or facsimile transmission, provided that any such notice shall be deemed to have been given and shall be effective only when actually received by the addressee, proof of which shall be furnished by the party sending such notice.

16. CAPTIONS; EXHIBITS. The section and paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement, and are not to be considered in interpreting this Agreement. All schedules, exhibits, addenda or attachments referred to herein are hereby incorporated in and constitute a part of this Agreement.

17. ENTIRE AGREEMENT; MODIFICATION. This Agreement constitutes the complete agreement between Seller and Buyer and supersedes any prior oral or written agreements between them regarding the Property. There are no oral agreements that change this Agreement, and no amendment of any of its terms will be effective unless in writing and executed by both Seller and Buyer.

18. BINDING EFFECT. This Agreement binds and benefits Seller and Buyer and their respective successors and assigns.

19. CONTROLLING LAW. This Agreement has been made under, and will be interpreted and controlled by, the laws of the State of Minnesota.

20. WAIVER. No waiver of the provisions of this Agreement shall be effective unless in writing, executed by the party to be charged with such waiver. No waiver shall be deemed a continuing waiver or waiver in respect of any subsequent breach or default, either of similar or different nature, unless expressly stated in writing.

21. COUNTERPARTS. This Agreement may be executed in any number of counterparts and each such counterpart shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

22. FACSIMILE SIGNATURES. This Agreement may be executed with signatures transmitted by facsimile or email and shall constitute a binding agreement with such signatures. Nonetheless, any party providing facsimile or emailed signatures shall provide the other party with the original signatures within five (5) business days after providing the facsimile signature page(s).

23. SEVERABILITY. If any provision of this Agreement is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable.

24. REMEDIES. Time is of the essence of this Agreement. If Seller fails to perform any of its obligations under this Agreement, Buyer may terminate this Agreement and have the Earnest Money returned to Buyer. Such termination of this Agreement will be the only remedy available to Buyer for a default by Seller, and Seller will not be liable for damages.

If Buyer defaults in performance of its obligations under this Agreement, Seller shall have the right to terminate this Agreement in the manner provided by Minn. Stat. Sec. 559.21. Such termination of this Agreement will be the only remedy available to Seller for such default by Buyer, and Buyer will not be liable for damages or specific performance.

25. BROKER'S COMMISSION. Each party represents to the other that it has not engaged any party as a broker in connection with the transactions contemplated by this Agreement. Seller will indemnify Buyer from and against any and all liability to which Buyer may be subjected by any broker's, finder's, or similar fee with respect to the transactions contemplated by this Agreement to the extent such fee is attributable to any action undertaken by or on behalf of Seller

or any affiliate of Seller, including any claim by Seller's Broker or any employee or agent of Seller's Broker. Buyer will indemnify Seller from and against any and all liability to which Seller may be subjected by reason of any broker's, finder's or similar fee with respect to the transactions contemplated by this Agreement to the extent such fee is attributable to any action undertaken by or on behalf of Buyer.

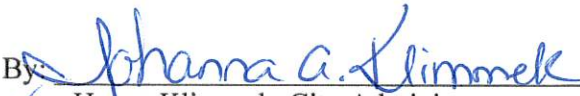
26. AS-IS. Buyer acknowledges that it is acquiring the Property "AS IS" without any warranties or representations except as otherwise provided herein. Buyer represents that it is knowledgeable in real estate matters. This provision shall survive closing or termination of the Agreement.

Seller and Buyer have executed this Agreement as of the date set forth above.

SELLER:

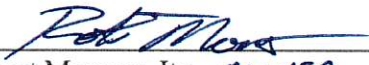
CITY OF BIG LAKE

By: 
Paul Knier, Mayor

By: 
Hanna Klimmek, City Administrator

BUYER:

BIG LAKE PIZZA FACTORY, INC.


Robert Monson, Its OWNER

Sketch of Property to be conveyed, less area cross hatched.

Floor Plan of 616 Rose Dr.

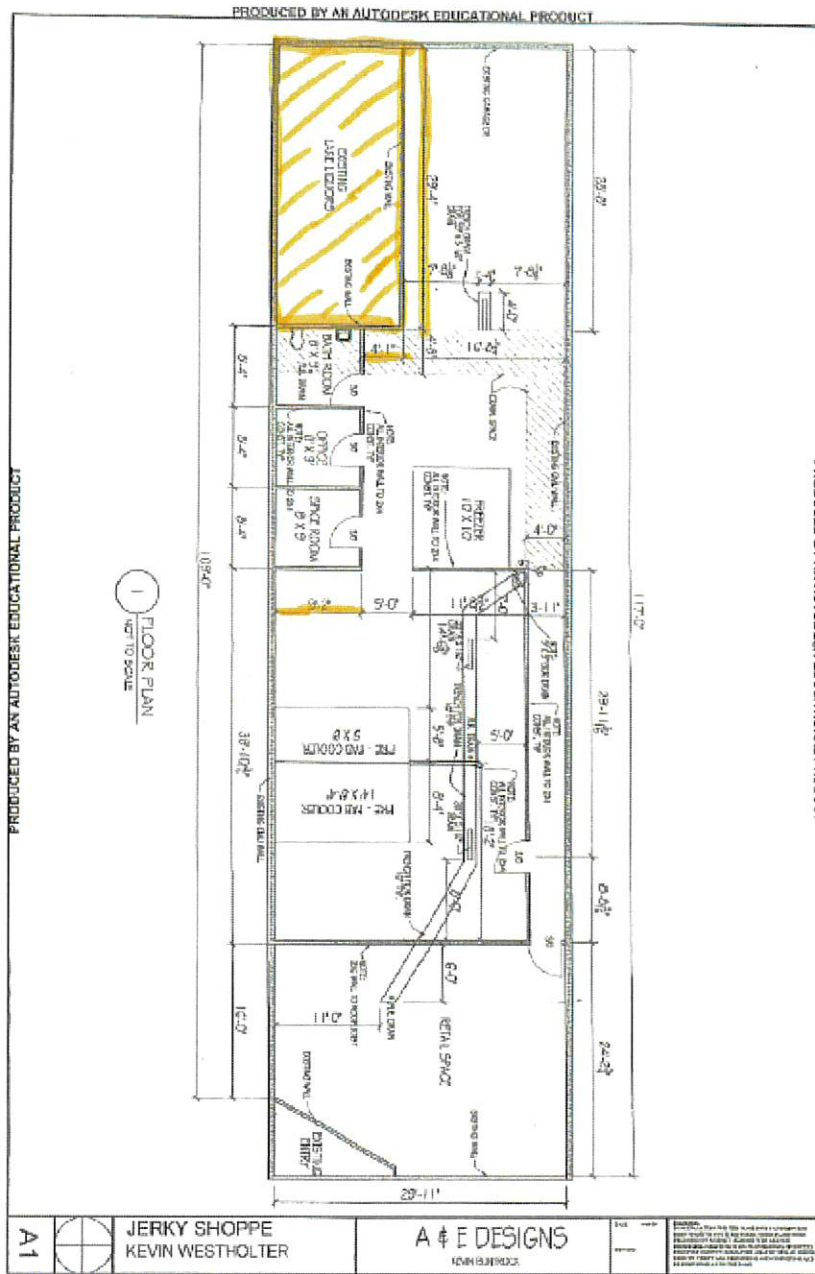


EXHIBIT B

1. Most recent Survey in Seller's possession
2. Most recent Owner's title insurance policy
3. Site Plan
4. Party Wall Agreements, or the like
5. Reciprocal Easement Agreement and/or Covenants, Conditions and Restrictions
6. Association Bylaws, Policies or Agreements
7. All engineering and environmental studies completed for the site and construction in Seller's possession.
8. All Contractor Warranties/Contractor "book" Plans in Seller's possession

Attachment D
Sentry Bank Financing Letter

March 10, 2026

City of Big Lake
Community Development / EDA Staff
Big Lake, MN

RE: Request for Extension of Purchase Agreement - 616 Rose Drive Big Lake, MN 55309
New Requested Deadline: April 30, 2026

To Whom It May Concern,

I am writing on behalf of Sentry Bank to provide an update on the financing for Big Lake Pizza Factory, Inc. and Mr. Monson's purchase and renovation of the commercial property located at 616 Rose Drive, Big Lake, MN. As the previous purchase agreement expired on February 28, 2026, we respectfully request an additional extension of the deadline to April 30, 2026, to allow us to finalize the updated financing structure and complete the closing process.

While we have made significant headway, a few unforeseen structural changes and administrative requirements have extended our timeline. The need for this extension is due to the following factors:

1. SBA 504 Structure Change

Upon pre-screening the transaction, the SBA denied the initial 50/40/10 loan structure because Mr. Monson has not owned the business for more than two years. To comply with SBA guidelines, the project as a whole had to be amended to a 50/35/15 SBA 504 structure with the owner's equity requirement increasing from 10% to 15%. This pivot required us to seek increased gap financing to cover the difference.

2. Increased Initiative Foundation Gap Loan Approval

Fortunately, we have successfully navigated this structural change. I have received approval from the Initiative Foundation for the increased gap loan and have amended Sentry Bank's approval accordingly. We are now working diligently with Terry Stein at Minnesota Business Finance Corporation (MBFC) to move toward a closing.

3. Expected SBA Processing Times

Terry Stein at MBFC has informed us that the current SBA 504 turnaround time is 20 business days once a full, completed package is submitted. Once the SBA completes this final review, we will be clear to close the entire transaction.

4. Information Gathering & Outstanding Items

Throughout this restructuring, several required closing items were delayed. Below is a summary of the documentation we have successfully gathered, as well as the items we still need as soon as possible (including some documentation required from the City of Big Lake):

Items Obtained:

- Signed and Updated SBA Form 413
- Signed and Updated Business Projections
- Signed Commitment Letter for the increased Initiative Foundation Gap Loan
- Wet Signed SBA Form 8821
- Wet Signed IRS Consent Form
- Part II of the required Environmental Questionnaire.

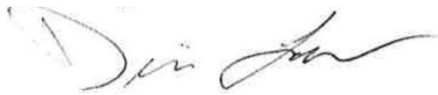
Items Needed ASAP:

- Executed Copy of the 2nd Amendment to Purchase Agreement
- Executed Copy of the 4th Amendment to Purchase Agreement
- Executed Copy of the 6th Amendment to Purchase Agreement (In process)
- Part I of the Environmental Questionnaire to be signed and completed by the City of Big Lake (Seller)
- Updated Equipment Bid from Rapid Foodservice
- Updated Final Construction Project Cost Statement from BCI Construction

We greatly appreciate the City of Big Lake's continued patience and partnership as we work through these final administrative and structural hurdles. All financing partners remain fully committed to this project and its successful execution.

Please feel free to contact me directly at (320) 363-7721 with any questions regarding these updates.

Sincerely,

A handwritten signature in dark ink, appearing to read "Devin Larson", with a stylized flourish at the end.

Devin Larson
Sentry Bank
Vice President / Commercial Lender



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Tara Kohl, Planning Technician</i>	Meeting Date: <i>3/18/2026</i>	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7E
Item Description: <i>Comprehensive Plan Amendment to Change Land Use Map to guide the Rail-Served Industrial Park Study Area as Industry/Office</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Marie Popp, Community Development Director</i>	

ACTION REQUESTED

Motion to approve a **RESOLUTION** approving a Comprehensive Plan Amendment to change the land use map to guide the Rail-Served Industrial Park Study Area as Industry/Office. **This item requires a 4/5 vote.**

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing during their March 2nd, 2026, regular meeting. No public input was received. The Commission unanimously recommended approval of the land use map amendment to guide the area designated as Rail-Served Industrial Park Study Area as Industry/Office.

BACKGROUND/DISCUSSION

A Sherburne County Rail Impact Study was completed in 2018 to evaluate opportunities related to rail and related industries, as well as the potential economic impact of such development on the region. The study area is currently reflected on the adopted Land Use Map. Staff is proposing an amendment to the map to clarify the specific parcels included within the study area and to accurately designate the guided land use as Industry/Office.

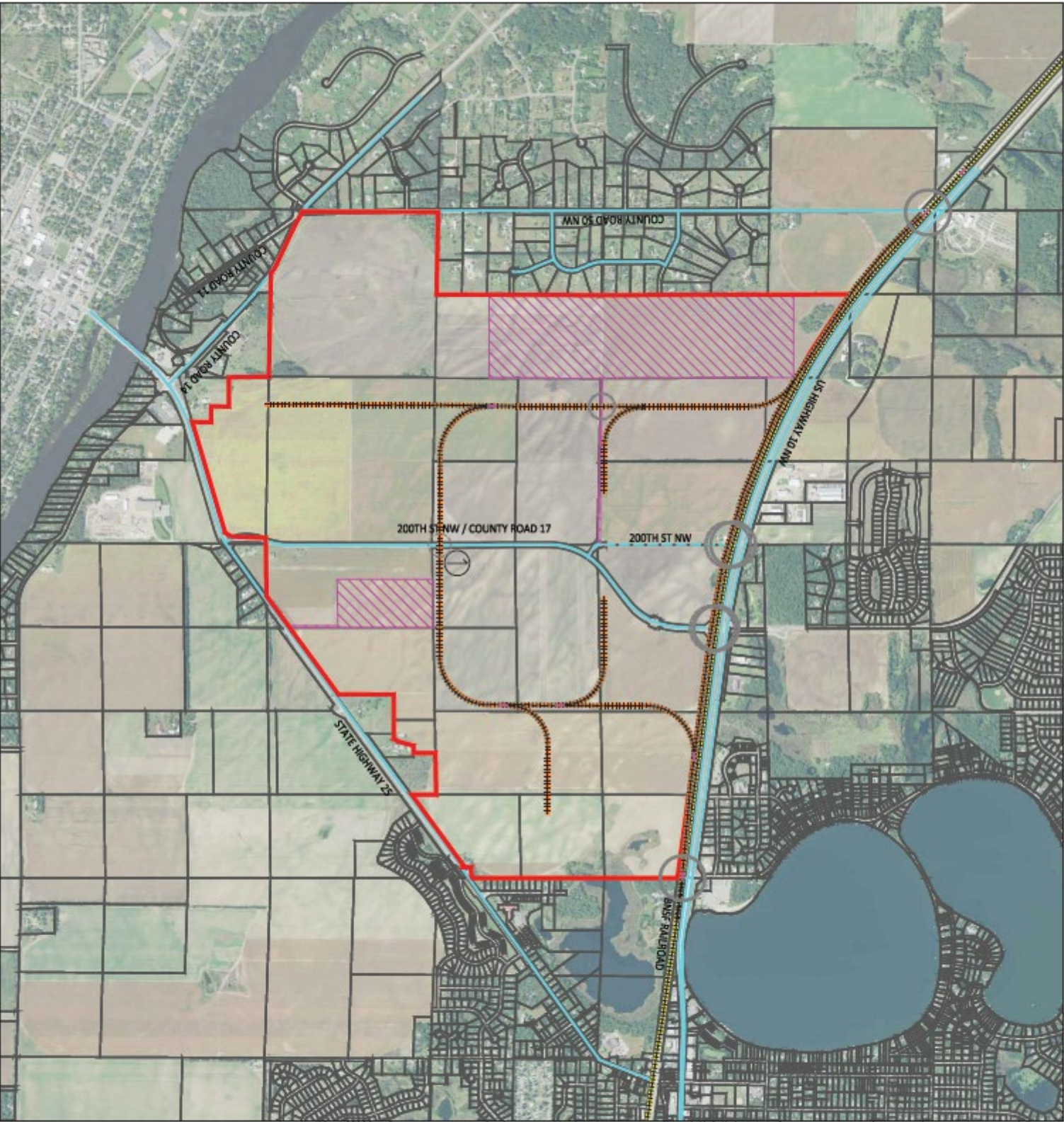
STAFF RECOMMENDATION

Approve a Comprehensive Plan Amendment to change the land use map to guide the Rail-Served Industrial Park Study Area as Industry/Office.

