



AGENDA
BIG LAKE CITY COUNCIL MEETING
COUNCIL CHAMBERS

AUGUST 19, 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. Presentation - Big Lake Ambassador Program

7B. Presentation – Vincent Kaczor Eagle Scout Project

7C. PUBLIC HEARING – Petition for Vacation of a Drainage & Utility Easement, a Simple Subdivision, and Special Lot Combination Agreement for Corner Oaks Dental

7D. Concept PUD Plan for The Preserve of Big Lake

7E. Capstone Homes, Inc. Request for Early Issuance of Building Permits for Lots 7-10, Block 4, Prairie Rose Subdivision, Prior to Installation of Public Improvements

7F. Student Liaison Update

8) ADMINISTRATOR'S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

10) OTHER

11) CLOSED SESSION – Labor Negotiation Strategy for the Law Enforcement Labor Service Contract (M.S. 13D.03)

12) ADJOURN

**BIG LAKE CITY COUNCIL
CONSENT AGENDA
AUGUST 19, 2026**

- 6A. Approve List of Claims
- 6B. Approve Council Workshop Minutes of July 15, 2026
- 6C. Approve Regular Council Meeting Minutes of July 15, 2026
- 6D. Approve Joint Powers Board Meeting Minutes of August 3, 2026
- 6E. Approve Council Budget Workshop Minutes of August 12, 2026
- 6F. Set Council Strategic Planning Date on September 2, 2026 at 4:00 p.m. in the City Council Chambers
- 6G. Approve Water Tower No. 3 Rehabilitation Professional Services Contract with KLM Engineering, Inc.
- 6H. Approve the Purchase of a 2019 Chevy Tahoe SSV Fire Department Duty Command Vehicle, and Authorize the Sale of Fire Department Grass Trucks 14 and 16
- 6I. Approve Appointment of Aundrey Wallace to the Streets/Parks Operator II Position
- 6J. Approve Amendments to the City of Big Lake Street Naming Policy
- 6K. Approve Resolution Authorizing Execution of the Minnesota Department of Public Safety Towards Zero Deaths Traffic Safety Enforcement Grant Agreement
- 6L. Approve Appointment of Zane Pepel to the Big Lake Police Reserve Unit
- 6M. Approve Collective Bargaining Agreement with the International Union of Operating Engineers, Local 49 AFL-CIO
- 6N. Approve Connexus Energy Outdoor Lighting Energy and Maintenance Agreement for Prairie Rose
- 6O. Approve Change Order No. 1 for the Chosen Valley Testing, Inc. Contract to Provide Material Testing Services on the 2026 Street and Utility Project No. ST2026-1



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>8/19/2026</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 July 09, 2026, through August 12, 2026, and approve Payrolls 14, 15 and 16 for 2026.

BACKGROUND/DISCUSSION

Claims and Payroll Report – Through August 12, 2026, for a total amount of \$2,842,612.11

Claims Total: \$2,135,931.08

Water Refund total: \$1,879.57

Payroll Total: \$704,801.46

The claims listing has been provided to City Council as a separate document and is available for public view at City Hall upon request

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

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6B
Item Description: July 15, 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 July 15, 2026 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The July 15, 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**

JULY 15, 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, Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Fire Chief Seth Hansen, 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. Water Tower Rehabilitation Presentation

Hanna Klimmek reviewed water tower rehabilitation needs in the city, noting in 2023, KLM Engineering inspected the city's water towers and provided recommendations for the rehabilitation and long-term maintenance for each of the three water towers. Recognizing the importance of maintaining the City's water infrastructure, staff have since worked with the Finance Department to begin setting aside funds for future water tower rehabilitation projects. Based on the 2023 inspection findings including delaminating interior paint and other maintenance concerns, Water Tower No. 3 has been identified as the highest priority and is the first tower recommended for reconditioning. Dewey Prinzing from KLM Engineering reviewed the rehabilitation process, benefits of proactive maintenance, and outlined potential cost savings with planning/completing the project before the tower further deteriorates.

Mayor Knier asked if we are doing this tower earlier than necessary so we don't have to do all three towers at the same time. Prinzing reviewed we will start seeing some corrosion on the tower and noted we have seen inflation increasing pricing.

Council Member Halverson asked if there are other companies who do this type of work. Halverson noted their fee is \$105,000 on top of the cost of the rehabilitation improvements and asked if we have more

than just one bid. Prinzing explained KLM is an engineering firm that provides professional services, noting there are other firms out there that provide this service as well, but not to the quality and knowledge they have. Prinzing explained when their firm does these evaluation reports and puts the specification report together for a city, their job is to mitigate change orders, and get everything right for OSHA, the American Water Works Association, and the MN Department of Health. Halverson stated if we are going to spend this kind of money we should have more than just one bid. Prinzing explained they only provide engineering professional services, noting they would coordinate the bidding process. Their firm would provide the specifications, and inspection services to make sure whoever is awarded the bid is doing the work properly according to the specifications and to the material data sheets.

Council Member Noding asked which tower is by Lakeside Park. Norm Michels noted Tower No. 2 (north tower) is the tower at Lakeside Park, Tower No. 4 is off Delta Avenue north of town, and Tower No. 3 (south tower) is near Public Works. Noding discussed some years ago we had an issue with the north tower that caused a contamination in the city's water supply, expressing when these towers need repair, they need immediate repair.

Mayor Knier asked if we have funding set aside for this project. Deb Wegeleben reviewed funding for the project, noting the city has been setting aside \$200,000 every year in preparation to rehab the city's water towers, and currently has \$632,000 allocated for these improvements as well as an additional \$300,000 to pay for professional services to coordinate the projects. Mayor Knier discussed he is ok with moving forward on doing the project now, noting we could wait another year but understands we could probably save money by doing the rehabilitation now. The inflation part doesn't bother him because it is a rising tide. The fact that it could deteriorate more over the next year, therefore increasing the cost to fix, factors into him being ok with moving forward now.

Council Member Halverson discussed he has a problem with us not bidding it out as different engineering firms can use different contractors. Wegeleben explained the construction part of the project is required to be a sealed bid process due to the anticipated cost. Wegeleben discussed per MN State Statute, the only thing that doesn't have to go out for bid out is professional service contracts such as engineering. The contract to construct the project has to be a sealed bid per MN State Statute as the cost will exceed \$175,000. Prinzing explained their set contract amount will be based off the size of the tank, mobilization of equipment and for their engineering services.

Mayor Knier asked how long these improvements are expected to last, and Prinzing responded the rehabilitation project is anticipated to last between 25 to 30 years.

Council Member Noding stated she is in favor of moving forward with the project.

Council Member Geroux discussed the city had the foresight to plan ahead for funding for these improvements. He is in favor of moving forward with the project. Mayor Knier agreed he is happy we have planned for funding the project in advance, so we don't have to bond for the improvements, and Council Member Noding noted we are continuing to set dollars aside to complete the next tower rehab when needed.

Council Member Seefeld stated he is in favor of moving forward with the project.

Council directed Staff to move forward with rehabilitating Water Tower No. 3 as recommended by staff and KLM Engineering.

Dave Pickala, resident of Big Lake, asked if the engineering company will be covered being an inspector during the ongoing process. Prinzing reviewed KLM will have a resident inspector on site daily to ensure the work is being done correctly. Council Member Noding asked if there are contractors he wouldn't use, and asked how they vet contractors. Prinzing reviewed there will be a letter of recommendation based on all the bid tabs. The letters of recommendation will reflect the fact that the contractor has the qualifications necessary to do the job.

4B. Ice Rink/Warming House Discussion

Norm Michels discussed the annual lease agreement the city has with Mary of the Visitation Catholic Church, dating back to the late 1990's. The lease agreement allows the city to utilize the open space adjacent to the City Hall parking lot for outdoor community ice-skating rinks, a public warming house, and a space for a community holiday tree. The city currently has two boarded ice-skating rinks, one open ice-skating rink, and a warming house on the leased site. The city pays the Church \$1,900 each year, and maintains the vacant area throughout the year, which includes mowing the grassy area during the summer months. Considering the future relocation of City Hall to a new location in late 2027 or early 2028, along with the recent closing and potential sale of the entire Church property, staff is seeking council discussion and direction on the possible relocation of the outdoor ice-skating rinks. The current lease agreement will end on December 31, 2026. If the city does not sign a new lease agreement for 2027, all structures must be removed by the city prior to the end of the current lease. Michels reviewed the status of the warming house structure, noting it was closed for public use in 2020. With unpredictable winter weather since that time, and the poor condition of the warming house, staff has not reopened the building for public use. Staff has looked into the possibility of adding a self-locking door system to the building to minimize having to schedule a warming house attendant, but found the building framing will not support a self-locking door system. Staff requested council consider permanently removing the warming house due to its poor condition, and to provide direction on starting to look for a replacement site for outdoor skating rinks.

Council authorized removal of the warming house structure, and authorized staff to research potential new locations for an outdoor ice-skating rink.

4C. Discuss Lakeside Park Fishing Pier Access Improvements

Norm Michels discussed the fishing pier located at Lakeside Park that is the responsibility of the city to maintain. Staff has noticed that over the last few years sand has washed up around the entrance to the pier creating access issues, and is no longer ADA compliant. Staff reached out to the DNR Hydrologist to discuss options available to address the access issues. The two options available for the city to consider include Option 1: excavation under the pier to create a level surfaced for access onto the pier, and Option 2: adding a dock section built to match the current dock sections and would allow for adjustability with

changing water levels. Michels noted the DNR does not recommend Option 1 as it would be an ongoing maintenance issue and would require a new permit every time maintenance is needed. The DNR recommends Option 2 and staff supports that recommendation. Michels reviewed costs to bring the Lakeside Park fishing pier into ADA compliance would be funded through Fund 198 (Lakeside Park Allocation).

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

4D. City Hall Fleet Expansion Request Update

Deb Wegeleben reviewed discussion at the June 17, 2026, City Council workshop where staff identified the need for an additional vehicle to support City Hall operations. Historically, vehicles no longer needed by the Police Department have been reassigned to the City Hall fleet for use by Engineering, Code Enforcement, Administration, Inspections, and other staff. As staffing levels and field responsibilities have increased, the availability of City Hall fleet vehicles has become limited. At the workshop, Council directed staff to investigate whether a surplus vehicle from the Fire Department could be reassigned for City Hall use. Following discussions with the Fire Department Finance Committee it was determined two surplus vehicles are being recommended to be sold to a local fire department and the proceeds will be used for the purchase of a duty vehicle for the Fire Department. As a result, no surplus Fire Department vehicle will be available for reassignment. Wegeleben reviewed the current City Hall fleet consisting of three shared vehicles, a 2018 Ford Explorer, a 2002 Ford Sport Trac, and a 2004 Ford Sport Trac which are used by multiple departments for inspections, site visits, meetings, training, and other City business. As City staffing and operational demands have grown, the limited number of available vehicles has resulted in scheduling conflicts and reduced operational efficiency. Wegeleben noted staff is recommending purchasing a reliable four-door sedan or small SUV that can accommodate multiple employees traveling to meetings, conferences, training, inspections, and other City business. Providing an economical fleet vehicle for these trips would reduce the City's mileage reimbursement costs, which are currently reimbursed at \$0.76 per mile, while also reducing the City's exposure to potential liability associated with employees using their personal vehicles for official City business. An additional fleet vehicle would also provide greater flexibility in scheduling and improve the efficiency of daily operations. If approved, staff would pursue the most cost-effective option available through Minnesota State Surplus Services, local dealerships, or other sources. The goal is to purchase a reliable used vehicle with low operating and maintenance costs for \$10,000 or less. Wegeleben reviewed recent sales of surplus City fleet vehicles generated \$14,150 in proceeds, including \$10,250 from the most recent auction and \$3,900 from a previous City Hall vehicle sale. Staff anticipate these proceeds will fully fund the purchase without requiring additional City resources. Wegeleben reviewed current market pricing, which demonstrates reliable vehicles meeting the City's needs are currently available within the proposed budget.

Council Member Noding discussed the style of vehicle administration would benefit from, noting she feels this would be a good investment.