ATTACHMENTS

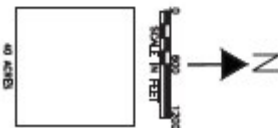
- Attachment A - Site Location Map
- Attachment B - Comprehensive Plan Future Land Use Map
- Attachment C - Sherburne County Rail Impact Study
- Attachment D - Resolution Amending the Future Land Use Map

Attachment A
Site Location Map

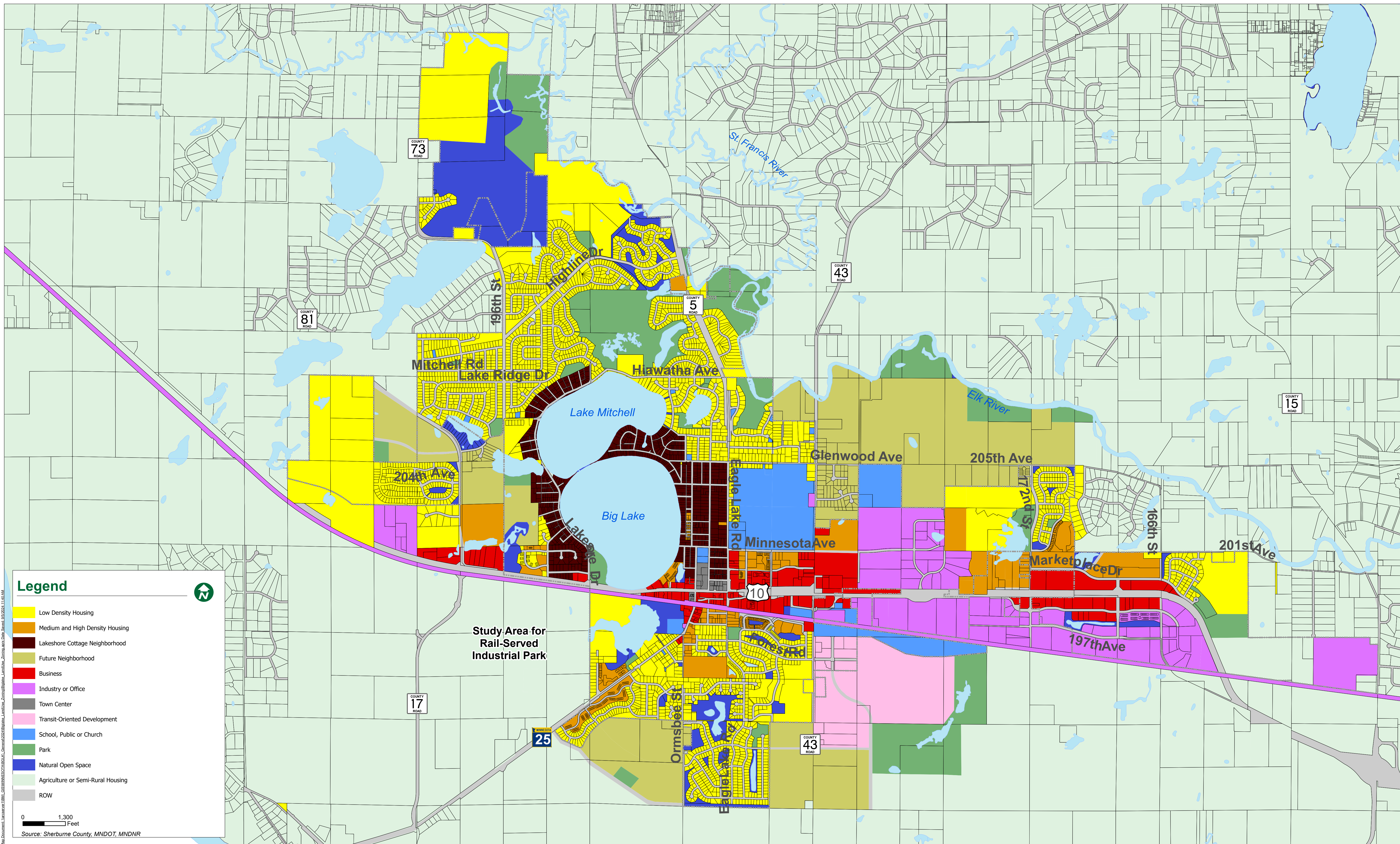


LEGEND

- STUDY BOUNDARY (1500 ACRES)
- PARCEL BOUNDARIES
- RAIL-EXISTING
- RAIL-PROPOSED
- PUBLIC ROAD/ STREET-EXISTING
- PRIVATE ROAD/ STREET-EXISTING
- EXISTING RAILROAD CROSSING
- PROPOSED RAILROAD CROSSING
- SOLAR PROJECT AREA / ACCESS
- GRADE SEPARATION OR CLOSED ROAD FOR UNIT TRAIN



Attachment B
Comprehensive Plan Future Land Use Map



Map Document: \\arcserve1\BML\GIS\MINNESOTA\BigLake_LandUse_Zoning.aprx Date Saved: 9/3/2024 11:50 AM

Source: Sherburne County, MNDOT, MNDNR

Attachment C
Sherburne County Rail Impact Study



SHERBURNE COUNTY RAIL IMPACT STUDY



Development Guidelines and Economic Analysis

October 2018



Prepared by



CONTENT

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An aerial photograph of a two-lane asphalt road that curves through a vast, flat landscape of agricultural fields. The fields are mostly brown and yellow, indicating they have been harvested. In the distance, a line of trees and some buildings are visible under a clear sky. A large, bold, white text overlay is positioned in the lower-left to center area of the image.

00 EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

BACKGROUND

Sherburne County and the Cities of Becker and Big Lake have recognized increased interest and potential of multi-modal and industrial rail park opportunities within their communities, primarily along the existing Burlington Northern Santa Fe (BNSF) Staples Subdivision mainline. They have co-sponsored this study to better understand the opportunities that rail and related industries can bring to their communities, that would have a major economic impact to the region. Funding for this study was also provided by the Initiative Foundation, a certified community development financial institution serving central Minnesota.

STUDY TEAM

In early 2018, the team of SRF Consulting Group (SRF) and Economic Development Research Group (EDR Group) was selected to lead this study to help assess rail opportunities and economic benefit. During 2018, a small study team was assembled and met regularly to help review and assess the study's outcomes. The following are the key personnel involved in the study team.

SHERBURNE COUNTY

Dan Weber – Assistant County Administrator - Economic Development Specialist

Andrew Witter – Public Works Director / County Engineer

CITY OF BECKER

Greg Pruszinske – City Administrator

Marie Pflipsen – Community Development Director

CITY OF BIG LAKE

Clay Wilfahrt – City Administrator

Hanna Klimmek – Community Development Director

XCEL ENERGY

Mark Osendorf – Manager, Community Relations & Economic Development

CONNEXUS

Bruce Saylor - Principal - Community & Economic Development

BNSF RAILWAY

Justin Pearson - Economic Development - Regional Manager

SRF CONSULTING GROUP

Andy Mielke – Principal – Transportation Planning

Christopher Ryan – Transportation Planner

Paul Schroeder – Site Development Leader

ECONOMIC DEVELOPMENT RESEARCH GROUP

Steve Fitzroy – Executive Vice President

Derek Culter - Economic Analyst

Adam Winston - Senior Associate

STUDY GOALS

The study strived to achieve a variety of outcomes, primarily the following:

DEVELOPMENT GUIDELINES

- Study Areas and Connectivity to the BNSF Railway.
- Concept Site Plan of Multimodal facilities.
- Site and Development Criteria

FUNDING ANALYSIS AND DEVELOPMENT CONCEPTUAL COSTS

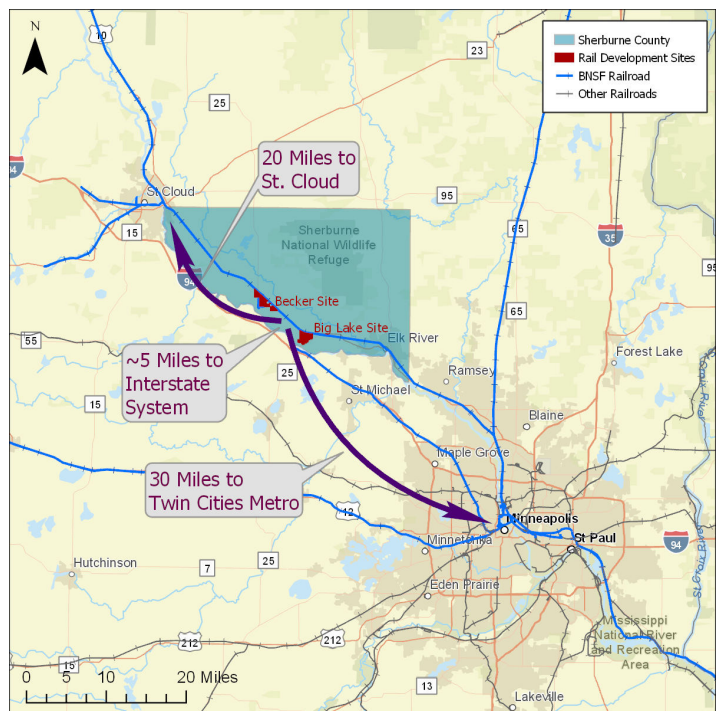
- Funding Sources and Criteria
- Joint Development Partnerships
- Development Conceptual Construction Costs
- Development Conceptual Operation and Maintenance Costs

ECONOMIC ANALYSIS

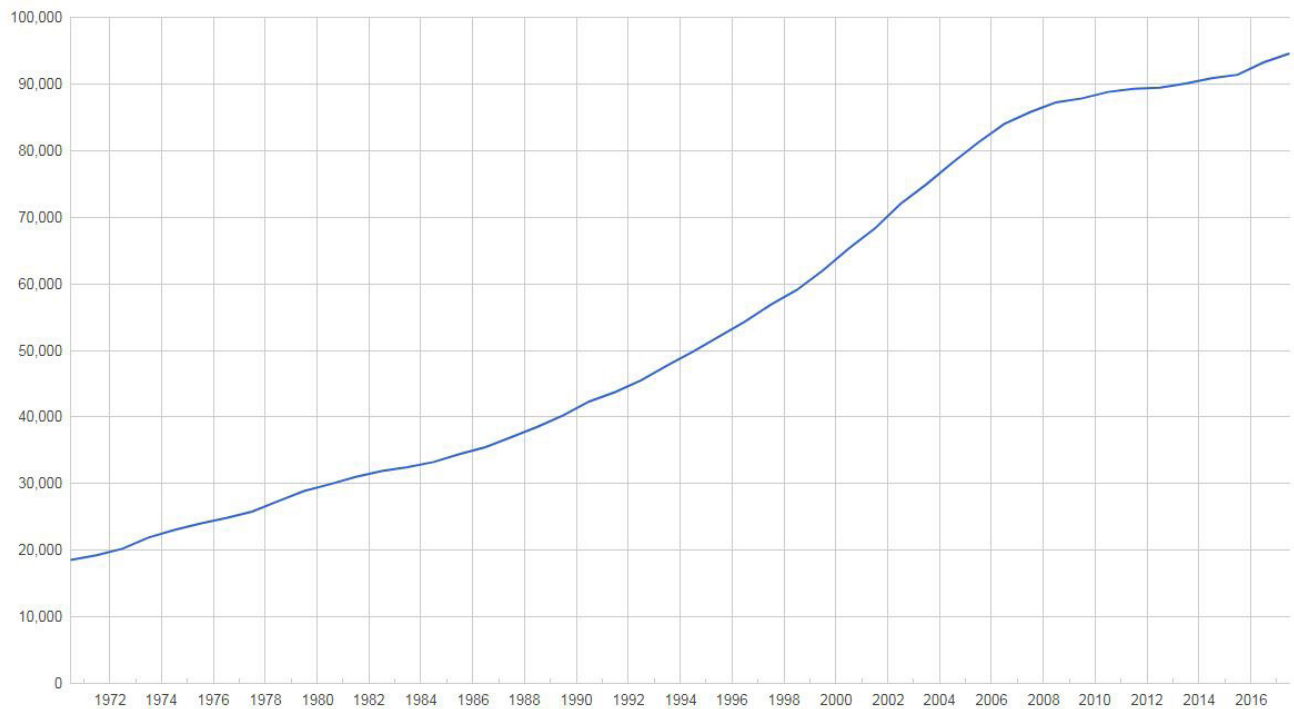
- Economic Profile and Growth
- Freight Data & Growth
- Quantifying Economic Dependence
- Locating Rail Dependent Industries
- Economic Development Profile of Tenants
- Capital Construction and Operations & Maintenance Impacts
- Local Traffic Impacts

STUDY CONTEXT

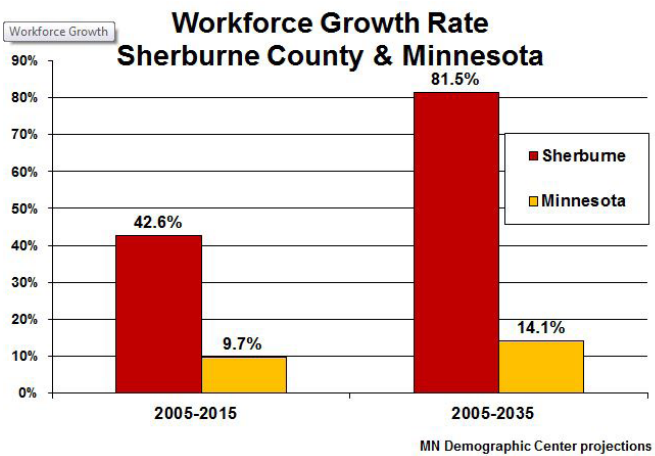
Sherburne County's population is roughly 93,528 (2016 est.) and is generally located between Minneapolis-St. Paul and St. Cloud, with the south perimeter parallel to the Mississippi River, U.S. Highway 10, and the BNSF Staples Subdivision mainline. This area has experienced rapid population and business growth in the past few years and expects continued growth for the foreseeable future. Two communities that have rail industry growth potential are the City of Becker (4,785 est. pop. 2016) and the City of Big Lake (10,638 est. pop. 2016), both with large tracts of developable properties adjacent to the BNSF Railway. BNSF Railway covers central and western portions of the United States and considers this area for high potential of rail development.



SHERBURNE COUNTY'S POPULATION IS ROUGHLY 93,528 (2016 EST.)



Businesses and industries need to find economical ways of receiving raw inputs and distributing final products to their final destinations. Geographic location is a critical factor in determining transportation costs and speed to market. This area has strong transportation corridors for both trucks (U.S. Highway 10 and Interstate 94) and rail (BNSF), along with proximity to the larger Minneapolis-St. Paul metropolitan market. The region is poised for enhanced transportation efficiency with a potential new river crossing and other highway improvements.



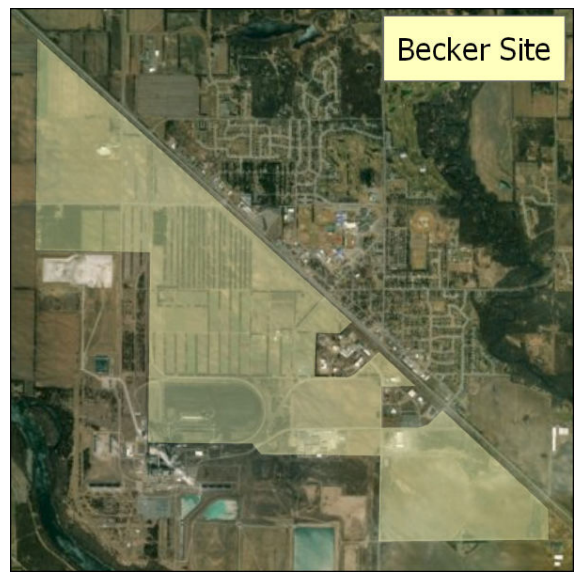
Industrial rail businesses that want to expand or locate in this region are finding challenges with available developable land in the current Minneapolis-St. Paul metropolitan market and are expanding their considerations to the next ring of opportunity, which includes the communities of Becker and Big Lake. These types of businesses can bring substantial economic growth to the region that can provide jobs in a competitive workforce environment, an increase to a community's tax base, and a supportive business environment.

STUDY FINDINGS AND OUTCOMES

The economic data and analysis included in this study shows positive growth trends in rail business and offers suggestions regarding the tenant mix that may be best supported by each community, along with estimated potential economic benefits and job growth in the area. It is expected that development of either the Becker or Big Lake sites will have positive economic benefits for the local community as well as the region as a whole.

BECKER SITE FINDINGS

The Becker site has existing rail business along with a primary rail user in the form of Xcel Energy's Sherco power plant. This is a potential advantage as there are already existing City-owned rail spurs and siding lines in place that can offer shared access and reduce market entry costs. Xcel Energy has recently stated they are decommissioning two of the three coal facilities at the Sherco plant which will noticeably reduce coal delivery, but provides new opportunities for future land development. Finding land suitable for heavy industrial activity while minimizing potential adverse impacts to the surrounding community is a frequent challenge for developers. The Becker site avoids many of these issues as it is largely separated from surrounding residential and environmentally sensitive properties by U.S. Highway 10 and the Mississippi River. The Becker site also has existing access to fiber optic network connections. This study found that the Becker site has great potential for business growth. The City is also supportive of a wide range of development types from light manufacturing to heavy industrial activity.



BIG LAKE SITE FINDINGS

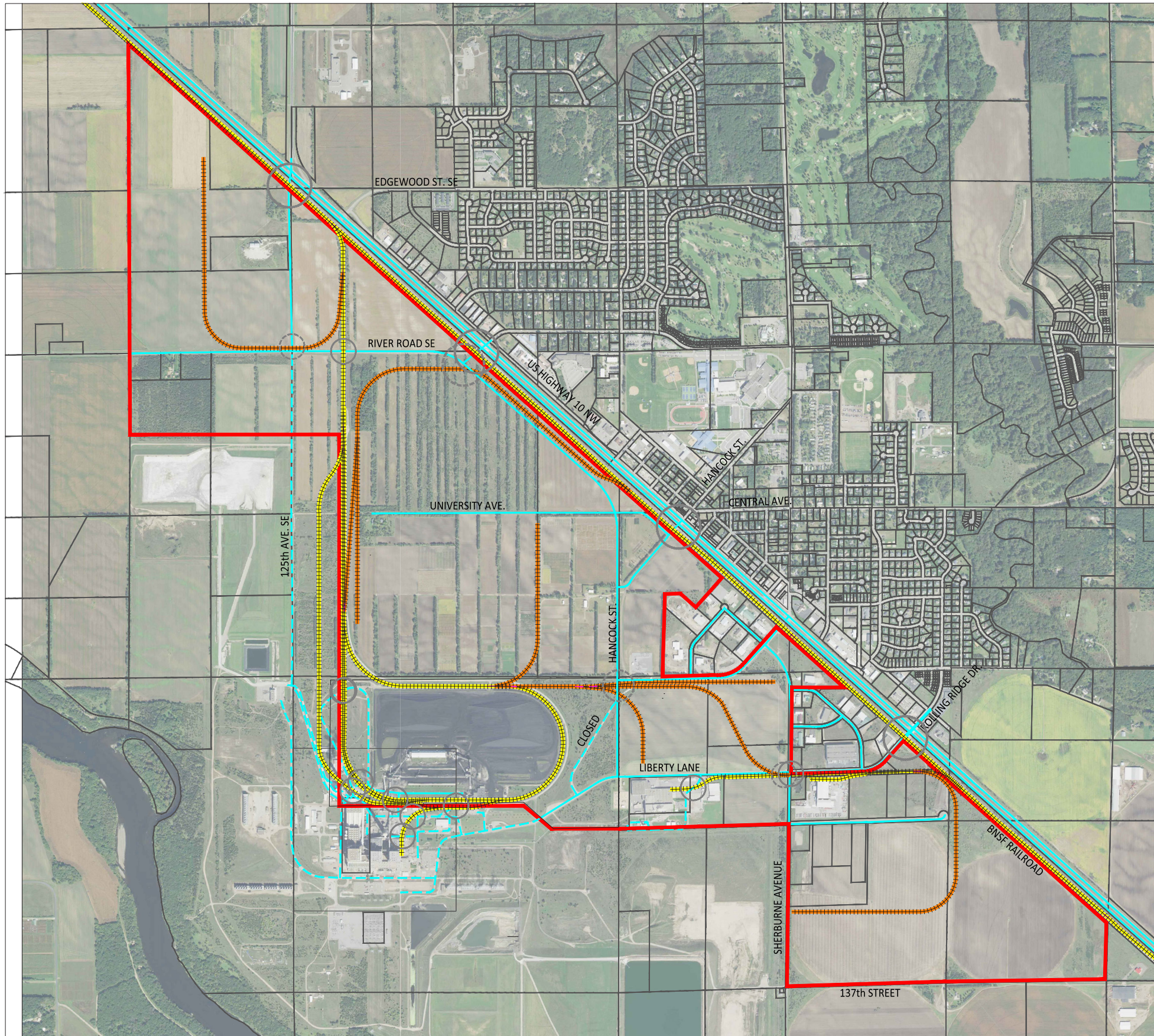
Big Lake is also well positioned for potential rail development with a significant amount of developable land adjacent to the BNSF mainline/U.S. Highway 10 corridor. The site has the potential to be developed into either a single large parcel or multiple smaller parcels. Due to the surrounding land uses, the Big Lake site is more suitable to less intense development such as warehousing or light industrial activity. The proposed site area also offers a short drive to Interstate 94, via Monticello, that provides an additional connection to interstate highways. Potential for fiber optic connectivity would also be available through a small extension of existing fiber lines. Existing developments in the site area primarily consist of small-scale solar farms.



CONCLUSION

This document summarizes the results of the Sherburne County Rail Impact Study and includes an overview of development guidelines and criteria, a preliminary estimate of potential development and construction costs, an overview of potential funding and financing sources, and a summary of an economic impact analysis. It is the hope of the study team that this document provides sufficient guidance and information for potential developers and other stakeholders to gain a thorough understanding of the Sherburne County rail sites, and the potential for new business development. The development guidelines and estimated cost information will also assist in the preparation of high-level site development costs.

The communities surrounding both the Becker and Big Lake sites have seen tremendous population and business growth in previous years, and these growth trends are expected to continue for the foreseeable future. Developments on these sites will benefit from rail connectivity, advantageous geographic proximity, and supportive local governments. The development of these sites is expected to have a substantial economic impact to the local community and the region, and multiple funding opportunities are available. Interested parties should contact staff at Sherburne County or the Cities of Becker and Big Lake for additional information.



LEGEND

- STUDY BOUNDARY (1720 ACRES)
- PARCEL BOUNDARIES
- RAIL-EXISTING
- RAIL-PROPOSED
- PUBLIC ROAD/ STREET-EXISTING
- - - PRIVATE ROAD/ STREET-EXISTING
- EXISTING RAILROAD CROSSING
- PROPOSED RAILROAD CROSSING

REGIONAL CONCEPT PLAN

BECKER

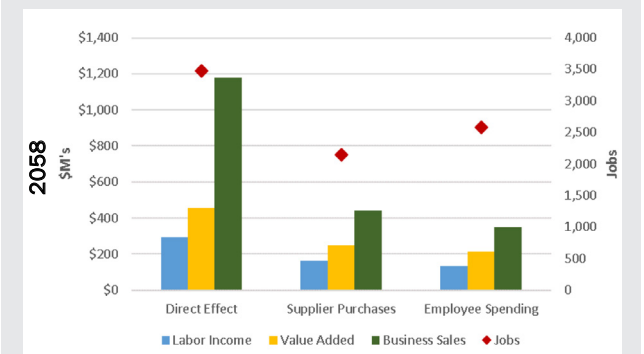
BECKER SITE FINDINGS

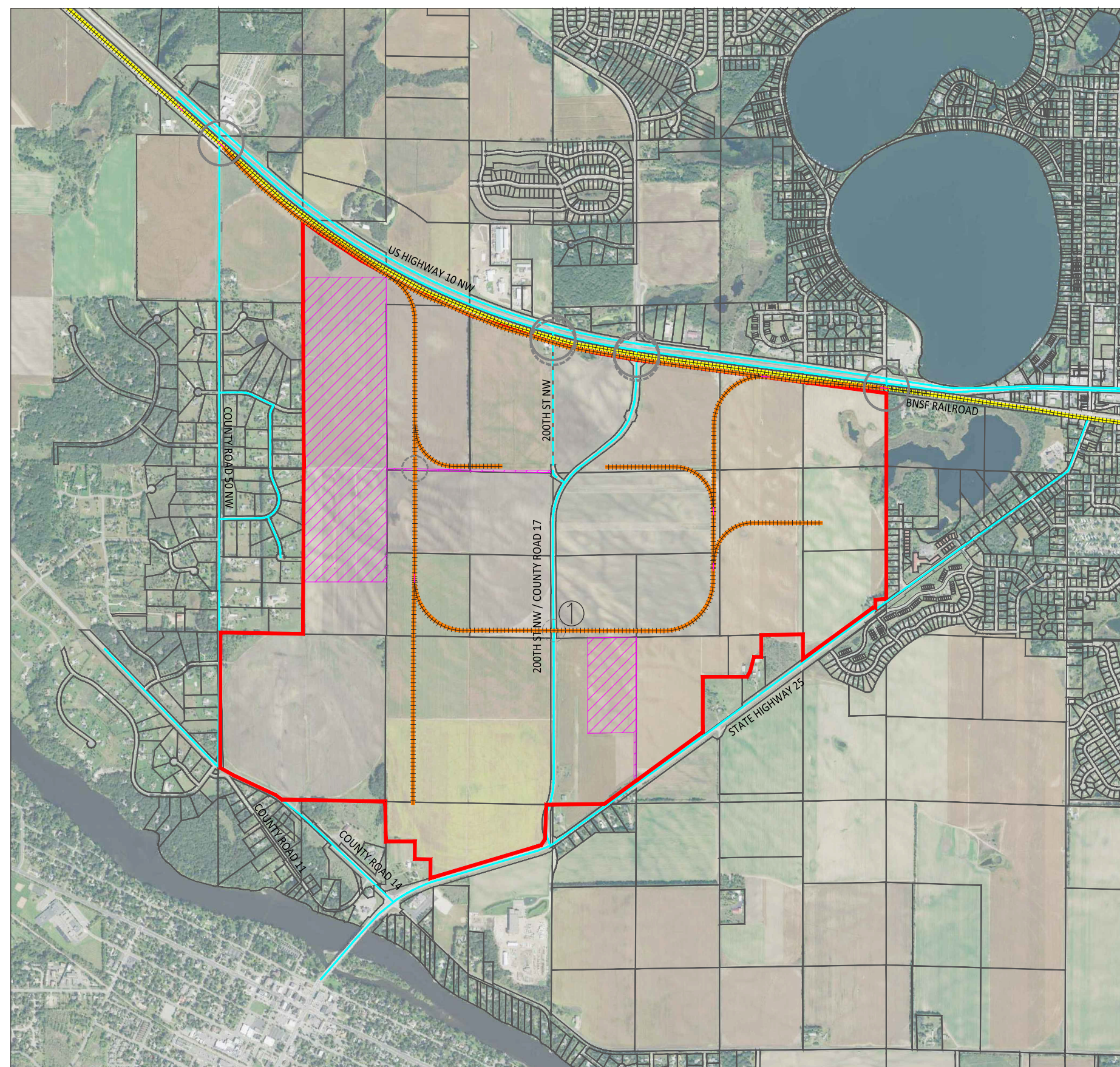
The Becker site has existing rail business along with a primary rail user in the form of Xcel Energy's Sherco power plant. This is a potential advantage as there are already existing City-owned rail spurs and siding lines in place than can offer shared access and reduce market entry costs. Xcel Energy has recently stated they are decommissioning two of the three coal facilities at the Sherco plant which will noticeably reduce coal delivery, but provides new opportunities for future land development. Finding land suitable for heavy industrial activity while minimizing potential adverse impacts to the surrounding community is a frequent challenge for developers. The Becker site avoids many of these issues as it is largely separated from surrounding residential and environmentally sensitive properties by U.S. Highway 10 and the Mississippi River. The Becker site also has existing access to fiber optic network connections. This study found that the Becker site has great potential for business growth. The City is also supportive of a wide range of development types from light manufacturing to heavy industrial activity.

ESTIMATED TENANT MIX AND ECONOMIC IMPACT AT FULL BUILD-OUT

STUDY AREA = 1,720 ACRES

- 154.8 ac (9.0%) = Warehouse/Distribution
- 398.0 ac (23.1%) = Manufacturing
- 900.0 ac (52.3%) = Industrial (Recycling/scrap/landfill, oil/gas extraction, utility XCEL)
- 250.0 ac (14.6%) = Transload Facilities
- 17.2 ac (1.0%) = Unusable Area (limited ex. wetland/lake/ etc.)





LEGEND

- STUDY BOUNDARY (1500 ACRES)
- PARCEL BOUNDARIES
- RAIL-EXISTING
- RAIL-PROPOSED
- PUBLIC ROAD/ STREET-EXISTING
- - - PRIVATE ROAD/ STREET-EXISTING
- EXISTING RAILROAD CROSSING
- PROPOSED RAILROAD CROSSING
- ▨ SOLAR PROJECT AREA / ACCESS
- ① GRADE SEPARATION OR CLOSED ROAD FOR UNIT TRAIN

REGIONAL CONCEPT PLAN

BIG LAKE

BIG LAKE SITE FINDINGS

Big Lake is also well positioned for potential rail development with a significant amount of developable land adjacent to the BNSF mainline/U.S. Highway 10 corridor. The site has the potential to be developed into either a single large parcel or multiple smaller parcels. Due to the surrounding land uses, the Big Lake site is more suitable to less intense development such as warehousing or light industrial activity. The proposed site area also offers a short drive to Interstate 94, via Monticello, that provides an additional connection to interstate highways. Potential for fiber optic connectivity would also be available through a small extension of existing fiber lines. Existing developments in the site area primarily consist of small-scale solar farms.

ESTIMATED TENANT MIX AND ECONOMIC IMPACT AT FULL BUILD-OUT

STUDY AREA = 1,500 ACRES

- 750.0 ac (50.0%) = Warehouse/Distribution
- 120.0 ac (8.0%) = Manufacturing
- 250.0 ac (16.7%) = Industrial/Renewal Energy (ex. solar 173 ac/construction buildings)
- 350.0 ac (23.3%) = Transload/Agricultural Facilities
- 30.0 ac (2.0%) = Unusable Area (some ex. wetland/lake/ etc.)



An aerial photograph of a power plant facility. A tall, cylindrical concrete smokestack stands prominently in the center. To the left of the stack, there is a long, low building with a series of white, dome-shaped structures on its roof. In the foreground, there are several large, rectangular basins or ponds, some with dark water and others with lighter, possibly sediment-filled water. The surrounding landscape is a mix of green fields, trees, and some distant industrial structures under a blue sky with scattered white clouds.

01 DEVELOPMENT GUIDELINES

DEVELOPMENT GUIDELINES

OVERVIEW

The intent of these development guidelines is to provide general direction for the local communities to attract and grow industrial businesses as part of a rail park development. This section provides an overview of the development areas for both the Becker and Big Lake communities, along with anticipated/current rail connectivity. This section also includes a Concept Site Plan showing a potential layout for mixed-use rail industries as well as aerial images of existing rail-connected developments as examples. Finally, the Development Guidelines provide some guidance as to typical rail business standards, along with a suggested industry tenant mix for each city's study area. This document should be considered general guidance for preliminary review of potential development costs. Specific design standards and other requirements should be investigated thoroughly prior to site development.

INDUSTRY AND PROPERTY

1. Industry – Industrial businesses that benefit by using rail for shipping raw materials or finished products.
2. Location – Industrial rail parcels tend to benefit from close access to rail and trunk highway systems, which the communities of Becker and Big Lake provide, and tend to be assembled together in areas with flat land, less expensive property, and away from residential or sensitive areas.
 - A. Transportation – The existing BNSF rail line and Highway 10 provide immediate transportation benefits, along with close-proximity to I-94, and a potential new river crossing to I-94.
 - B. Land – Being outside of the Minneapolis-St. Paul metropolitan area, land prices are generally lower in cost hence making them more attractive to industrial rail users.
 - C. Topography – Rail needs a relatively flat area to be effective for track layout, thus the study areas provide parcels that accommodate these low slope grades.
 - D. Compatible Zoning and Land Use – The community of Becker already has rail users, primarily Xcel Energy, and is zoned and guided for industrial. The community of Big Lake has two solar farm projects within the study area and large areas of undeveloped land for industrial use. Both communities have areas designated for this use.

3. Property Size – To provide a facility and benefit from rail, most parcels will start at around 10 acres, may average more in the 20-40 acres, and reach 100+ acres with larger facilities. Industrial Rail properties tend to be a little larger than typical industrial properties. The study area provides a variety of parcel size options.
4. Type – Facilities Using and Complementary to Rail, and may involve multiple uses.
 - A. Transloading - transportation of product typically involving rail and truck, where beginning and end destination are not completed by one option. Also, loading of product may include a variety of options, such as forklift, conveyor, shoot, or other user specific devices. Primarily involving grain elevator, aggregate transport.
 - B. Production/Assembly – Manufacturing plants that ship product both by rail and truck, involving the assembly or use of the product.
 - C. Warehouse – Moving product via rail, for storage and future distribution by truck/rail.
 - D. Crossdock – Direct transfer of product from regional truck to local truck, with no on-site storage, generally a long skinny building that moves product from truck to truck via forklift. A complementary use to rail facilities.
 - E. Not Strong Options – Considered, but not favorable per site locations.
 - i. Intermodal – Transfer of standardized shipping containers, that are universal to many modes of transportation, such as ship, barge, rail, and truck. St. Paul is the location of the regional container transfer site.
 - ii. Multi-Modal – In this case, transportation of more than two options (rail and truck) seems unlikely, as ship/barge traffic is not prevalent in this region.
5. Location – Sherburne County has opportunities for rail industries due to affordable land, access to rail, proximity to trunk highways, close to a major metropolitan area, land use guidance for industry, flat terrain and open land, existing rail businesses, and interest from speculative businesses.

RAIL GUIDELINES

1. BNSF Railway Company is the primary owner and operator of the rail line, and have design standards and preferences on operations.
2. Rail Service – There are two general types of cargo rail service that is used, based on the end user, and are described further below.
 - A. Manifest Rail Services – Typical entry level into rail use, and common amongst small to medium rail users, where a local periodic train provides pick-up and drop-off in small groups of cars to each facility. Thus each train provides multiple stops along the route.
 - B. Unit Train Service – Common among larger tenants, a single train of at least 100 cars is loaded with the same commodity, generally going to the same location.

3. Key Rail Design Standards – Although there are many standard design details for rail, the following provides some general guidance.
 - A. General - Turn-outs and loading sections are almost always on straight segments and when calculating number of train cars, a single car is estimated at 65 feet. Public and private street/road crossings are signalized or signed for railroad crossings, and number of crossings should be minimized and as perpendicular as possible. Loading/unloading and siding tracks must be designed so that they are completely independent of railroad operating lines. Parallel tracks are usually 22 feet on-center from each other. Rails are 4 foot 8.5 inches (inside edge) apart for a single track.
 - B. Types – There are additional standards for the two typical standards of Industrial Trackage and Unit Train/Loop Facilities as further highlighted below.
 - i. Industrial Trackage (Carload or Non-Unit Facilities) has a maximum degree of horizontal curve of 9 degrees 30 minutes (or 603.80' minimum radius) and profile grade maximum of 1.5 percent.
 - ii. Unit Train/Loop Facilities has a maximum degree of horizontal curve of 7 degrees 30 minutes (or 764.49' minimum radius) and profile grade maximum of 1.5 percent, loop tracks at 0.5 percent maximum, and loading/unloading areas must be maintained on a flat grade (0.0 percent).