Council authorized the purchase of one additional City Hall fleet vehicle at a cost not to exceed \$10,000, utilizing available proceeds from prior City fleet vehicle sales. Council also authorized the Fleet

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

4E. Discuss Fire Department Vehicle Purchase/Sale

Seth Hansen reviewed discussions from the July 7, 2026 Fire Board meeting where the Board discussed the potential sale of the Department's 2000 Grass Truck 14 and 2001 Grass Truck 16, fully outfitted with equipment, to a neighboring fire department that has expressed interest in purchasing the units. The proceeds from the sale would be used to purchase a newer Duty Officer Command Vehicle that would better meet the operational needs of the department. Currently, Grass Truck 14 is being utilized as the department's duty officer command vehicle. While functional, it was originally designed as a grass fire response vehicle and does not adequately meet the needs of a command vehicle. Replacing it with a dedicated Duty Officer Command Vehicle would provide improved functionality, reliability, and efficiency during emergency responses. In July 2025, both the City and Township authorized the sale of the skid unit equipment including the tank and pump from Grass Truck 14. However, there was no market interest in purchasing the equipment separately. Staff estimates the sale of both fully equipped grass trucks could generate approximately \$35,000. Those proceeds would then be applied toward the purchase of a newer Duty Officer Command Vehicle. Hansen discussed the Fire Board approved moving forward with the sale of both vehicles and authorized the purchase of a replacement Duty Officer Command Vehicle with the following conditions: 1) The purchase price shall be no more than \$10,000 above the proceeds received from the sale of the two grass trucks, and 2) The goal is to complete the transaction with little to no net financial impact to the City and Township. Hansen discussed the consensus from the City Council and Township boards is needed before moving forward with the proposed transaction. If consensus is received, staff will work with the interested fire department to obtain a formal purchase offer for Grass Truck 14 and Grass Truck 16 and identify a replacement Duty Officer Command Vehicle that meets the Fire Board's approved budget parameters. The proposed sale and purchase will then be presented to both governing bodies for final approval, which for the City would be at the August 19, 2026 meeting.

Council directed Staff to proceed with negotiating the sale of Grass Truck 14 and Grass Truck 16 and the purchase of a replacement Duty Officer Command Vehicle, consistent with the parameters established by the Fire Board, and to bring final purchase and sale agreements for formal approval at the August 2026 Council meeting.

5. OTHER

Council Member Geroux asked to revisit discussion on the Council's strategic planning session that will be held this fall. Geroux suggested the planning session should be attended by elected officials and that the council not require staff leadership to attend other than the City Administrator, Finance Director and City Clerk. Geroux noted he feels having that many people attend is pretty inefficient. At the end of the day, it is the council's strategic plan, and they need to take responsibility for it. He is also very mindful of proper use of staff time. Staff will obviously become involved when we get to the execution phase of the plan so it is not that they won't have a role in this, but he feels the initial meeting should be kept to city council and

designated staff.

Council Member Halverson discussed he feels members of the management team are the ones who have the most knowledge on how the city operates, so having them attend may be useful. It would be hard for finance to talk about Public Works if something is brought up. Halverson asked when the management leads would have an opportunity to give feedback if they aren't included in the planning session. Geroux responded the planning session should be a high-level view of the things the council wants to accomplish over the next six years. If there is something concerning, that is when the execution phase comes in which is when staff would be brought in. This wouldn't be taking them out of the discussion; it would be bringing them in at the right time.

Hanna Klimmek reviewed there will be a dedicated council workshop in September to focus on the draft strategic plan. This will provide an opportunity for feedback from staff. Mayor Knier discussed he isn't entirely sure how the strategic plan will look, but he thinks it does make sense to keep it simple at the planning phase, and then have staff be a bigger part of it at the right time.

Council Member Noding asked if there is a way we can solicitate department head input into the discussion ahead of time, and suggested getting their targeted feedback prior to the planning session. Klimmek discussed there are opportunities for leadership input. The city's Management Team meets weekly so that is something we can prepare for discussion during those meetings. Klimmek also noted we have been working off our established work plans for a number of years, so we already have a baseline of that information. Council Member Halverson suggested we have department heads put together their plan and have that information at the council's planning session so they can see it versus council coming up with a plan and then going back to staff. Noding agreed she would like to hear from department heads prior to the council's strategic planning session. Klimmek reiterated we already have the work plan in place so gathering an update shouldn't be a problem, which can be sent out ahead of the planning session.

The general consensus of the council was to include elected officials and designated staff to attend the council's strategic planning session, and to request department heads to update their work plans prior to the planning session so that information can be available to council at the strategic planning session.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 5:51 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

City Clerk

Date Approved by Council



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6C
Item Description: July 15, 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 July 15, 2026 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The July 15, 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
JULY 15, 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, Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, and Big Lake Student Liaison Adelyn Gosewisch.

Father Mike Kellogg from Mary of the Visitation Catholic Church provided an invocation.

4. OPEN FORUM

Mayor Knier opened the Open Forum at 6:31 p.m. No one came forward. Mayor Knier closed the Open Forum at 6:31 p.m.

5. PROPOSED AGENDA

Council Member Seefeld motioned to adopt the proposed Agenda as presented. 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 Seefeld, unanimous ayes, Consent Agenda approved. The Consent Agenda consisted of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of June 17, 2026,

6C. Approve Regular Council Meeting Minutes of June 17, 2026, 6D. Approve Resolution No. 2026-32 Appointing Election Judges for 2026 Elections, 6E. Approve Appointment of Mark Lieberman to the Big Lake Parks Advisory Committee, 6F. Authorize Distribution of Project Woods Environmental Assessment Workshop, 6G. Accept Resignation of Streets/Parks Operator Troy Enebak, 6H. Approve Revised Joint Powers Agreement for the Sherburne County Multi Jurisdiction Emergency Response Unit, 6I. Approve 2026 Music in the Park Updated Sound Technician Contract, and 6J. Accept Resignation of Police Reserve Aaron Lee.

7. BUSINESS

7A. Presentation – Lucas Volna Eagle Scout Project

Norm Michels reviewed staff has received a proposed project from future Eagle Scout Lucas Volna, who would like to complete his Eagle Scout project in the City's River Oaks Park. Volna presented his plan to construct five wooden garbage can enclosures. The enclosures will provide a better aesthetic look and protection from wind and animals. Volna indicated he plans to complete the project this summer and noted the expected cost of the project is \$1,450 which he plans to fundraise to cover the expenses.

Council Member Noding motioned to approve the Lucas Volna Eagle Scout garbage can improvement project at River Oaks Park. Seconded by Council Member Halverson, unanimous ayes, motion carried.