CITY/COUNTY ZONING REQUIREMENTS

1. Rail Crossings – Rail crossings at public and private streets/road can pose new challenges for regional and local vehicle circulation. Thus it is important to strategically locate these crossings to minimize cost and operations. Crossings can create added expense to developing streets/roads due to necessary realignment or relocation.
2. Access – Development parcel access from public streets/roads may require realignment or extension of public streets/roads and driveway spacing may be more restrictive along County Roads (1/4 mile) versus City Streets.
3. Zoning Type – Generally parcels would be within the city limits and zoned some sort of industrial use. Some of the perimeter parcels may have other zoning classifications which may require additional screening or buffering.
4. Development Standards – Each City has development standards within a general form or specific to the zoning type. The parcel would need to adhere to these items, such as setbacks, building, parking, landscape, and other items.
5. Approvals – Projects would most likely require a variety of approvals depending on the location and involvement of public improvements. This may include not only the user and rail authority, but also state, county, and local governments.
6. Utilities – Some parcels may not be fully serviced by sanitary sewer, watermain, and other small utilities, which may add some cost to bringing services to the project.
7. Stormwater – Sites will also need to adhere to governmental requirements for storm water, which would most likely require storm basins for water quality and quantity.

POTENTIAL TENANT MIX

POTENTIAL RAIL INDUSTRY CATEGORY DISTRIBUTION

STUDY AREA = BECKER = 1,720 ACRES

- 154.8 ac (9.0%) = Warehouse/Distribution
- 398.0 ac (23.1%) = Manufacturing
- 900.0 ac (52.3%) = Industrial (Recycling/scrap/landfill, oil/gas extraction, utility XCEL)
- 250.0 ac (14.6%) = Transload Facilities
- 17.2 ac (1.0%) = Unusable Area (limited ex. wetland/lake/etc.)

STUDY AREA = BIG LAKE = 1,500 ACRES

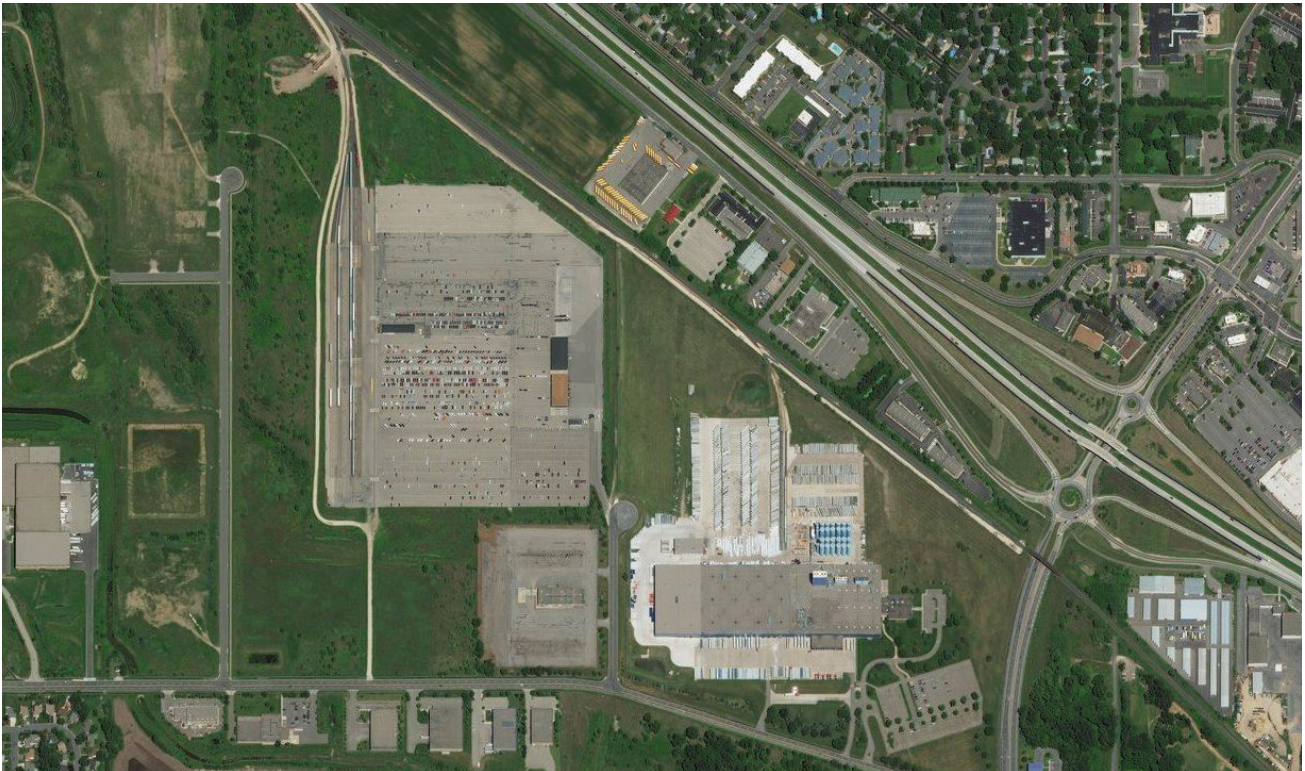
- 750.0 ac (50.0%) = Warehouse/Distribution
- 120.0 ac (8.0%) = Manufacturing
- 250.0 ac (16.7%) = Industrial/Renewal Energy (ex. solar 173 ac/construction buildings)
- 350.0 ac (23.3%) = Transload/Agricultural Facilities
- 30.0 ac (2.0%) = Unusable Area (some ex. wetland/lake/etc.)



Becker, MN - Example of light industrial/manufacturing rail user



Becker, MN - Example of light industrial/manufacturing rail user



Cottage Grove, MN - Example of light industrial/manufacturing rail user



Saint Paul, MN - Example of transload facility (agriculture/urban) and transload/distribution of rail user



East Fairview, MN - Example of storage/transload facility (chemical/fossil fuels) of rail user



Janesville, MN - Example of industrial facility of rail user



Hastings, MN - Example of industrial mill of rail user



Cottage Grove, MN - Example of industrial (chemical) facility of rail user



Becker, MN - Example of industrial (energy coal) of rail user



Hope, MN - Example of storage/transload (agriculture)



Kansas City, KS - Example of Regional Logistics Park - Rail transfer facility



Kansas City, KS - Example of Regional Logistics Park - Full site with Interstate connection

An aerial photograph of a vast agricultural landscape. In the foreground, a large field of golden-brown, harvested crops stretches towards the horizon. A green tractor is visible in the lower-left corner, working in the field. To the left of the main field, there is a section of land covered with blue solar panels. In the background, a line of trees and some distant buildings are visible under a clear blue sky.

02

**DEVELOPMENT COST
AND POTENTIAL
FUNDING SUMMARY**

DEVELOPMENT COST AND POTENTIAL FUNDING SUMMARY

OVERVIEW

The intent of this section is to provide general direction and guidance on potential development costs for industrial businesses in the study area. This guidance should be used for preliminary cost estimation only. The section also includes an overview of potential funding sources for site development including federal, state, and local grant opportunities.

INDIVIDUAL GENERAL COST SUMMARY

Since this study represents two larger segments within the communities of Becker and Big Lake, individual site plans and related costs are not available for the entire area, but an individual general improvement cost summary is provided below to assist in understanding typical development costs. These figures are in current dollars and derived from a variety of sources, thus costs are deemed generalized and not specific.

RAIL IMPROVEMENTS

- \$1,250,000 to \$1,750,000 per mile for Rail Track of Spurs and Siding(non-BNSF)
- \$1,250,000 to 1,750,000 per each Mainline Turnout (Enter/Exit System Off Main)
- \$75,000 to \$150,000 per each Spur and Siding Turnout(switch)
- \$300,000 to \$400,000 per each Major Road Crossing
- \$125,000 to \$175,000 per each Minor Road Crossing
- \$10,000 to \$20,000 per linear foot of RR Bridge
- \$8,000 to \$15,000 per acre for RR right-of-way land acquisition costs(rural)
- 14% to 38% of construction cost for Soft Costs (Legal, Administration, Design, Fiscal)
- Variable Cost – Land Acquisition/Easement/Agreement Costs





STREET/ROAD IMPROVEMENTS (RURAL/SUBURBAN)

- \$2,000,000 to \$3,000,000 per mile for 2-Lane Rural/Suburban Local Street (with intersections, sanitary, water, and sidewalk)
- \$4,000,000 to \$6,000,000 per mile for 4-Lane Rural/Suburban Local Street / Regional Road (with intersections, sanitary, water, and sidewalk)
- 25% to 38% of construction cost for Soft Costs (Legal, Administration, Design, Fiscal)
- Variable Cost – Right-of-Way Land Acquisition Costs (Dedicated or Purchased)

PRIVATE DEVELOPMENT IMPROVEMENTS (SUBURBAN)

- \$70 to \$125 per square foot for Office-Warehouse, Light Industrial Building (may not include full interior buildout or tenant equipment), typical range
- \$200,000 to \$400,000 per acre for Site Improvements (grading, storm, utilities, pavement, lighting, landscaping), but may not include significant demo costs.
- 14% to 38% of construction cost for Soft Costs (Legal, Administration, Design, Fiscal)
- Variable Cost – Land Acquisition Costs

GENERAL DEVELOPMENT AND STUDY AREA COSTS

To assess possible development costs for rail businesses, the following illustrates a general full build-out development cost per acre, based on a 160-acre parcel with four different parcels/users. This model is provided to help balance variations in development per site, to obtain a better average. Using this per acre development cost, the study areas can provide a general overall potential development cost for each community, which in turn can help derive economic impacts.

EXAMPLE SITE = 160-ACRE, 4 PARCELS, DIFFERENT USE, CONCEPT SITE PLAN AREA COSTS

RAIL DEVELOPMENT COST = \$12,853,120

- \$1,450,000 per mile X 5.27 miles for Rail Track of Spurs/Siding = \$7,641,500
- \$1,500,000 per each X 2 each Mainline Turnout X 0.1 (10% study area) = \$300,000
- \$100,000 per each X 13 Spur and Siding Industry Turnout(switch) = \$1,300,000
- \$200,000 per each X 4 Road Crossing = \$800,000
- 28% Soft Costs (Legal, Admin, Design, Fiscal), \$10,041,500 X 0.28 = \$2,811,620
- Does not include Land Costs - Land Acquisition/Easement/Agreement Costs

STREETS / ROADS DEVELOPMENT COST = \$4,793,600

- \$3,500,000 per mile for Streets / Roads X 1.07 miles = \$3,745,000
- 28% Soft Costs (Legal, Admin, Design, Fiscal), \$3,745,000 X 0.28 = \$1,048,600
- Does not include Right-of-Way Land Acquisition Costs (Dedicated or Purchased)

PRIVATE PROPERTY DEVELOPMENT COST = \$218,732,400

- Building: \$90 per square foot of building X 1,468,464 SF = \$132,161,760
 - Site Plan illustrates 734,232 SF (0.13 Floor-Area-Ratio)
 - Potential 0.25 to 0.29 FAR
 - 734,232 SF X 2 = 1,468,464 SF (0.26 Floor-Area-Ratio) or 33.71 acres
- Site: \$300,000 per property acre (excluding building) X 91.60 acres = \$27,480,000
 - 125.31 acres(site and building) – 33.71 acres(building) = 91.60 acres (site)
- 28% Soft Costs (Legal, Admin, Design, Fiscal), \$211,038,000 X 0.28 = \$59,090,640
- Does not include Land Acquisition Costs

160 ACRE – FULL DEVELOPMENT BUILD-OUT DEVELOPMENT COST = \$236,379,120 (\$1,477,370 PER ACRE)

- \$12,853,120 (Rail) + \$4,793,600 (Road) + \$218,732,400 (Property) = \$236,379,120
- \$236,379,120 / 160 Acres = \$1,477,370 per Acre of Full Build-out Cost

FULL BUILD-OUT DEVELOPMENT COST = \$4,757,131,400

BECKER STUDY AREA (1,720 ACRES X \$1,477,370 PER ACRE) = \$2,541,076,400

BIG LAKE STUDY AREA (1,500 ACRES X \$1,477,370 PER ACRE) = \$2,216,055,000

OPERATION AND MAINTENANCE COSTS

Operation and Maintenance Costs tend to be considered when assessing property's long-term costs. Although each site is variable, the following provides a general estimate to some of these typical costs for annual maintenance and operation and does not include reconstruction, major improvements(mill and overlay), and possibly taxes/insurance. These figures are in current dollars to this study and derived from a variety of sources, thus costs are deemed generalized and not specific.

ANNUAL SPUR/SIDING RAIL OPERATIONS AND MAINTENANCE (RAIL LINE, INTERSECTIONS, ETC.)

- \$15,000 to \$40,000 per mile for Rail Track of Spurs and Siding(non-BNSF)

STREET/ROAD OPERATION AND MAINTENANCE COST (SNOW REMOVAL, PAVEMENT PATCHING, ETC.)

- \$5,000 to \$15,000 per mile for Streets / Roads

PRIVATE PROPERTY OPERATION AND MAINTENANCE COST (BUILDING AND SITE, SNOW REMOVAL, PAVEMENT PATCHING, LAWN MOWING, ETC.).

- \$20,000 to \$60,000 per acre for Private Property (for building and site)
- \$2.50 to \$4.50 per square foot of industrial building (for building and site)



GENERAL OPERATION AND MAINTENANCE COST EXAMPLE SUMMARY OF STUDY AREAS

To assess possible operation and maintenance costs for rail businesses, the following illustrates a general cost per acre, based on a 160-acre parcel with four different parcels/users, per concept site plan. This model is provided to help balance variations in development per site, to obtain a better average. Using this per acre development cost, the study areas can provide a general overall potential operation and maintenance cost for each community's study area, which in turn can help derive economic impacts.

EXAMPLE SITE = 160-ACRE, 4 PARCELS, DIFFERENT USE, CONCEPT SITE PLAN AREA COSTS

ANNUAL RAIL OPERATION AND MAINTENANCE COST = \$158,100

- \$30,000 per mile for Rail Track X 5.27 miles = \$158,100

ANNUAL STREETS / ROADS OPERATION AND MAINTENANCE COST = \$10,700

- \$10,000 per mile for Streets / Roads X 1.07 miles = \$10,700

ANNUAL PRIVATE PROPERTY OPERATION AND MAINTENANCE COST = \$5,100,000

- \$3.50 per square foot of building X 1,468,464 SF = \$5,139,624
 - Site Plan illustrates 734,232 SF (0.13 Floor-Area-Ratio)
 - Potential 0.25 to 0.29 FAR
 - 734,232 SF X 2 = 1,468,464 SF (0.26 Floor-Area-Ratio)
- \$40,000 per property acre (building/site, excl rail/road) X 125.31 acres = \$5,012,400
 - Or 0.26 Floor-Area-Ratio of 125.31 acres = 32.58 acres
 - Calculates to 1,419,210 sf X \$3.5 per SF = \$4,967,238

160 ACRE - ANNUAL OPERATION AND MAINTENANCE COST = \$5,268,800 (\$32,930 PER ACRE)

- \$158,100 (Rail) + \$10,700 (Road) + \$5,100,000 (Property) = \$5,268,800
- \$5,268,800 / 160 Acres = \$32,930 per Acre of O + M

ANNUAL OPERATION AND MAINTENANCE COST = \$106,034,600

BECKER STUDY AREA (1,720 ACRES X \$32,930 PER ACRE) = \$56,639,600

BIG LAKE STUDY AREA (1,500 ACRES X \$32,930 PER ACRE) = \$49,395,000

POTENTIAL FUNDING SOURCES

Funding for multi-modal transportation infrastructure projects may be found through a variety of sources including private sector contributions, competitive federal grants, state programs, and other sources. The table below summarizes the key characteristics of programs that may be applicable to all or part of a potential multi-modal development at the Sherburne County rail sites. Additional information regarding funding limits/minimums, project eligibility, evaluation and selection criteria, a summary of the application process, and examples of projects funded using each program is also provided. Additional funding opportunities not discussed in detail in this table include public-private partnerships, tax credits, and tax increment financing. The Minnesota Department of Employment and Economic Development¹ provides a number of financial assistance programs and certification programs that may assist in project funding and development.

It is very common for multi-modal transportation infrastructure projects to be funded through a combination of private and public sources, but the precise breakdown in cost share will be determined by the characteristics of each project individually. For example, the planned Cedar Rapids, Iowa Logistic Park was awarded a federal FASTLANE Grant which provided funding for more than half of the estimated project costs. Meanwhile, two recent logistics park developments in Kansas City and Oklahoma City were developed entirely through private funding sources. Private funding sources are typically applied toward site features such as buildings and equipment (inside the fence), while public funding sources are more often applied to -or restricted to- features such as roadway and rail connections or other public infrastructure improvements (outside the fence).