7B. PUBLIC HEARING for a Development Stage PUD Amendment for the Prairie Rose Development, and a Final Plat and Final Stage PUD Development Application for the Prairie Rose Development

Kendra Lindahl reviewed the planners report for the Development Stage Planned Unit Development (PUD) Minor Amendment for the Prairie Rose Development, and a Final Plat and Final Stage PUD Development Application for the Prairie Rose Development. Lindahl noted, at the July 27, 2022 City Council meeting, the Council approved a rezoning, preliminary plat, and development stage PUD for Prairie Rose. On June 14, 2023, the Council approved the applicant's request for a two-year extension of the Preliminary Plat and development stage PUD approval for Prairie Rose. On July 23, 2025, the Council approved an additional two-year extension for the development approvals. The applicant is now requesting minor changes to the approved development stage PUD. Section 1003.17, Subd. 8 allows minor PUD amendments to be approved by the City Council following a Public Hearing. The first addition of Prairie Rose will plat 50 of the 135 lots approved in the Prairie Rose Preliminary Plat, as well as Outlots C and G of Big Lake Marketplace North, and Outlot A of Marketplace Crossing, as Prairie Rose. The remaining 85 lots will be platted in a future addition of the development. The developer did not provide a timeline for the second phase to be

platted. In the final stage PUD plan, the applicant is proposing minor deviations from the approved development stage PUD plan. City Code Section 1003.18 defines a minor change to an approved development stage PUD as any departure from the conditions of development stage PUD plan approval which is not a “major change.” Because the proposed deviations do not meet the major change criteria, the request is a minor change to the approved development stage PUD plan. A minor change to a development stage PUD plan requires a public hearing. The applicant has also requested approval of the Final Plat and Final Stage PUD.

Lindahl discussed the applicant’s request for a development stage PUD was approved on June 14, 2023. PUD flexibility granted include 1) Reduced lot area minimums and lot width minimums as shown on the plans, 2. Side yard building setbacks of 5 feet, 3. Front yard building setbacks of 20 feet, 4. Reduced garage size of 20 feet by 22 feet (440 square feet), 5. Reduced street width of 30 feet (face to face), 6. A private street to serve 4 detached townhome units, 7. Street trees in the public street right-of-way, and 8. No sidewalk required on Streets C or D. In exchange for these flexibilities, the applicant agreed to provide a private park on Outlot A and established an HOA to maintain elements including 1. The private street, 2. Entrance monuments, 3. Common area landscaping, 4. Lawn, 5. Snow removal on the individual lots and the public sidewalks, 6. Maintenance of the trees in the street right-of-way, and 7. Maintenance of Outlot A as a private park. Lindahl also reviewed minor amendments to the approved development stage PUD plans: 1. Eliminate lawn maintenance and snow removal for individual lots from the scope of maintenance provided by the Homeowners Association (HOA). 2. Eliminate maintenance of trees within the street right-of-way from the scope of maintenance provided by the HOA. 3. Eliminate maintenance of entrance monument signs from the scope of maintenance provided by the HOA, 4. Allow the installation of a 64-square foot temporary sign at the primary entrance (168th Street and Marketplace Drive) to the development and a 32-square foot temporary sign at the secondary entrance (Patriot Drive and 166th Street) to the development, 5. Allow Siberian Elm trees to be exempt from tree replacement calculations, and 6. Allow a fence in lieu of a landscape buffer along Marketplace Drive. Lindahl also discussed the applicant’s narrative requests the city be responsible for snow removal and maintenance of the right-of-way of Marketplace Drive. However, because Marketplace Drive is a public collector street, maintenance and snow removal within the Marketplace Drive corridor has always been the responsibility of the city. Staff reviewed the PUD approval resolution and found maintenance and snow removal along the corridor was not a responsibility of the applicant required in the development stage PUD approval. Therefore, the City Council does not need to approve an amendment to the PUD for this request.

Lindahl reviewed the applicant is requesting approval of a Final Plat to create 50 single family home lots and seven outlots on Outlots C and G of Big Lake Marketplace North and Outlot A of Marketplace Crossing. The applicant is proposing to phase the development into two phases. Phase I will include 50 single family home lots and the outlots for the private park (Outlot A), private street (Outlot E), drainage ponds (Outlots B, C and D to be deeded to the city), and future phases of

development (Outlots F and G). The Final Plat is generally consistent with the Preliminary Plat, except for the requested PUD amendments. Lindahl also reviewed various development fees, including park dedication, noting during the Preliminary Plat approval, the City Council agreed to grant park dedication credit for the dedication of Outlot A as a private open space park in accordance with the standards in Section 1108, Subd. 10. Consistent with Resolution 2022-61, approving the Preliminary Plat of Prairie Rose, the 5.59-acre Outlot A will meet the required 3.27 acre (10% of net project area) minimum required for park dedication of land for the project area (phases I and II). The HOA will own and maintain the private park. As land is being dedicated, no park dedication fee will be collected. Lindahl also noted the applicant is also required to submit civil engineering plans as a condition of the resolution.

Council Member Halverson asked the developer if these types of developments are common, noting he doesn't see these small house types being built in surrounding communities. Halverson stated he wonders if they are coming here because we are allowing them. Heather Lorch from Capstone Development responded they have done 30-foot-wide houses on 40-foot-wide lots in multiple areas in the metro. There is a similar style neighborhood down in Farmington. It is something that is more common as it is helping to provide the affordability the market needs right now given high interest rates and the high cost to build homes, noting it is an attractive product. They did wait for a few years before they came back because the market was influx and they weren't quite sure what to do. What they have discovered is the \$200 per month Homeowners Association (HOA) fees were pricing people out of the market so that is one of the reasons they are coming back and asking for that to be eliminated. Where they build these homes now, the HOA's are not obligated for lawn and snow maintenance anymore, noting they haven't done that for the last few years in any of their neighborhoods. Council Member Noding asked what the HOA fees will be. Lorch responded they haven't gone to bid yet but will most likely be between \$300 to \$400 per year instead of \$200 to \$300 per month. They anticipate HOA fees will cover trash and common area maintenance. Halverson asked for confirmation that everyone will be responsible for their own yards and shoveling sidewalks, and Lorch confirmed that is correct. Noding discussed these houses are now planned to be single family homes in an R-2 zoning district but under a PUD, and asked what the price range will be. Lorch stated the price points will range from \$350,000 to \$410,000. Lorch also reviewed housing styles planned for the development, noting they will be multi-level, slab on-grade, 2-car garage housing styles which are much more attractive to buyers than attached townhomes.

Council Member Seefeld asked the developer if they have any concerns with staff's recommendation for the six adjustments. Lorch responded they are grateful to work with staff, noting staff has worked with them every step of the way to meet their timeframe. Lorch discussed they prefer not to put in a white vinyl fence and agree with staff that brown or neutral colored fencing would work best. They also would like to keep up their marketing signs until they sell their last home, but they can work within the 90% requirement if that is the preference of staff.

Mayor Knier stated he feels the project looks good, noting he was happy to hear about the change on tree maintenance in the right of way.