	FUNDING PROGRAM/SOURCE	FUNDING AMOUNTS/LIMITS/ MINIMUMS	ELIGIBILITY	EVALUATION/SELECTION CRITERIA	APPLICATION PROCESS	FREQUENCY/ AVAILABILITY	PROJECT EXAMPLES
1	Better Utilizing Investments to Leverage Development (BUILD) Grants (Replaces TIGER)	- For 2017 round: \$1M min award (rural) \$25M max award \$50M max per state 20% funding reserved for rural projects - Cost Share: 80% urban projects; 100% rural projects	- Applicants: State, local and tribal governments, transit agencies, port authorities, MPOs, and other political subdivisions of State or local governments. - Use: Road or bridge projects, public transportation projects, passenger and freight rail transportation projects, port infrastructure investments and intermodal projects.	- Safety - State of Good Repair - Economic Competitiveness - Environmental Sustainability - Quality of Life - Innovation - Partnership	- Submit Application to DOT - DOT staff determine whether project satisfies statutory requirements and selection criteria and determines awards	Annual appropriation	- Willmar Rail Connector and Industrial Access - South Dakota Freight Capacity Expansion Project
2	Infrastructure for Rebuilding America Grants (INFRA) (Replaces FASTLANE)	- Minimum grant award: - Large Project: \$25M - Small Project: \$5M - Large Project defined as lesser of: \$100M 30% of State's Federal-aid apportionment 50% larger State's apportionment for multi-state projects	- Applicants: State, MPO in urbanized area > 200,000, Local government, Political subdivision of a State or local government, Special purpose district or public authority with a transportation function, Federal land management agency, Tribal government or a consortium of tribal governments, Multi-State or multijurisdictional group of public entities. - Use: Highway freight projects on NHFN, highway or bridge project carried out on NHS, railway-highway grade crossing or grade separation projects, intermodal or freight rail freight projects or surface transportation projects facilitating direct intermodal interchange, transfer, or access to the facility.	- Support for national or regional economic vitality - Leveraging of Federal funding - Potential for innovation in environmental review/permitting, use of experimental project delivery authorities, or safety and technology. - Performance and Accountability - Additional considerations - Geographic diversity - Project readiness	- Submit Application to DOT - DOT staff determine whether project satisfies statutory requirements and selection criteria and determines awards	Annual appropriation	- Cedar Rapids Logistics Park - Port of Savannah International Multi-Modal Connector
3	Minnesota Highway Freight Program	\$20.8 to 25.5M available annually through 2022 - Minimum award is \$500,000 - Up to 10% may be spent on intermodal projects - May be used for up to 80 percent of eligible project cost	- Applicants: Cities, Counties, and other governmental entities - Use: Project must be on public road and provide clear benefit to highway-based freight transportation. Projects should improve the safety, mobility, or efficiency of freight transportation, or improve road access to freight facilities.	- Truck volumes - Safety - Mobility - Facility Access - Readiness - Cost Effectiveness	- Submit Application to MnDOT - MnDOT staff determine whether project satisfies statutory requirements and selection criteria and determines awards	Annual solicitation	Duluth Port Intermodal Container Terminal Expansion

1 <https://mn.gov/deed/government/financial-assistance/>

	FUNDING PROGRAM/SOURCE	FUNDING AMOUNTS/LIMITS/ MINIMUMS	ELIGIBILITY	EVALUATION/SELECTION CRITERIA	APPLICATION PROCESS	FREQUENCY/ AVAILABILITY	PROJECT EXAMPLES
4	Rail Rehabilitation and Improvement Financing Program (RRIF)	Direct loans and loan guarantees up to \$35 billion (up to 100% of project, repayment period up to 35 years) \$5.37 billion awarded to date Average: \$145 million Range: \$56,204 to \$2.45 billion	- Applicants: railroads, state/local governments, joint ventures (w/ one railroad), and limited option freight shippers constructing new rail connections - Use: railroad infrastructure development (new intermodal or railroad facilities, track, bridges, yards, buildings, and shops)	- Creditworthiness, including present and probable demand for rail service - Safety enhancements - Local, regional, national economic benefits - Environmental improvements - Rail system service or capacity improvements	- Complete RRIF Application Form, including project description, project costs/benefits, plans/drawings, amount requested, and other assumptions. - FRA will conduct initial review within 30 days and request additional information as necessary. - Final approval determined within 90 days	- Currently open - DOT implementing changes under the FAST Act. The program will remain open during the transition.	- MBTA Positive Train Control - Iowa Interstate Railroad locomotive purchases
5	Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program	- No predetermined minimum or maximum thresholds for funding awards - May be used for up to 80 percent of eligible project cost 20 percent non-Federal match; preference given to projects with 50 percent or less Federal share	- Applicants: State or group of States, political subdivision of a State, public agencies, Class II or III Railroads, any rail carrier in partnership with another eligible entity. - Use: Highway-rail grade crossing improvement projects, rail line relocation and improvement, project necessary to enhance multimodal connections or facilitate service integration between rail service and other modes	- Benefit-cost analysis - Effects on system and service performance - Effect on safety, competitiveness, reliability and resilience - Efficiencies from multi-modal integration - Project readiness - Qualifications of personnel and capacity to carry out project	- Screen applications for completeness and eligibility as outlined in Notice of Funding Opportunity - Technical Panels evaluation eligible applications using evaluation criteria - FRA Administrator selects projects using the evaluation criteria	Multiple rounds per year but often with focus area (example: February 2018 round focused on positive train control)	Current round not yet awarded as of this date.
6	Minnesota Rail Service Improvement (MRSI) Program Capital Improvement Loans	Maximum Loan Amount: \$200,000	Eligible for projects that increase rail usage (e.g. expanding industrial spurs, adding storage and transfer capacity, loading efficiency improvements)	Priority given to projects on lines rehabilitated under the MRSI program with or without applicant financial investment followed by project on Class II or III rail lines, then project on Class I railroads carrying less than 5,000,000 gross tones per mile per year. All other projects given lowest priority.	- Complete loan application and provide the following information: - Detailed description of proposed project - Audited financial statements for past two years - Approval letter from primary lender - Written description of collateral - Letter of support from railroad - Three bids for project work - Legal description of property improved	Applications accepted on rolling basis	103 capital improvement projects completed since 2000 totalling more than \$57 million.
7	Transportation Infrastructure Finance and Innovation Act (TIFIA)	- Under FAST Act, \$275 to \$300M annually - Minimum project costs: \$10M for TOD/local/rural projects \$15M for ITS projects \$50M for other surface transportation projects - Limited to 33% of project costs	- Applicants: State governments, State infrastructure banks, private firms, special authorities, local governments, transportation improvement districts - Use: Highways/bridges, ITS, intermodal connectors, transit/intercity bus/passenger rail vehicles/ facilities, freight transfer facilities, ped/bicycle infrastructure, TOD, elements of port projects	- Creditworthiness - Project readiness - Ability to foster public/private partnerships - Ability of TIFIA financing to encourage earlier construction - Ability to reduce federal grant assistance - Construction contracting can begin 90 days after execution of TIFIA credit	- Engage Bureau outreach staff - Submit letter of interest/draft application - Oral presentation to DOT - Submit complete application - DOT staff make recommendation to Council on Credit and Finance - DOT executes credit agreement and distributes funds	- Annual funding available through FAST Act - Applications accepted on rolling basis	- Southern California Logistics Rail Authority – Intermodal Facility - Sea Point Intermodal Freight Transfer Facility
8	Private Activity Bonds	\$15B in tax-exempt bonds available in total \$10.3B issued/allocated to date	- Applicants: No eligibility requirements - Use: Any surface transportation project receiving Federal assistance, any international bridge/tunnel with responsible international entity, and any facility for the transfer of freight from truck to rail or rail to truck receiving Federal assistance under Title 23 or Title 49.	No specific standards apply to the consideration of applications beyond those set forth in applicable laws or regulations.	- Submit Application to DOT. No form is specified for application, but DOT recommends including project description, amount requested, financial structure and other information - DOT staff reviews application and notified applicant of award. DOT has no specific standards for consideration of applications.	Applications accepted on rolling basis	CenterPoint Intermodal Center (3 issuances), Joliet, IL



03 ECONOMIC ANALYSIS

ECONOMIC ANALYSIS

The objective of the economic analysis was to estimate the potential long-term economic impacts generated by prospective tenants at the Becker and Big Lake Rail Park sites commonly known as the Sherburne County Rail Park. Development at each site is expected to generate additional economic activity for suppliers who support these tenants and from tenant or supplier employee spending. The profile of prospective tenants was initially derived from development guidelines and available capacity at each site. The economic impacts generated by these tenants (measured by employment, income, value-added, and business sales) was based on the expected full build-out capacity of each rail park site by 2058. This growth is considered “net-new” to each of the rail park sites. However, some of this growth may be attributable to relocation or transfer within the 6-County region¹ or within the state of Minnesota.

The analysis consisted of four primary tasks:

1. Developing a freight profile of rail shipments to/from the 6-County Region
2. Identifying manufacturing industries that use and produce these commodities for consideration as prospective tenants
3. Evaluating comparable rail parks (e.g. Mid-West and other) to identify other potential industries consistent with site development guidelines
4. Estimating economic impacts (e.g. jobs, income, business sales) generated by:
 - A. Rail Park Tenants
 - B. Operations and Maintenance activities
 - C. Site Construction

Long-term economic activity at each of the rail park sites includes both tenants and jobs providing operational and maintenance support. Combining both of these activities results in nearly 3,500 jobs at the Becker site and over 3,600 jobs at the Big Lake site (Table 1 & Table 2, respectively) associated with tenants. Inclusion of operating and maintenance activities adds an additional 266 to 305 jobs.

Including the additional economic contribution of supplier purchases and employee spending generates a total of nearly 8,800 jobs, \$628 million in income, and over \$2 billion in business sales at the Becker site and nearly 8,900 jobs, \$613 million in income, and nearly \$2 billion in business sales at the Big Lake site.

¹ The 6-County regions consists of the following Counties: Anoka, Ramsey, Hennepin, Sherburne, Stearns, & Wright

Table 1: Tenant and Operations and Maintenance Impacts – Becker Site (2058)

IMPACT TYPE	JOB	LABOR INCOME (\$M'S)	VALUE ADDED (\$M'S)	BUSINESS SALES (\$M'S)
Tenants (Direct)	3,479	\$293	\$456	\$1,177
O&M (Direct)	305	\$23	\$29	\$53
Supplier Purchases	2,251	\$171	\$259	\$462
Employee Spending	2,748	\$142	\$226	\$370
Total	8,783	\$628	\$970	\$2,063

Table 2: Tenant and Operations and Maintenance Impacts – Big Lake Site (2058)

IMPACT TYPE	JOB	LABOR INCOME (\$M'S)	VALUE ADDED (\$M'S)	BUSINESS SALES (\$M'S)
Tenants (Direct)	3,638	\$285	\$453	\$1,112
O&M (Direct)	266	\$20	\$25	\$46
Supplier Purchases	2,329	\$171	\$262	\$465
Employee Spending	2,658	\$137	\$219	\$358
Total	8,891	\$613	\$960	\$1,981

Additional truck traffic generated at each site in 2058 (Becker: 670 daily trucks and Big Lake: 448 daily trucks) was based on the types of businesses and estimates of business sales for each rail park tenant. These round-trip truck estimates were added to the expected growth in passenger car vehicles in 2058 (Becker: 3,784 and Big Lake: 3,904) used by rail park employees commuting to and from work both of which are expected to have an impact on the local road network.

Because this economic evaluation is based on a capacity analysis, it should be classified under the genre of a “capacity study”. This contrasts with other types of studies such as a marketing analysis or a revenue study. A marketing analysis study concentrates on evaluating the demand, supply of industrial lands, and siting requirements for prospective rail park sites and the expected growth in tenants given the absorption potential of industrial real estate markets. A revenue study focuses on estimating the property tax base, expected tax revenues, and wage effects dependent on full-build out within a pro-forma spreadsheet. These latter two types of studies are required to assess the timing of development and the flow of funds resulting from site development over time.

A

APPENDIX A

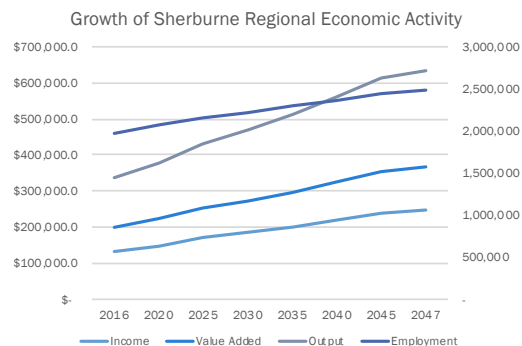
ECONOMIC ANALYSIS SUPPORTING DOCUMENTATION

Provided by Economic Development Research Group, Inc. (EDR Group)

Elements of Economic Analysis

- Economic Profile and Growth
- Freight Data & Future Growth
- Quantifying Economic Dependence on Rail Shipments
- Locating Rail Dependent Industries
- Economic Development Profile of Tenants
- Capital Construction and O&M Impacts
- Traffic Impacts on Local Road Network

Regional Economic Activity



Industry Activity in 2047: 6 County Sherburne Region				
Industry Name	Employment	Income (\$M)	Value Added (\$M)	Output (\$M)
Professional & Business Services	552,457	\$ 68,236.5	\$ 79,523.1	\$ 118,058.0
Education & Health Services	421,737	\$ 31,135.8	\$ 34,869.0	\$ 53,604.0
Other Services	385,633	\$ 13,210.6	\$ 18,305.6	\$ 30,364.2
Financial Activities	268,956	\$ 24,146.3	\$ 58,148.7	\$ 96,733.8
Government	233,739	\$ 18,631.3	\$ 22,986.0	\$ 23,681.9
Retail Trade	197,281	\$ 11,952.9	\$ 20,307.9	\$ 30,805.4
Manufacturing	114,219	\$ 28,908.2	\$ 49,711.1	\$ 130,002.2
Construction	97,486	\$ 6,486.7	\$ 8,440.2	\$ 15,626.6
Wholesale Trade	86,396	\$ 24,467.3	\$ 40,952.6	\$ 60,167.9
Transportation	45,504	\$ 8,065.7	\$ 11,880.2	\$ 24,231.5
Media and Information	37,636	\$ 7,621.2	\$ 14,662.5	\$ 34,281.2
Postal & Warehousing	26,473	\$ 2,957.6	\$ 3,578.0	\$ 5,616.8
Agriculture & Extraction	12,363	\$ 573.9	\$ 932.8	\$ 3,003.1
Utilities	5,032	\$ 1,149.4	\$ 2,840.3	\$ 7,497.8
Total	2,484,912	\$ 247,543.4	\$ 367,138.0	\$ 633,674.4

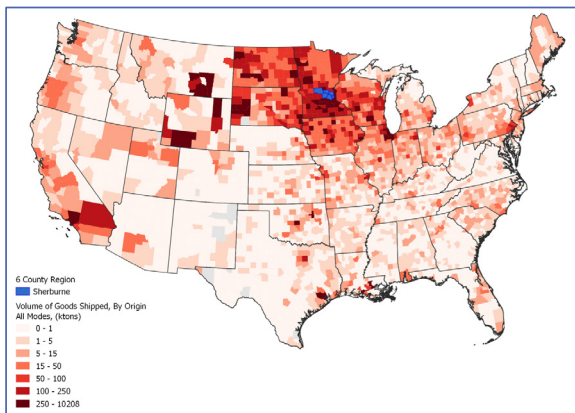
- Current forecasts from Moody's Extend to 2047. These show the forecast growth by major industry sector for the 6-county region. The 6-county region includes Anoka, Ramsey, Hennepin, Sherburne, Stearns, & Wright counties.
- Note that total output grows more rapidly than employment. This is due to the anticipated effects of increasing productivity – primarily in the manufacturing sector.

Methodology of Deriving County-Level Freight Data

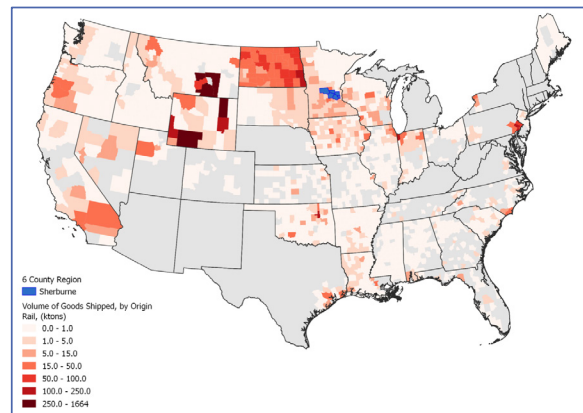
- Used to Isolate 6 county Region from wider FAFzone
 - FAF 4.2 Data Used
 - Interpolated between 2015 – 2020 to get at 2016
 - Allocate activity based on industry production and consumption of FAF commodities
 - Ties into IMPLAN model (County – Industry)
 - More accurate than simple employment Counts
 - Decomposes FAF Regions into Counties
- The exercise to develop a baseline set of rail flows was accomplished by down allocating freight from the Minneapolis Combined Statistical Area (CSA) FAF region to the 6-County region by linking the FAF commodity profiles to industries that use and produce these commodities (using IMPLAN industry data) and then proportionally allocating these freight flows to each county individually.