Mayor Knier opened the public hearing at 6:51 p.m. No one came forward. Mayor Knier closed the public hearing at 6:51 p.m.

Council Member Geroux motioned to approve Resolution No. 2026-33 approving the Final Plat and Planned Unit Development of Prairie Rose with Minor Amendments to the development stage Planned Unit Development. Seconded by Council Member Seefeld. Motion passed with a vote of 4:1 with Council Members Geroux, Knier, Noding and Seefeld voting aye, and Council Member Halverson voting against. Motion carried.

Council Member Noding motioned to approve the Prairie Rose Development Contract, contingent upon review and approval from the City Attorney. Seconded by Council Member Seefeld. Motion passed with a vote of 4:1 with Council Members Geroux, Knier, Noding and Seefeld voting aye, and Council Member Halverson voting against. Motion carried.

7C. Setback Variance for a Replacement Septic System at 760 Shady Lane

Kendra Lindahl reviewed the planners report for a setback Variance for a replacement septic system at 760 Shady Lane. The applicant is currently not connected to public utilities and are unable to directly connect to the stub that ends further east on Shady Lane. Their existing system does not meet minimum setback from Black's Lake, and the new drainfield will be replaced in the same location. The applicant is seeking a Variance from Section 1004.03, Subd. 7.2.C for a setback of 68.2 feet for a sewage treatment system where 150 feet is required from the Ordinary High-Water Level (OHWL) of Blacks Lake. After reviewing the Variance application, staff found the Variance meets all 12 Variance standards, and noted the MnDNR had no objection to the request.

Council Member Seefeld motioned to approve Resolution No. 2026-34 approving a variance from Section 1004.03, Subd. 7.2.C for a setback of 68.2 feet for a sewage treatment system where 150 feet is required for the property located at 760 Shady Lane, subject to the conditions identified. Seconded by Council Member Geroux, unanimous ayes, motion carried.

7D. Development Application for Preusse Lake Preserves Addition - Comprehensive Plan Amendment, Preliminary Plat and Development Stage PUD

Kendra Lindahl reviewed the planners report for the Preusse Lake Preserves Development Application, seeking approval on a comprehensive plan amendment, preliminary plat and development stage Planned Unit Development (PUD) application submitted by Zach Brown, of BK Land Development, LLC for a 31-lot subdivision and PUD on the 15.44-acre Outlot A, Big Lake

Marketplace North Addition. The property is located on the northeast corner of Marketplace Drive and 172nd St NW. Lindahl noted the City Council reviewed a concept plan for this project at their November 25, 2025 meeting. The current application has changed from the original concept but incorporates many of the comments made at that time. Since the concept plan review, the city adopted a new shoreland ordinance. The new ordinance processes all PUD's as a rezoning to PUD rather than a conditional use permit. The existing property is currently vacant wooded land with no existing structures on the site. The parcel contains a wetland that overlaps the far east side, and just over half of the site within the shoreland overlay zone of Preusse Lake. The subject application is for a residential development concept with 31 single family homes on varying lot widths and size. The specific applications that are part of this request include 1. Comprehensive Plan Amendment from Medium and High-Density Housing to Low-Density Housing, 2. Zoning Map Amendment from R-2 Medium Density Residential to PUD - Planned Unit Development, 3. Zoning Text Amendment to Table 15 in Section 1003.18, Subd. 10 which lists all PUD's in the City of Big Lake, 4. Development Stage PUD, and 5. Preliminary Plat. Lindahl also reviewed development standards, shoreland density, PUD flexibility, streets, parking access, tree preservation, landscaping, stormwater management and the homeowner's association.

Lindahl also noted the City Council will not act on the Zoning Map or Text Amendments with this application as they do not become official until a Final Plan PUD and Final Plat are submitted for review. Upon approval of the Final Plan PUD and Final Plat, the City Council will also approve and publish the Rezoning Map and Text amendments for the application.

Council Member Geroux motioned to approve Resolution No. 2026-35 approving Preliminary Plat and Development Stage PUD for the Preusse Lake Preserves Addition. Seconded by Council Member Noding, unanimous ayes, motion carried.

Council Member Seefeld motioned to approve Resolution No. 2026-36 approving a Comprehensive Plan Amendment for Preusse Lake Preserves Addition, subject to the findings and conditions identified therein. Seconded by Council Member Noding, unanimous ayes, motion carried.

7E. Call for a Public Hearing on September 16, 2026 for Modification of Municipal Development District No. 1 and Establishment of Tax Increment Financing District No. 1-8

Deb Wegeleben discussed the city is required to hold a public hearing before approving a modification of Development District No. 1 and establishing Tax Increment Financing (TIF) District 1-8. A public hearing will be scheduled for September 16, 2026, at approximately 6:30 pm at Big Lake City Hall. The modified Development District No. 1 is coterminous with the corporate boundaries of the City of Big Lake. The proposed Tax Increment Financing District No. 1-8 consists of approximately 115.32 acres recently approved for annexation into the city by the Big Lake City Council, and is currently under review by the State of MN, Court of Administrative Hearings

(Municipal Boundary Adjustments). Wegeleben noted the cost associated with modifying the Development District No. 1 and establishing Tax Increment Financing District No. 1-8 will be paid by the developer, Packaging Corporation of America (“PCA”), pursuant to the City’s development agreement and application requirements.

Council Member Halverson asked if we have to allow them to do TIF. Wegeleben responded Council is not obligated to approve their TIF request, but they do need to call for a hearing before Council can make an official decision on their TIF application.

Council Member Seefeld motioned to Resolution No. 2026-37 calling for a Public Hearing on Proposed Modification of Development District No. 1, the adoption of a Modified development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-8 within the Development District, the proposed adoption of Tax Increment Financing Plan for Tax Increment Financing District No. 1-8 and the proposed approval of a business subsidy. Seconded by Council Member Geroux. Motion passed with a vote of 4:1 with Council Members Geroux, Knier, Noding and Seefeld voting aye, and Council Member Halverson voting against. Motion carried.

7F. Proclamation Commemorating the 250th Anniversary of the Founding of the United States of America

Mayor Knier read aloud a Proclamation commemorating the 250th Anniversary of the Founding of the United States of American, and proclaiming the month of July 2026 as “Celebrate America” month in the City of Big Lake.