Inbound Freight Tonnage (2016)

All Modes



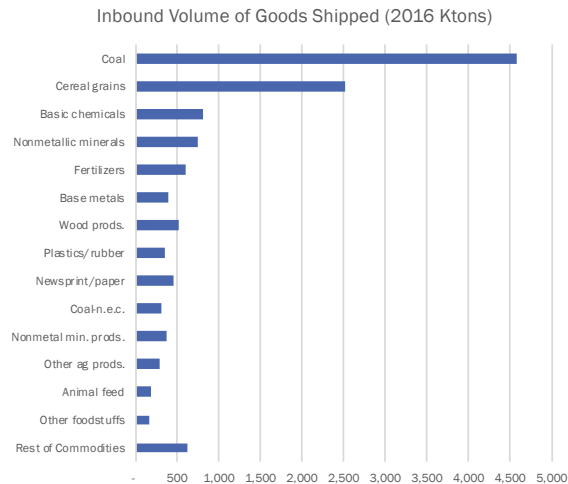
Rail Only



- Inbound freight for the 6-county region comes primarily from adjacent states and from the coal fields in Montana and Wyoming. There is also some trade with West Coast states – primarily through the ports of Los Angeles and Long Beach in Southern California
- Rail commodities are currently heavily oriented toward coal shipments, with additional rail-dependent industries involved in the exchange of commodities with North Dakota – primarily due to grain shipments and shale oil development in that state.

2016 Inbound Rail Commodities

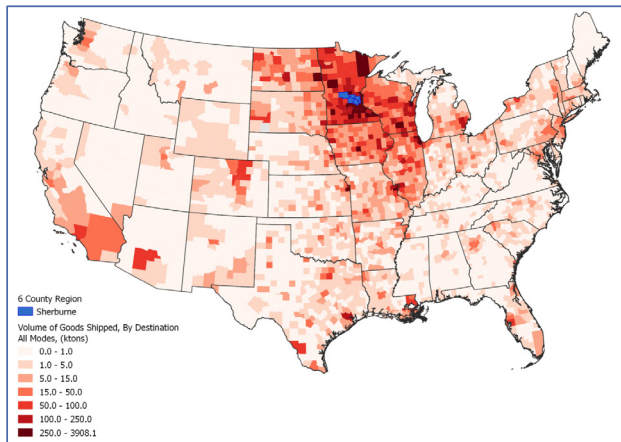
Commodities	Value of Goods Shipped (\$M)	Volume of Goods Shipped (Ktons)
Coal	\$ 66.8	4,580.4
Cereal grains	\$ 700.6	2,505.2
Basic chemicals	\$ 582.2	803.0
Nonmetallic minerals	\$ 85.8	745.2
Fertilizers	\$ 252.4	601.1
Base metals	\$ 295.6	388.8
Wood prods.	\$ 253.8	518.6
Plastics/rubber	\$ 728.7	342.0
Newsprint/paper	\$ 244.0	445.8
Coal-n.e.c.	\$ 351.2	314.2
Nonmetal min. prods.	\$ 68.8	359.7
Other ag prods.	\$ 176.4	282.3
Animal feed	\$ 104.7	181.7
Other foodstuffs	\$ 109.6	169.6
Rest of Commodities	\$ 4,123.9	\$ 618.1
Total	\$ 8,144.5	\$ 12,855.6



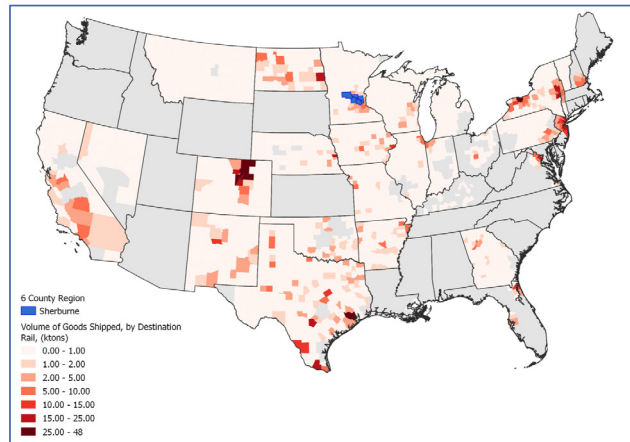
- This chart shows the distribution of inbound commodities shipped by rail to the 6-country region. Inbound shipments are dominated by coal and grain.

Outbound Freight Tonnage (2016)

All Modes



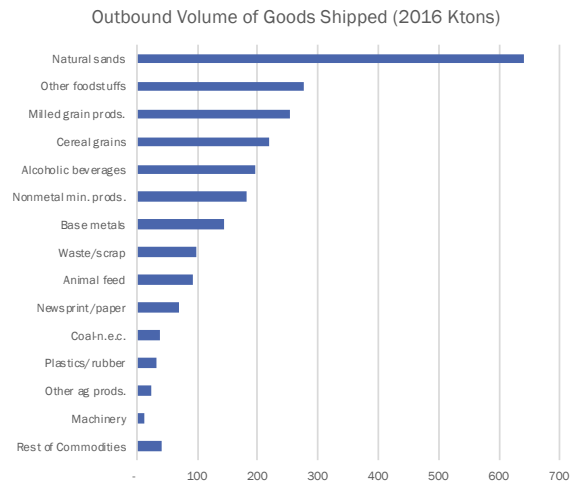
Rail Only



- Outbound rail shipments show a slightly different pattern. The dominant pattern of outbound shipments are to Upper Midwest and North Dakota – primarily attributable to oil shale development. However, there is a relatively high volume of outbound rail shipments are primarily destined to states east and south of the 6-county region. There is more diversity in long-distance rail shipments. They appear to be destined to the US Gulf and East Coast ports.

2016 Outbound Rail Commodities

Commodities	Value of Goods Shipped (\$M)	Volume of Goods Shipped (Ktons)
Natural sands	\$ 38.6	641.9
Other foodstuffs	\$ 223.9	275.7
Milled grain prods.	\$ 156.3	253.9
Cereal grains	\$ 83.1	218.1
Alcoholic beverages	\$ 135.0	196.2
Nonmetal min. prods.	\$ 77.7	182.8
Base metals	\$ 83.5	145.5
Waste/scrap	\$ 52.2	98.8
Animal feed	\$ 63.5	92.6
Newsprint/paper	\$ 46.5	68.7
Coal-n.e.c.	\$ 35.0	39.5
Plastics/rubber	\$ 203.9	31.9
Other ag prods.	\$ 63.4	23.2
Machinery	\$ 110.5	11.2
Rest of Commodities	\$ 286.2	\$ 40.7
Total	\$ 1,659.4	2,320.8



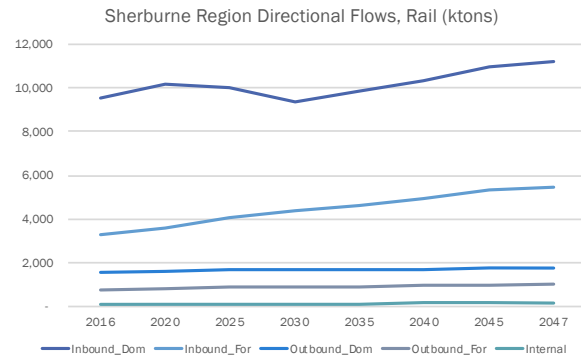
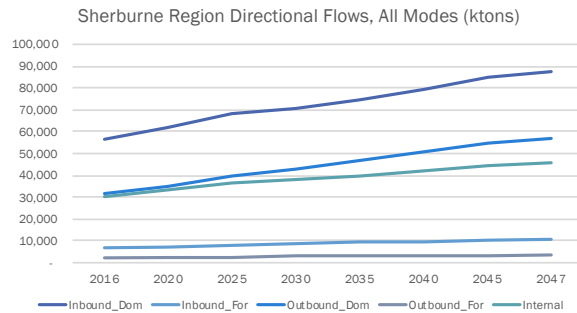
- As reflected in the geographic distribution of outbound rail shipments, the dominant outbound commodity is natural sands followed by food stuffs, milled grain products, and cereal grains.

Commodity Growth Methodology

- Grown by County-Industry Forecasts
 - Moody's as source of data
 - County x Industry Change
- Uses Input-Output models to relate economic growth into:
 - Commodity Production (Outbound, Internal)
 - Commodity Consumption (Inbound, Internal)
 - Assumes Constant Spatial Pattern of Activity
- Mode Choice a function of revealed preference in data for Origin-Destination-Commodity combinations

- We forecasted the growth of commodity shipments using economic forecasts.

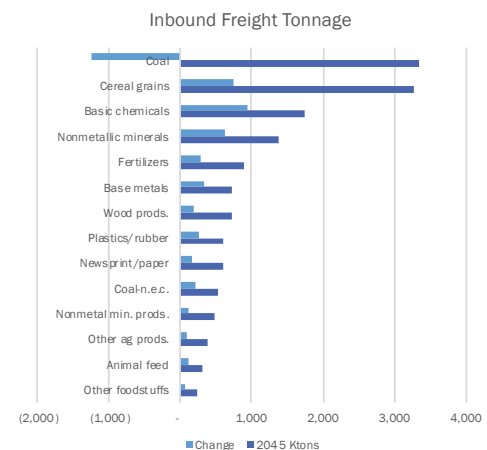
Commodity Growth



- Using this methodology, EDR Group forecasts steadily, but slowly growing commodity shipments for all modes through 2047. Inbound domestic shipments reflect a drop-off in coal shipments due to the planned retirement of several existing generation units in the 6-county region.

Inbound Rail Commodity Growth

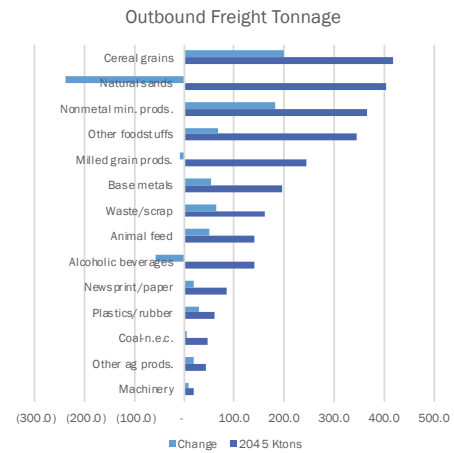
Commodities Moving Via Rail	Value of Goods Shipped (\$M)		Volume of Goods Shipped (ktons)	
	2016	2045	2016	2045
Coal	\$ 66.8	\$ 48.7	4,580.4	3,343.0
Cereal grains	\$ 700.6	\$ 911.4	2,505.2	3,259.1
Basic chemicals	\$ 582.2	\$ 1,259.2	803.0	1,736.7
Nonmetallic minerals	\$ 85.8	\$ 157.3	745.2	1,366.8
Fertilizers	\$ 252.4	\$ 369.8	601.1	880.9
Base metals	\$ 295.6	\$ 550.5	388.8	724.1
Wood prods.	\$ 253.8	\$ 350.5	518.6	716.1
Plastics/rubber	\$ 728.7	\$ 1,306.3	342.0	613.0
Newsprint/paper	\$ 244.0	\$ 335.3	445.8	612.7
Coal-n.e.c.	\$ 351.2	\$ 587.1	314.2	525.3
Nonmetal min. prods.	\$ 68.8	\$ 93.5	359.7	488.5
Other ag prods.	\$ 176.4	\$ 236.0	282.3	377.7
Animal feed	\$ 104.7	\$ 176.1	181.7	305.5
Other foodstuffs	\$ 109.6	\$ 154.1	169.6	238.5
Rest of Commodities	\$ 4,123.9	\$ 7,706.4	618.1	1,068.2
Total	\$ 8,144.5	\$ 14,242.2	12,855.6	16,256.0



- This chart shows a breakdown of inbound rail commodity shipments by commodity type. Note that the effect of coal-fired power plant retirements is reflected in the coal shipment forecasts. All other commodities show increases in rail shipments during the period from 2016 to 2045.

Outbound Rail Commodity Growth

Commodities Moving Via Rail	Value of Goods Shipped (\$M)		Volume of Goods Shipped (ktons)	
	2016	2045	2016	2045
Cereal grains	83.1	158.6	218.1	416.4
Natural sands	38.6	24.4	641.9	405.4
Nonmetal min. prods.	77.7	154.7	182.8	363.9
Other foodstuffs	223.9	279.1	275.7	343.6
Milled grain prods.	156.3	150.8	253.9	245.0
Base metals	83.5	113.3	145.5	197.3
Waste/scrap	52.2	85.9	98.8	162.6
Animal feed	63.5	97.1	92.6	141.5
Alcoholic beverages	135.0	95.5	196.2	138.8
Newsprint/paper	46.5	58.2	68.7	85.9
Plastics/rubber	203.9	380.4	31.9	59.6
Coal-n.e.c.	35.0	40.8	39.5	45.9
Other ag prods.	63.4	115.0	23.2	42.2
Machinery	110.5	183.8	11.2	18.6
Rest of Commodities	286.2	702.5	40.7	75.4
Total	1,659.4	2,640.0	2,320.8	2,742.3



- Outbound rail shipments show a decline in shipment of natural sands through 2045. This is primarily due to the retirement and slacking of oil shale plays in North Dakota. Other than milled grain products, outbound rail shipments of agricultural commodities show relative strong growth over the next 30 years.

Economic Dependence Definition

- The share of regional economic activity supported by bulk commodity movements
 - Intermediate inputs (Inbound)
 - Value Added (outbound)
- Uses freight data to stratify by mode
 - Based on FAF data (full modal detail)
 - Unsuppressed geography/commodity detail
- Gives idea of bulk physical capital intensity
- Stratifies industries served by specific modes specializing in movement of certain goods

- EDR Group defines freight dependence using economic linkages between production, consumption (primarily industrial consumption) and industrial composition of the 6-county region. This approach takes into account both the productivity and industry-specific characteristics of the region.

Modal Economic Dependence

Mode Specific Economic Freight Dependence (Percent of Output)					
Industry	% Total	Truck Related	Rail Related	Multiple Modes Related	RestOfModes
Crop Production	64.0%	48.8%	6.3%	2.0%	6.8%
Animal Production	85.5%	73.0%	6.3%	4.6%	1.6%
Fishing, etc.	95.1%	72.7%	13.6%	8.1%	0.7%
Oil and Gas Extraction	44.5%	9.4%	23.9%	0.9%	10.4%
Mining, Quarrying, & Support	68.5%	54.9%	5.9%	6.9%	0.8%
Food Manufacturing	84.5%	76.1%	5.4%	2.5%	0.5%
Beverage & Tobacco Product Mfg	81.1%	69.4%	5.8%	5.2%	0.7%
Textile Mills & Products Mfg	84.7%	52.7%	4.7%	26.1%	1.1%
Paper Mfg	79.1%	65.1%	7.7%	5.4%	1.0%
Chemical Mfg	78.6%	55.2%	7.0%	14.3%	2.0%
Plastics & Rubber Products Mfg	83.1%	60.9%	7.6%	12.9%	1.7%
Primary Metal Mfg	81.2%	67.1%	5.3%	6.8%	2.0%
Transportation Equipment Mfg	90.5%	59.7%	7.9%	19.6%	3.3%

- Different Modes Focus on Serving Different Industries
- Rail specializes in serving Oil and Gas Extraction
- Serves a lot of Agriculture and Mining Related activity

- This “heat” chart shows how industries depend on either rail or trucking for their shipping needs. As with most industries, trucking is the primary mode of transportation for most industries - with the exception of oil and gas extraction. This dependence takes into consideration both inbound and outbound flows of industry inputs and outputs. These flows are measures as a percentage of output as shown in the chart.

Rail - Economic Dependence

Economic Freight Dependence (Rail Mode Only)								
Industry	Employment		Income (\$M)		Value Added (\$M)		Output (\$M)	
	Dependent	% IDF	Dependent	% IDF	Dependent	% IDF	Dependent	% IDF
Oil and Gas Extraction	225.7	20%	3.9	37%	7.8	35%	22.1	24%
Fishing, etc.	5.3	11%	0.1	14%	0.5	14%	0.5	14%
Paper Mfg	322.6	8%	29.9	8%	46.4	8%	175.6	8%
Plastics & Rubber Products Mfg	595.0	8%	39.4	8%	55.2	8%	188.8	8%
Transportation Equipment Mfg	184.1	7%	11.3	7%	32.6	7%	133.4	8%
Animal Production	332.4	7%	10.1	7%	14.5	7%	52.4	6%
Chemical Mfg	292.7	6%	44.9	6%	78.5	5%	303.6	7%
Crop Production	154.8	6%	4.3	5%	6.4	5%	27.9	6%
Beverage & Tobacco Product Mfg	98.8	6%	5.9	6%	18.7	6%	60.2	6%
Mining, Quarrying, & Support	61.3	6%	3.0	6%	12.9	6%	21.7	6%
Food Manufacturing	651.4	5%	37.2	5%	59.5	5%	272.6	5%
Textile Mills & Products Mfg	39.8	5%	1.5	4%	2.2	4%	7.2	5%
Primary Metal Mfg	156.1	5%	13.0	5%	14.8	5%	59.0	5%
Rest of Industries	9,540.8		661.7		990.8		2,112.1	
Total	12,660.8	1%	866.0	1%	1,341.0	1%	3,437.4	1%

* % IDF: Refers to % Industry Dependence on Freight
(Relative to total Industry behavior)

- Top dependent industries by employment
- Overall small % of economy due to size of services sector
- Significant presence in primary materials and manufacturing

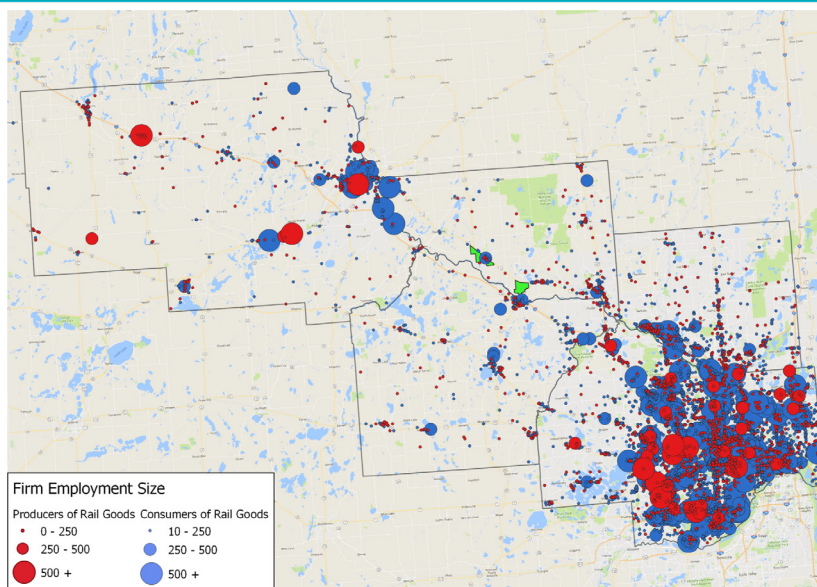
- This table presents the magnitude of industry activity (as measured in terms of employment, income, value-added, and output (business sales)) that is reliant on rail shipments to transport goods used as inputs to production or to transport finished goods to customers and markets. These industries reliance/ dependent on rail shipments for their operations are primarily concentrated in the manufacturing industries.
- Consideration was given only to the top third of all industries which corresponds to industries with business sales (output) over \$100 million. The rationale for this approach is that commodities currently being shipped along the BNSF rail line are an indication of the likely profile of tenants that use and made these commodities and therefore would be interested in locating operations at either rail park location.

Locating Rail Dependent Industry

- Based on Public 2016 Waybill Data
 - 4 Digit HS Code Based
- Draws on I-O relationships to look at Industries involved in:
 - Production of goods of type that moves by rail
 - Consumption of goods of type that moves by rail
- Adjusted Industries involved in consumption
 - Most industries consume primary goods like furniture
 - Many industries aren't doing so because of rail

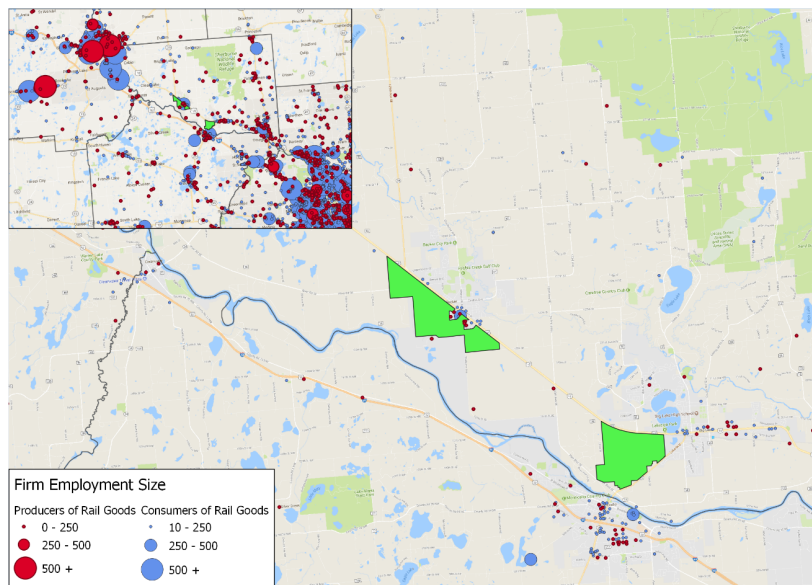
- EDR Group used the following criteria to locate rail-dependent industries in the 6-county region.

Rail Dependent Business Location



- By using establishment-level data, EDR Group was able to provide a map of the location of rail-dependent industries by size (employment) for most of the businesses in the 6-county region and plot their location in relation to the two sites – Becker and Big Lake.

Identified Businesses in Relation to Proposed Park Locations



- This map shows how we were able to “window in” on the areas immediately surrounding the two sites and map the location of rail dependent nearby industries.

List of Rail Dependent Businesses (By NAICS-3)

Rail Dependent Producers

Crop Production
Forestry and Logging
Oil and Gas Extraction
Mining (except Oil and Gas)
Food Manufacturing
Beverage and Tobacco Product Manufacturing
Textile Mills
Wood Product Manufacturing
Paper Manufacturing
Petroleum and Coal Products Manufacturing
Chemical Manufacturing
Plastics and Rubber Products Manufacturing
Primary Metal Manufacturing
Fabricated Metal Product Manufacturing
Machinery Manufacturing
Computer and Electronic Product Manufacturing
Electrical Equipment, Appliance, and Component Manufacturing
Transportation Equipment Manufacturing
Miscellaneous Manufacturing
Waste Management and Remediation Services

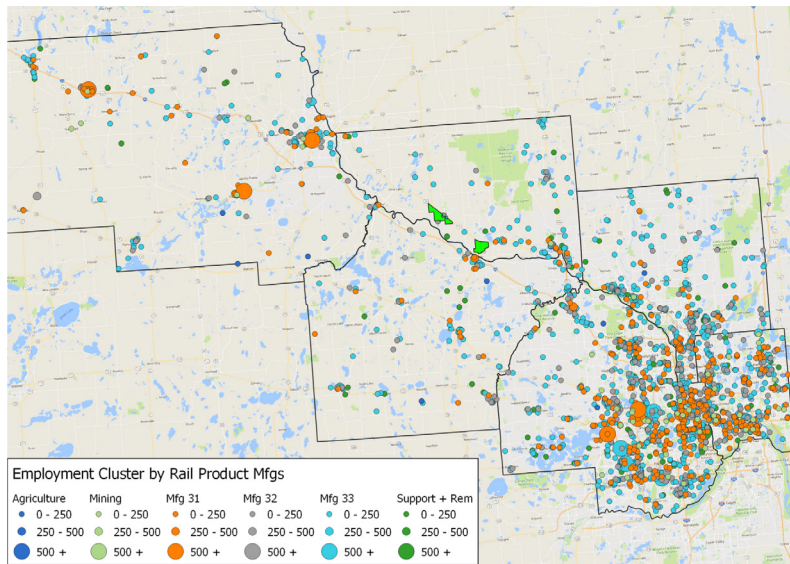
Rail Dependent Consumers

Crop Production
Animal Production
Support Activities for Agriculture and Forestry
Mining (except Oil and Gas)
Utilities
Food Manufacturing
Beverage and Tobacco Product Manufacturing
Textile Mills
Textile Product Mills
Wood Product Manufacturing
Paper Manufacturing
Printing and Related Support Activities
Petroleum and Coal Products Manufacturing
Chemical Manufacturing
Plastics and Rubber Products Manufacturing
Nonmetallic Mineral Product Manufacturing
Primary Metal Manufacturing
Fabricated Metal Product Manufacturing
Machinery Manufacturing
Computer and Electronic Product Manufacturing
Electrical Equipment, Appliance, and Component Manufacturing
Transportation Equipment Manufacturing
Furniture and Related Product Manufacturing
Miscellaneous Manufacturing
Merchant Wholesalers, Durable Goods
Merchant Wholesalers, Nondurable Goods
Wholesale Electronic Markets and Agents and Brokers

Air Transportation
Rail Transportation
Truck Transportation
Transit and Ground Passenger Transportation
Scenic and Sightseeing Transportation
Support Activities for Transportation
Couriers and Messengers
Publishing Industries (except Internet)
Telecommunications
Data Processing, Hosting and Related Services
Other Information Services
Monetary Authorities-Central Bank
Credit Intermediation and Related Activities
Real Estate
Rental and Leasing Services
Lessors of Nonfinancial Intangible Assets
Professional, Scientific, and Technical Services
Management of Companies and Enterprises
Administrative and Support Services
Waste Management and Remediation Services
Educational Services
Ambulatory Health Care Services
Hospitals
Nursing and Residential Care Facilities
Social Assistance
Accommodation
Food Services and Drinking Places

- These industries typically include those shown in this table.

INFOUSA Maps Producer by Industry



- This map shows the location of rail-dependent industries segmented by type of industry that produce goods for sale to other businesses and consumers throughout the US.

Tenant Profile

- **Becker Site: Tenant Profile (1,720 acres)**

- Heavy Manufacturing Usage:
- Chemicals
- Machinery
- Plastics/Rubber
- Fabricated Metals Manufacturing
- Other uses: Warehouse/Distribution, Industrial (recycling/scrap), and Transload

- **Big Lake Site: Tenant Profile (1,500 acres)**

- Light Manufacturing:
- Food
- Computer
- Transportation
- Miscellaneous
- Others uses: Solar Farm and Transload

As outlined in the Development Guideline section, SRF estimated the mix of industry use for each rail site. This mix of usage included categories of use such as warehouse and distribution, manufacturing, industrial, and transload facilities. To determine the likely mix of prospective industries within the manufacturing sector, EDR Group consulted and synthesized a several sources of information which included:

- EDR Group Analysis of manufacturing industries (over \$100M in sales) heavily reliant on rail shipments for production inputs (e.g. raw materials) or to ship final goods
- Existing tenant profiles – Becker site (Sherco power plant, Liberty Paper (heavy industrial)), BNSF St. Paul facility, & Canadian Pacific Minneapolis facility
- Desired Land Use - Big Lake Rail Park (light industrial)
- Government Agencies – Minnesota Department of Employment and Economic Development
- Tenant profile of comparable rail parks in the Mid-West region (IL, IN, KS, MO, & OH)
- EDR Group rail intermodal logistical studies in Michigan and Galesburg, IL
- Rail freight intermodal case studies for the Strategic Highway Research Program (SHRP2) across the nation

Types of Studies

- Capacity Study
- Market Analysis Study
- Revenue Study

- This economic impact study is based on a capacity analysis and therefore should be considered as a “capacity study”. The employment, income, and business sales estimates are based on the expected full build-out capacity of each rail park site.
- This contrasts with other types of studies such as a marketing analysis study which evaluates the demand and supply of industrial lands, and siting requirements for a rail park and the expected growth in tenants given the absorption potential of industrial real estate markets, or a revenue study which concentrates on estimating the property tax base, expected tax revenues, and wage effects dependent on full-build out within a pro-forma spreadsheet. These latter two types of studies are required to assess the timing of development and the flow of funds resulting from site development over time.

Employment Estimates

- **Methodology**

- Acreage footprint (SRF)
- Vacancy rate for tenant build-up
- Floor Area Ratios (FAR) to estimated building footprint (SRF)
- Employment estimates based on square footage per employee ratios (NAIOP Commercial Real Estate Development Association)

- **Adjustments**

- Occupational Profile: Jobs in Production (SOC 51) and Transportation (SOC 53) jobs for each industry
- Shift Share Analysis: Industry decline in Minnesota vs. National trends (2017-2048)
- Comparative Analysis: Per acre ratios from comparative rail parks (Case Studies - Strategic Highway Research Program (SHRP2) within the EconWorks database)

- The employment estimates are initially based on the development capacity and industry usage types for each site as outlined by SRF. Assumptions regarding estimated vacancy rates, Floor Area Ratios (FAR), and square footage per employee ratios were then applied to estimate the job potential at each site for full build out in the year 2058. Refinements in the analysis included adjustments for industry and occupational mix of jobs to reflect production and transportation oriented jobs in manufacturing. Adjustments were also made for manufacturing sectors expected to decline faster than national trends using a Shift-Share analysis. Based on comparisons of jobs per acre ratios between Becker/Big Lake and case studies of other rail intermodal parks throughout the nation, additional employment adjustments were factored into the analysis.

Employment Estimates

Becker Site

Industry	2018	2058
Utilities	350	150
Paper Mfg	175	175
Chemical Mfg		139
Plastics & Rubber Mfg		280
Primary Metal Mfg		173
Fabricated Metal Mfg		1,068
Machinery Mfg		643
Truck Transp.		188
Warehouse/Storage		233
Waste Management	85	430
Total	610	3,479

Big Lake Site

Industry	2018	2058
Utilities (Solar)		25
Food Mfg		556
Computer & Electron.		766
Transp. Equip. Mfg		73
Misc. Mfg		435
Truck Transp.		337
Warehouse/Storage		1,445
Total		3,638

- These employment estimates are based on estimated capacity analysis for a full-build out by 2058. The rate of tenant growth and site development likely can be estimated by a marketing or revenue study which is beyond the scope of this current analysis.
- The job estimates for the Becker site in 2018 reflect the existing Sherco Coal Power Plants, Liberty Paper, and recently announced Northern Metal Recycling. There are no tenants at the currently undeveloped Big Lake site.
- Based on the capacity analysis and square footage per jobs ratios by industry, by 2058 the Becker site has the capacity to employ nearly 3,500 jobs and the Big Lake City over 3,600 jobs. The concentration of jobs by industry reflects the anticipated land usage.

Construction Costs: Capital and Operations & Maintenance

Capital Investments

- Rail Development
- Streets/Roads
- Private Property Development
- Legal, Admin, Design, Fiscal (Soft Costs)
 - 28% of development costs

Full Build Out by 2058

Cost Type	Becker (\$M's)	% of Total	Big Lake (\$M's)	% of Total
Rail	\$138	5%	\$120	5%
Road	\$52	2%	\$45	2%
Property	\$2,351	93%	\$2,051	93%
Total	\$2,541	100%	\$2,216	100%

Operational & Maintenance Costs

- Becker Site: \$57M per year in 2058
- Big Lake Site: \$49M per year in 2058

To prepare each rail park site for tenant growth requires capital investment preparing and constructing each land parcel to meet industry requirements.

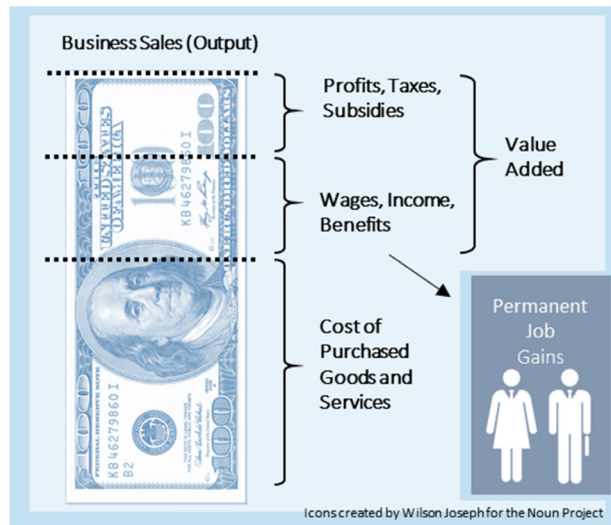
The full development of the Beck and Big Lake rail park sites are estimated to cost \$2.5 billion and \$2.2 billion respectively. The majority of costs (93%) are concentrated in property development with other infrastructure investment in rail track and roadways. An estimated 28% of development costs are considered to be “soft costs” associated with legal, administrative, design, and fiscal.

Because the trajectory of future site development at either location is unknown, the construction impacts were estimated cumulatively over the time period 2019-2058. The growth of tenants at these locations will likely be “lumpy” meaning growth likely will not be consistent but variable year over year. However, because the rate of growth is unknown, the impacts of construction were estimated from now until the full-build scenario with job estimates representing an average year of employment.

An estimated \$57M and \$49M are required to provide operational and maintenance services to the Becker and Big Lake site respectively for full-build out in the year 2058. Similarly, because the expected growth in development at each site is unknown, the economic impacts generated by these activities were estimated only for the year 2058.

Economic Analysis

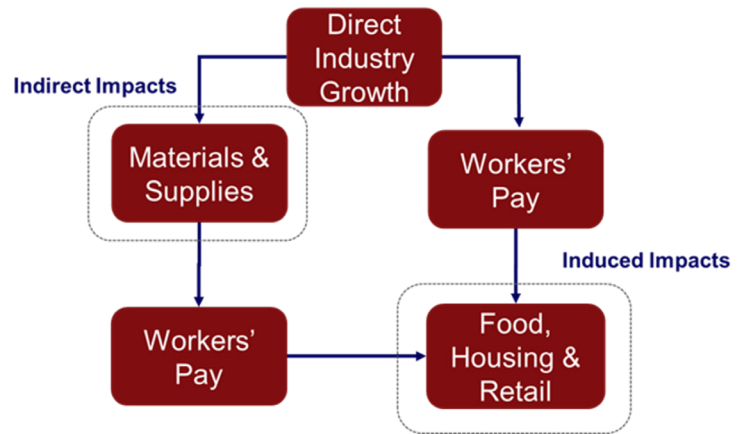
- Application of IMPLAN Economic Model
- Tenants: Business sales and Labor Income estimated based on industry ratios
- Construction: Employment and Labor Income estimated by on industry ratios



The economic analysis used data from the IMPLAN Economic Model in two ways. The first was to estimate the business sales and labor income generated from rail park tenants using the initial employment estimates and employment and labor income generated from construction and operations and maintenance expenditures. This graphic reflects the inter-relationship between the different economic measures of business sales, value-added, Labor Income, and Jobs. Ratios between these measures were used to estimate the full spectrum of direct impacts.

Economic Analysis: Multipliers

- Indirect: Supplier Purchases
- Induced: Employee Spending
- Adjustments made for construction purchases inside and outside of Minnesota.