Council Member Halverson motioned to approve a Proclamation Commemorating the 250th Anniversary of the Founding of the United States of America, and Proclaiming the month of July 2026 as “Celebrate America” month in the City of Big Lake. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

8. ADMINISTRATOR’S REPORT

City Administrator Hanna Klimmek discussed the city has received the 2025 population and household estimates from the State Demographer. As of April 1, 2025, Big Lake's estimated population was 12,882 with an estimated 4,468 households, representing approximately 1% growth over 2024. By state law, the State Demographer provides these estimates annually. Because the estimates are based on the previous year, they reflect conditions as of April 1, 2025, rather than the city's current population. The estimates are reviewed by cities, townships, and county auditors and are used in the calculation and distribution of state aid. Klimmek also recognized Sandy Petrowski for 30 years of dedicated service to the City of Big Lake. Thirty years of

public service is an incredible milestone and reflects a remarkable commitment to our organization and community. On behalf of the City Council and the entire City organization, she thanked Sandy for her dedication, professionalism, and the countless contributions she has made over the past three decades.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Knier: reviewed the July 7, 2026 Fire Board Meeting. Mayor Knier also noted he has attended design stage meetings for the Public Safety Facility project, noting we are anticipating breaking ground at the beginning of October 2026. The committee has put together a building that will be efficient, cost effective and will do a great job for the community for many years.

Council Member Geroux: discussed multiple Public Safety Facility committee meetings he attended, as well as two union meetings, one labor meeting, and one finance committee meeting.

Council Member Halverson: asked if the Public Safety Facility project will be approved by the Council or the BLEDA, and Knier responded it will come to the City Council.

Council Member Noding: reviewed the June 22, 2026 Parks Advisory Committee Meeting, and the July 7, 2026 Fire Board Meeting.

Council Member Seefeld: discussed the July 6, 2026 Planning Commission Meeting.

10. OTHER

Council Member Seefeld discussed what a great Spud Fest event we had this year. Mayor Knier added a thank you to the Big Lake Spud Fest Organization as well as to all the volunteers.

Council Member Seefeld motioned to recess the regular meeting at 7:15 p.m. to go to Closed Session for item no. 11A. Labor Negotiations Strategy allowed per MN Statute 13D.03 for the Law Enforcement Labor Services contract and 11B. International Union of Operating Engineers, Local 49 AFL-CIO Contract. Seconded by Council Member Noding, unanimous ayes, motion carried.

11A. CLOSED SESSION - Labor Negotiations Strategy for the Law Enforcement Labor Services Contract (allowed per M.S. 13D.03)

Council Member Seefeld motioned to open the July 15, 2026 Closed Session at 7:20 p.m. for labor negotiations for the Law Enforcement Labor Services allowed per M.S. 13D.03. Seconded by Council Member Noding, unanimous ayes, motion carried.

Council Members present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Attorney Soren Mattick from Campbell Knutson, Finance Director Deb Wegeleben and City Clerk Gina Wolbeck.

Soren Mattick reviewed negotiations underway on the Law Enforcement Labor Services contract.

No action was taken by Council during closed session.

Council Member Noding motioned to close the Closed Session at 7:56 p.m. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

11B. CLOSED SESSION - Labor Negotiations Strategy for the International Union of Operating Engineers, Local 49 AFL-CIO Contract (allowed per M.S. 13D.03)

Council Member Noding motioned to open the July 15, 2026 Closed Session at 7:57 p.m. for labor negotiations for the International Union of Operating Engineers, Local 49 AFL-CIO Contract Negotiations allowed per M.S. 13D.03. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Council Members present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Attorney Soren Mattick from Campbell Knutson, Finance Director Deb Wegeleben and City Clerk Gina Wolbeck.

Soren Mattick reviewed negotiations underway on the International Union of Operating Engineers, Local 49 AFL-CIO contract.

No action was taken by Council during closed session.

Council Member Seefeld motioned to close the Closed Session and reopen the meeting at 8:10 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

11. ADJOURN

Council Member Seefeld motioned to adjourn at 8:11 p.m. Seconded by Council Member Halverson, unanimous ayes, motion carried.

Clerk

Big Lake City Council Meeting Minutes

Date: July 15, 2026

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Date Approved by Council _____



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6D
Item Description: August 3, 2026 Joint Powers Board 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 August 3, 2026 Joint Powers Board Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The August 3, 2026 Joint Powers Board Meeting Minutes are attached for the City Council's review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Joint Powers Board Meeting Minutes

JOINT POWERS BOARD MEETING MINUTES

CITY OF BIG LAKE AND BIG LAKE TOWNSHIP

CITY COUNCIL CHAMBERS

AUGUST 3, 2026

1. CALL TO ORDER

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

Town Board Supervisors present: Larry Alfords, Bruce Aubol, Dean Brenteson, and Laura Hayes.
Town Supervisor absent: Mark Hedstrom.

Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Marie Popp, Chief of Police Sam Olson, Community Development Coordinator Tara Kohl, and Township Clerk Brenda Kimberly-Maas.

4. ADOPT PROPOSED AGENDA

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

5. BUSINESS

5A. Consider Letter of Intent to Acquire Real Estate – PSBX Real Estate LLC for Parcel No. 65-00590-0110

Marie Popp reviewed PSBX Real Estate, LLC is seeking approval of a Letter of Intent (LOI) to purchase a 2.25-acre parcel located in Phase II of Big Lake Industrial Park East to construct a new cannabis grow and processing facility. The first phase is estimated at 4,200 square feet with four full-time positions. The site will have room for expansion, estimated to be around 33,000 square feet at full build out. Popp explained, if the Joint Powers Board approves the LOI, the Contract for Private Development will be finalized and brought back to a future joint meeting for review and approval. The final site and building plans will need to be submitted and approved by the

Architectural Review Board and City prior to the land sale. Popp also reviewed if the LOI is approved, the sale of the designated parcel within the Big Lake Industrial Park will result in a purchase price of \$0.00. The estimated market value of the property is \$78,400, based on Sherburne County valuation data. The public purpose of the financial assistance, in the form of a forgivable loan, is to support business growth within the City, strengthen the local tax base, and ensure long-term employment stability. As part of the proposed agreement, the developer will commit to maintaining at least four (4) full-time equivalent positions. These positions must be sustained for a minimum period of one (1) year once the employment requirement has been met.