The second way data from the IMPLAN Economic Model was used was to estimate the “multiplier” impact which reflects the additional economic activity generated by tenants or construction activity at each site. Indirect impacts reflect supplier purchases such as transportation/machine equipment, fuel, or other materials purchased by tenants or steel, asphalt, concrete or other materials purchases by construction firms.

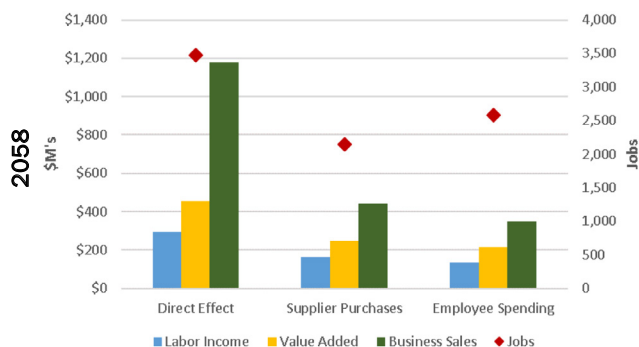
Induced impacts reflect the additional economic activity associated with spending of employee wages on food, clothing, transportation, housing, entertainment, and other purchases. Including these additional “waves” of economic activity provides a comprehensive estimate on the additional growth in the economy generated from tenants, operations & maintenance, and construction activity at the rail park sites.

Economic Analysis: Tenant Impact

Becker

Tenant Impacts (2058)

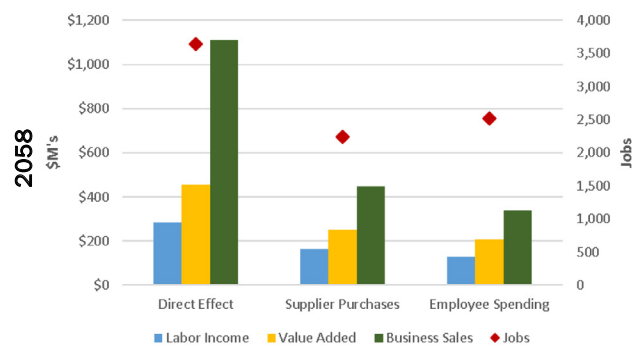
- Direct Jobs: 3,479. Total Jobs: 8,211
- Direct Income: \$293M. Total Income: \$590
- Direct Sales: \$1,177M. Total Sales: \$1,969M



Big Lake

Tenant Impacts (2058)

- Direct Jobs: 3,638. Total Jobs: 8,393
- Direct Income: \$285M. Total Income: \$580
- Direct Sales: \$1,112M. Total Sales: \$1,899M

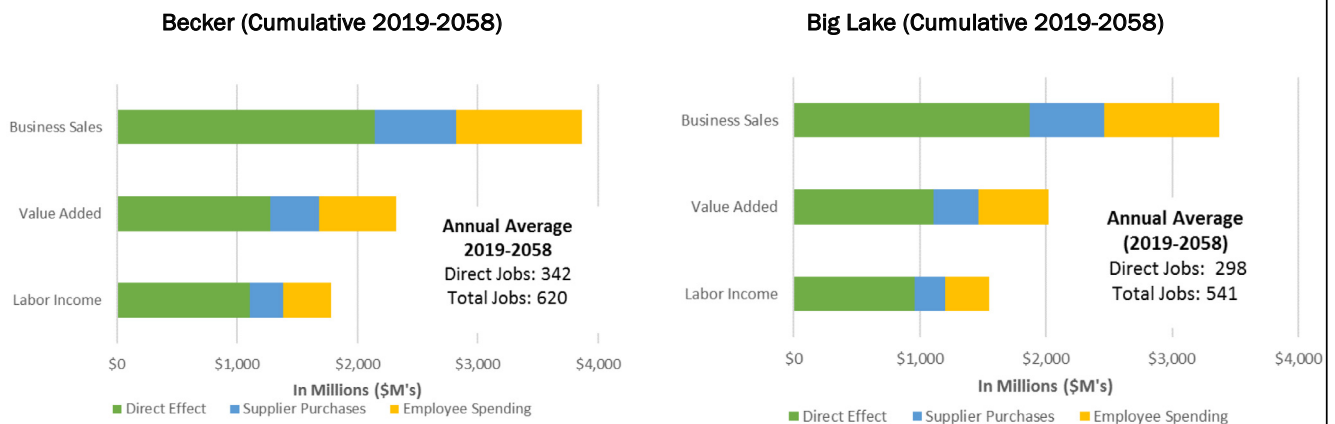


The economic impacts at the Becker site include nearly 3,500 jobs, \$293 million in income, and \$1.2 billion in business sales. With the inclusion of supplier purchases and employee spending, this expands employment to over 8,200 jobs, \$590 million in income and over \$1.9 billion in business sales.

The economic impacts at the Big Lake include over 3,600 jobs, \$285 million in income, and \$1.1 billion in business sales. With the inclusion of supplier purchases and employee spending, this expands employment to nearly 8,400 jobs, \$580 million in income and nearly \$1.9 billion in business sales.

These economic impacts are considered to be “net-new” to each rail park site but may be considered as a “relocation” or “transfer” if the tenant already exists within the 6-County region or the state of Minnesota.

Economic Analysis: Construction Impact



The economic impacts generated from construction of the Becker site over the years 2019-2058 include:

- \$2.1 billion in Direct Business Sales, \$3.9 billion in Total Business Sales.
- \$1.3 billion in Direct Value-Added, \$2.3 billion in Total Value-Added
- \$1.1 billion in Direct Income, \$1.8 billion in Total Income.
- 342 average annual direct jobs and 620 annual average total jobs assuming development at the site grows at a constant rate.

The economic impacts generated from construction of the Big Lake site over the years 2019-2058 include:

- \$1.9 billion in Direct Business Sales, \$3.4 billion in Total Business Sales.
- \$1.1 billion in Direct Value-Added, \$2.0 billion in Total Value-Added
- \$961 million in Direct Income, \$1.5 billion in Total Income.
- 298 average annual direct jobs and 541 annual average total jobs assuming development at the site grows at a constant rate.

Economic Analysis: Operations & Maintenance Impact

Becker (2058-Annual)

Year	Impact Type	Jobs	Labor Inc. (\$M's)	Value Added (\$M's)	Bus. Sales (\$M's)
Annual (2058)	Direct Effect	305	\$23	\$29	\$53
	Supplier Purch.	105	\$7	\$11	\$18
	Empl. Spending	162	\$9	\$14	\$23
	Total Effect	572	\$38	\$54	\$94

Big Lake (2058-Annual)

Year	Impact Type	Jobs	Labor Inc. (\$M's)	Value Added (\$M's)	Bus. Sales (\$M's)
Annual (2058)	Direct Effect	266	\$20	\$25	\$46
	Supplier Purch.	91	\$6	\$9	\$16
	Empl. Spending	141	\$8	\$12	\$20
	Total Effect	498	\$33	\$47	\$82

Operations and Maintenance (O&M) services are required to keep each rail park site functioning and addresses needed repairs. The estimated costs for O&M services in the year 2058 are \$57 million for the Becker site and \$49 million for the Big Lake site. Some of these O&M expenditures are for services or supplies produced outside of Minnesota and as such as considered as economic leakage outside of the Minnesota economy.

The number of jobs required to operate and maintain the Becker and Big Lake rail parks range from 266-305 jobs which pay between \$20 and \$23 million dollars in income and generate between \$46 and \$53 million in business sales.

Including the economic activity associated with supplier purchases and employee spending raises the total employment supported by operations and maintenance to between 489 and 572 jobs, between \$33 and \$38 million in income, and between \$82 and \$94 million in business sales.

These impacts were estimated for the year 2058 and the magnitude of impacts for previous interim years likely will be commensurate with the growth in tenants for each site.

Economic Analysis: Tenant and O&M Impact

Impact Type	Jobs	Labor Inc. (\$M's)	V.A. (\$M's)	Bus. Sales (\$M's)
Tenants (Direct)	3,479	\$293	\$456	\$1,177
O&M (Direct)	305	\$23	\$29	\$53
Supplier Purchases	2,251	\$171	\$259	\$462
Employee Spending	2,748	\$142	\$226	\$370
Total	8,783	\$628	\$970	\$2,063

Becker (2058)

Impact Type	Jobs	Labor Inc. (\$M's)	V.A. (\$M's)	Bus. Sales (\$M's)
Tenants (Direct)	3,638	\$285	\$453	\$1,112
O&M (Direct)	266	\$20	\$25	\$46
Supplier Purchases	2,329	\$171	\$262	\$465
Employee Spending	2,658	\$137	\$219	\$358
Total	8,891	\$613	\$960	\$1,981

**Big Lake
(2058)**

Long-term economic activity at each of the rail park sites includes both tenants and jobs providing operational and maintenance support. Combining both of these activities results in nearly 3,800 jobs at both the Becker and Big Lake site respectively.

Including the additional economic contribution of supplier purchases and employee spending generates a total of nearly 8,800 jobs, \$628 million in income, and over \$2 billion in business sales at the Becker site and nearly 8,900 jobs, \$613 million in income, and nearly \$2 billion in business sales at the Big Lake site.

Local Traffic Impacts: Becker and Big Lake Sites

Becker (2058)

- Daily Trucks: 670
- Daily Passenger Cars: 3,784
- % Trucks: 18%
- Annual Trains: 305

Big Lake (2058)

- Daily Trucks: 448
- Daily Passenger Cars: 3,904
- % Trucks: 11%
- Annual Trains: 97

The operations occurring at each rail park site is expected to generate additional inbound and outbound vehicle traffic which will likely impact the local road network. To gauge the extend of this impact, EDR Group evaluated the commodity profile and truck fleet size based on freight flows associated with the expected tenant profile. These insights are based on the industry dependence analysis previously completed to identify the likely amount of freight consumed (inputs) and produced (outputs) and the number of trucks this would generate. Based on this analysis, an estimated 670 daily trucks would travel inbound and outbound (round-trip) to and from the Becker site and an estimated 448 daily trucks would travel to and from the Big Lake site. This truck volume reflects between 11% and 18% of all new vehicle traffic.

In addition, employees working in operations and maintenance at each site were assumed to commute using passenger cars with an average vehicle occupancy of 1.0 person per car.

The number of annual trains (assuming 3,000 metric tons per train) estimated to pick up and deliver freight to Becker was 305 and 97 for Big Lake. The differences in truck and train estimates reflect the differences in tenant profiles with Becker expected support more heavy-duty manufacturing requiring higher volumes of freight shipments.



Member of **EBPO**

Attachment D
Resolution Amending Future Land Use Map

**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 Paul Knier at 6:30 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, March 18, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Kim Noding, Paul Knier, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

**CITY OF BIG LAKE
RESOLUTION NO. 2026-XX**

**RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT FOR THE RAIL-SERVED
INDUSTRIAL PARK STUDY AREA**

WHEREAS, a Sherburne County Rail Impact Study was completed in 2018 to evaluate opportunities related to rail and related industries, as well as the potential economic impact of such development on the region; and

WHEREAS, the Comprehensive Plan Future Land Use Map identifies a Rail-Served Industrial Park Study Area consisting of the parcels identified as:

PID#: 10-00323-2401, 10-00323-3101, 10-00326-2101, 10-00326-3000, 10-00335-1101, 10-00326-4000, 10-00326-1301, 10-00326-1401, 10-00326-1102, 10-00323-4200, 10-00323-1300, 10-00323-4101, 10-00324-3205, 10-00325-2100, 10-00325-2300, 10-00325-2400, 10-00325-3200, 65-00125-3201, 10-00325-4206, 10-00325-4201, 10-00325-1201, 10-00324-4205, 10-00324-4400, 10-00325-1101, 10-00325-1410

WHEREAS, notice of the public hearing was duly published and posted in accordance with applicable Minnesota Statutes and persons interested in said amendment were afforded the opportunity to present their views and objections related to the request; and

WHEREAS, the Planning Commission held a public hearing on the proposed amendment on March 2, 2026 and recommended that the City Council approve the amendment.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, Sherburne County, State of Minnesota, that it approves the amendment to the comprehensive plan land use map to reclassify the land use of the Rail-Served Industrial Park Study Area to Industry or Office based on the following findings:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the objectives of the Comprehensive Plan.
2. The proposed amendment is consistent with the following City of Big Lake Comprehensive Plan Goals and Objectives:

Business and Industrial Parks (page 16-2)

Build on Big Lake's competitive advantages for manufacturing by anticipating and supporting the development of business and industrial parks appropriate for Big Lake market conditions.

Tax Base Development (page 16-2)

Increase commercial and industrial tax base as a percentage of the total tax base in Big Lake over the long term.

Adopted by the Big Lake City Council this 18th day of March, 2026.

CITY OF BIG LAKE

Mayor Paul Knier

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.

STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 18th day of March, 2026 by Paul Knier and Gina Wolbeck, the Mayor and City Clerk respectively of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

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



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 3/18/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 9
Item Description: Council Reports		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

No Action Required.

BACKGROUND/DISCUSSION

Item 9 on the Council Meeting Agenda allows an opportunity for the Mayor and Council Members to provide an update on committee meetings they have attended, as well as ask questions and or comment on whatever topic(s) they wish to. Listed below are known committee meetings that were scheduled since the last Council Meeting:

Mayor Knier

- March Fire Board Meeting was CANCELLED
- Big Lake Economic Development Authority Meeting

Council Member Geroux

- Big Lake Economic Development Authority Meeting

Council Member Halverson

- Big Lake Beyond the Yellow Ribbon

Council Member Noding

- Big Lake Community Lakes Association
- March Fire Board Meeting was CANCELLED
- February Parks Advisory Committee Meeting was CANCELLED

Council Member Seefeld

- Planning Commission Meeting

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 (BLEDA), 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:

- **February 23, 2026 Parks Advisory Committee – meeting was cancelled**
- **March 2, 2026 Planning Commission Minutes – draft minutes attached**
- **March 16, 2026 BLEDA Meeting – The March 9 meeting date was changed to March 16**

**BIG LAKE PLANNING COMMISSION
MEETING MINUTES**

MARCH 2, 2026

1. CALL TO ORDER

Chair Odens 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: Chair Lisa Odens, Alan Heidemann, Paul Seefeld, Bryce Tradewell, Tony Velishek, Mason Busch, and Jake Geroux. Also present: Community Development Director Marie Popp, and Planning Technician Tara Kohl.

4. ADOPT AGENDA

Commissioner Heidemann motioned to adopt the agenda. Seconded by Commissioner Tradewell. Unanimous ayes, motion carried.

5. OPEN FORUM

Chair Odens opened the open forum at 6:01 p.m. No one came forward. Chair Odens closed the open forum at 6:01 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF JANUARY 5, 2026

Commissioner Velishek motioned to approve the January 5, 2026 Planning Commission meeting minutes as presented. Seconded by Commissioner Busch, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – COMPREHENSIVE PLAN LAND USE MAP AMENDMENT TO GUIDE THE RAIL-SERVED INDUSTRIAL PARK STUDY AREA AS INDUSTRY/OFFICE

Tara Kohl reviewed the staff memo for the proposed Comprehensive Plan Land Use Map

Amendment to guide the area designated as Rail-Served Industrial Park Study Area as Industry/Office. Kohl shared that the area was already on the land use map, but it needed to be cleaned up to define the boundaries of the area and color coordinate it with the rest of the map.

Commissioner Heidemann stated that he is concerned about the parcels on the eastern side of the study area and questioned if there would be issues with the water feature and residential areas nearby.

Chair Odens asked what the buffer would be between industrial and residential.

Popp replied that the shoreland management overlay district would address setbacks and other buffering requirements.

Heidemann asked if the parcels make sense as industrial.

Popp responded that the parcels are already included in the rail-served industrial park study area and that the study is available to the public. Popp shared that they have been marketed as industrial and there is an annexation request for the parcels along the eastern border of the study area.

Heidemann stated that he just wanted to bring it to the attention of the commission.

Commissioner Seefeld stated that most of the concerns mentioned would be addressed with the code during development.

Odens stated that it was noted in the study that the parcels near residential areas would likely be light industrial.

Heidemann stated that his primary concern was not the buffering of the use, but the use of prime land for industrial purposes rather than step-up housing.

Chair Odens opened the public hearing at 6:09 p.m. No one came forward.

Chair Odens closed the public hearing at 6:10 p.m.

Commissioner Heidemann motioned to recommend approval of the Comprehensive Plan Amendment to amend the land use map to guide the area designated as Rail-Served Industrial Park Study Area as Industry/Office. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update. Popp reviewed ongoing projects including the shoreland ordinance update, general code housekeeping, two upcoming annexations, and the Hudson Woods concept plan. Popp shared that there is continued interest in residential, industrial, and commercial developments. Popp shared an update on the hiring of the Community Development Coordinator position and that a Community Development Technician position opening has been posted.

Commissioner Seefeld asked how many industrial park lots were still available. Popp responded that there were three parcels still available.

9. COMMISSIONERS' REPORTS

Commissioner Seefeld shared that the City Council has been discussing a water distribution model, street projects, and getting a CMAR for the public safety facility.

10. OTHER - None.

11. ADJOURN

Commissioner Seefeld motioned to adjourn the meeting at 6:16 p.m. Seconded by Commissioner Tradewell unanimous ayes, motion carried.