Supervisor Brenteson asked if there will be an impact to surrounding properties with this type of growing facility. Tony Wilson, owner of PSBX Real Estate LLC reviewed it will be an indoor cultivation facility so there won't be any odors emitting from their facility, noting there is no exhaust going outside so there should be no concern for exterior odors. Wilson reviewed their overall processes, explaining they will grow plants from seeds, and cultivate the blooms through a vegetative process. They will use an irrigation system to feed the plants through their 12-week cycle. Wilson reviewed the plants first 2-4 weeks is the timeframe for growing the plant, and during the final 8 weeks they use a light source to produce flowers (buds). They will dry and cure in a separate room, which will then be sent to a lab testing facility to ensure there aren't any dangerous contaminants. Their final product will be wholesale sold to different operators in the state. They will not generate a lot of runoff by-product that would negatively affect surrounding properties. Wilson discussed regulations in place, which are overseen by the State of MN Office of Cannabis Management (OCM), and noted they do not intend to be a nuisance in this community.

Council Member Halverson asked if we have talked to any other cities to find out potential impacts on our wastewater treatment facility. Wilson responded there will be limited discharge in regard to quantity. Halverson stated we should ask communities where these facilities are already located. Wilson reviewed they are a national operator, but this will be their first build-out in Minnesota. Halverson reiterated he is concerned about our wastewater treatment facility.

Chair Aubol asked how these plants will be grown. Wilson discussed the hydroponics growing system they will use, which will include the use of coco. Aubol asked if the water and nutrients that get introduced to the plants have an effluent flow, and asked if that will leave the building or simply evaporate. Wilson discussed that any discharge from the plant is limited. They plan to have a filtration system as well for anything that would leave their facility and go to the water treatment facility.

Supervisor Alford asked what happens to the unused part of the plant. Wilson explained the waste byproduct is controlled, noting they have to leverage services to get rid of the waste approved by the OCM. In the interim, it would be contained within the facility and then transported when the time is necessary.

Council Member Seefeld asked if the internal HVAC system will control odors. Wilson discussed the facility is completely sealed. Within the building itself, there are about 5 different rooms where there will be plants that will generate smells. All of those are towards the back portion of the

building. The only opportunity for odor to escape the building is from the front entry, where they will have an air curtain which will be 90% to 95% effective in treating the odor. On top of that they will have a Cannabusters solution that will have a mister on top of the air intake of the air curtain that will oxidize the molecules that cause the odor. Seefeld asked if they have any estimates on energy usage. Wilson responded the primary energy source will be electricity, noting they have been in contact with Connexus Energy who will provide a transformer for the facility. They will likely use a generator based on natural gas and they will be contacting CenterPoint Energy on that. Seefeld asked if they plan to add more employees with their future expansion. Wilson discussed their plan is to get their footing established and operating in a consistent fashion. They plan to focus on paying down debt, and once they do that, they will leverage that to collateralize the next loan for further growth. Wilson stated with future growth, they would substantially increase their workforce.

Council Member Noding asked if they feel they will need any additional security at their facility. Wilson responded he doesn't foresee any issues; however, they are taking a very proactive approach because safety is a concern for them, and security controls are required by the OCM as well. They plan to have an armed security guard for 8 hours per day while they are staffed, and are required to have security cameras and surveillance all around the building to see 20 yards out. They are also required to have remote monitoring and response to authorities if the alarm does get triggered. Noding asked if their company has plans to donate or contribute to addiction recovery programs. Wilson responded they don't have a concrete plan at this point, but they want to be involved and/or give back in some way.

Mayor Knier asked if there is any reason for concern with the City's wastewater treatment facility, or is there no reason for concern. Wilson responded, in his opinion, there isn't a concern. The general concern would be the fact that the way operators choose to run their plant can have an impact on whether there is wastewater issues or not. Wilson noted they will share their full plan when the time is right. Mayor Knier asked Council Member Halverson what his concern is relating to the wastewater treatment plant. Council Member Halverson responded we already have one person in our city who pumped things into our plant that negatively affected our treatment process. The user should be responsible for treatment of their product; it shouldn't be the taxpayers responsibility to treat a businesses product. We don't want to have to treat bad product at our wastewater plant without covering our costs. If they are growing plants, they will be fertilizing and treating the plants, which will create runoff. They need to come up with the facts which need to be reviewed by wastewater staff. Mayor Knier discussed we do have Significant Industrial User Agreements with Lupulin Brewing and Cargill, and Halverson stressed we need to address the need for these agreements up front because once it comes, we will be playing catchup to get an agreement in place. Council Member Seefeld discussed that he talked to Dan Childs today and he said he is not overly concerned about it, but it is on his radar.

Popp discussed that once we have information on the water sewer usage projections, we may need a Significant Industrial User Agreement. The intent is to have that information before we come back with the contract. If a Significant Industrial User Agreement will be needed that can be listed as a condition in the contract. The LOI before the board tonight is meant to reflect if the boards are

ok with this project moving forward, and if they are, then the land sale contract will come back to the Joint Powers Board for consideration.

Andrew Thompson, legal representative for the business owner, discussed that the idea of the LOI is to flush out any issues that might be of concern going forward. Rather than do everything all at once, they would like to address any pending issues early on. If wastewater is a potential concern that the board would like them to look into and provide more information, he believes they would be happy to provide that in the time between moving forward with the LOI and the final approval.

Council Member Seefeld asked what fertilizers and chemicals they plan to use in their growing operation. Wilson discussed that coco would be the medium the plants grow in as well as usage of nitrogen and some other commercial products that come off the shelf. They expect very limited runoff based off the process they will be using, and can provide examples of nutrients they will be using.

Council Member Halverson motioned to approve a Letter of Intent from PSBX Real Estate LLC to acquire Lot 2, Block 1 Big Lake Industrial Park East Plat Six. Seconded by Geroux, unanimous ayes, motion carried.

Council Member Halverson motioned to approve a Right of Entry Permit with PSBX Real Estate, LLC. Seconded by Council Member Noding, unanimous ayes, motion carried.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 5:25 p.m. Seconded by Council Member Halverson, unanimous ayes, motion carried.

Recorder, Big Lake City Clerk

Approved by the Big Lake City Council on _____

Approved by the Big Lake Township Board on _____



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6E
Item Description: August 12, 2026 City Council Special Budget 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 August 12, 2026 City Council Special Budget Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The August 12, 2026 City Council Special Budget Workshop Minutes are attached for Council's review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Special Budget Workshop Minutes

**BIG LAKE CITY COUNCIL
SPECIAL WORKSHOP MINUTES**

AUGUST 12, 2026

1. CALL TO ORDER

Mayor Paul Knier called the meeting to order at 4:00 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, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, City Engineer Layne Otteson, Streets/Parks/Fleet Superintendent Norm Michels, and Water/Wastewater Superintendent Dan Childs.

4. PROPOSED AGENDA

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

5. BUSINESS - 2027 Budget Review

Deb Wegeleben provided information on the 2027 draft Budgets. Wegeleben reviewed before setting the actual levy, staff and the City Council must estimate the expected City expenditures for the next calendar year. Staff also reviews and/or anticipates all non-property tax revenues. This includes charges for services, license/permit fees, fines/forfeitures, as well as intergovernmental revenues. Intergovernmental revenues include State Aid received for yearly street maintenance, as well as funds received to support both the Police and Fire retirement funds and any other grants received from any other governmental agency. Also included in non-property revenues is the annual \$450,000 transfer from the Liquor Store. The proposed 2027 General Fund Budget totals \$8,170,587, representing an increase of \$378,834 (4.86%) over the adopted 2026 budget. The proposed budget maintains current service levels, includes no new General Fund positions, and continues the City's commitment to responsible financial management through long-term planning, strategic capital investment, and fiscal sustainability. The proposed 2027 budget maintains current service levels while making strategic investments in infrastructure, technology, and capital improvements, positioning the City for continued long-term financial sustainability. The General Fund is the City's primary operating fund and finances the essential municipal services provided to residents, businesses, and visitors, including public safety,

streets, parks, planning, engineering, administration, finance, elections, and community recreation. Wegeleben explained only the 2027 Budget and 2027 Preliminary Property Tax Levy are proposed for adoption. The 2028 Planning Budget and 2029-2032 Concept Budgets are planning tools that will be reviewed and updated annually to reflect changes in financial conditions, development activity, legislation, and City Council priorities.

Wegeleben also reviewed the proposed 2027 Preliminary Property Tax Levy consists of four primary components including the General Levy (supports day-to-day City operations and municipal services, the Debt Service Levy (pays principal and interest on outstanding bonds), the Abatement Levy (funds approved tax-abatement agreements), and the BLEDA Levy (supports future redevelopment and economic development). The proposed General Levy shows an increase of approximately 4.67% to support inflationary operating costs, personnel expenses, contractual obligations, and the continued delivery of existing municipal services. The proposed Debt Service Levy funds the annual principal and interest payments on the City's outstanding bonds, including the first full levy associated with the 2026 Lease Revenue Bonds issued to finance the new Public Safety Facility. The proposed BLEDA Levy is temporarily reduced during 2027 and 2028 to help offset a portion of the Public Safety Facility debt levy. Beginning in 2029, the levy is projected to gradually increase, allowing BLEDA to continue supporting future economic development while contributing to long-term debt obligations. The Abatement Levy is increased only as necessary to meet existing tax abatement obligations.

The projected 2027 City tax rate is approximately 43.51%. Based on current estimates, the City portion of the property tax increase for a home with an estimated market value of \$350,000 is approximately \$7 per month, or about 22 cents per day. The proposed 2027 Debt Service Levy is approximately \$1.1 million, and will fund all required principal and interest payments due during 2027, including the first full levy associated with the 2026 Lease Revenue Bonds issued to finance the new Public Safety Facility. In prior years, excess debt service reserves were available to reduce the annual debt service levy for certain bond issues. Those reserves have now been substantially utilized, requiring the City to levy the full amount needed to meet its scheduled debt obligations. Wegeleben explained debt financing allows the City to construct major public infrastructure, such as streets, utilities, parks, and public safety facilities, while spreading the cost over the useful life of those assets so that both current and future users share in the cost of these long-term community investments. The City continues to manage its debt responsibly through long-term financial planning, maintaining strong creditworthiness, and balancing infrastructure investment with long-term affordability for taxpayers.

The proposed 2027 General Fund Budget totals \$8,170,587, representing an increase of \$378,834 (4.86%) over the adopted 2026 budget. The budget maintains current service levels, includes no new General Fund positions, and continues the City's commitment to responsible financial management and long-term financial sustainability. The General Fund is the City's primary operating fund and finances the essential municipal services provided to residents, businesses, and visitors, including public safety, streets, parks, planning, engineering, administration, finance, elections, and community recreation. Wegeleben reviewed general fund revenue sources, expenditures, and major budget drivers including personnel and employee benefits. Wegeleben estimated 65% of the General Fund budget is dedicated to personnel costs. Municipal services are labor intensive, making employee wages and benefits the City's largest

operating expenditure. Overall personnel costs are projected to increase approximately 6.33% in 2027. The increase reflects contractual wage adjustments, step progression, payroll taxes, PERA contributions, and employee benefit costs, including an estimated 17% increase in health insurance premiums. Wegeleben also reviewed various department budget changes being proposed for the 2027 budget.

Wegeleben reviewed maintaining a healthy General Fund balance remains one of the City's highest financial priorities. Current projections indicate the City will remain above its adopted minimum fund balance policy throughout the planning period. However, the unrestricted fund balance is projected to gradually decline as future capital needs, declining Local Government Aid, and infrastructure investments are incorporated into the long-range financial plan. Current projections indicate the unrestricted balance may decline to approximately 42.38% by 2032 while remaining above policy but leaving less financial flexibility than exists today. A strong fund balance allows the City to 1) maintain adequate cash flow before property taxes are received, 2) respond to emergencies and unforeseen expenditures, 3) reduce reliance on short-term borrowing, 4) maintain a strong bond rating, and 5) provide financial flexibility during economic uncertainty. Wegeleben stated the City's goal is not simply to maintain reserves, but to responsibly balance the use of those reserves while investing in infrastructure and preserving long-term financial stability.

Wegeleben reviewed the Capital Improvement Plan for 2027-2032. The City continues to prioritize long-term infrastructure planning through its Rolling Capital Improvement Program (CIP). The CIP identifies anticipated capital replacement needs and infrastructure investments several years in advance, allowing the City Council to evaluate priorities, funding needs, and project timing before implementation. Rather than relying solely on debt financing, the City makes annual transfers to dedicated Capital Improvement Funds to support future equipment replacement, street maintenance, technology upgrades, park improvements, facility maintenance, and other long-term capital needs. This funding strategy allows the City to accumulate resources over time, helping reduce future borrowing while minimizing large fluctuations in property taxes and utility rates. The proposed 2027 General Fund Budget includes a \$450,000 transfer to the Street Maintenance Capital Improvement Fund. The long-term financial plan increases this transfer to \$500,000 in 2028 and \$700,000 beginning in 2030 to address the City's growing infrastructure and capital replacement needs. If Local Government Aid continues to decline, the City Council will need to evaluate how future capital transfers are allocated among street maintenance, equipment replacement, building maintenance, and other infrastructure priorities. As of July 31, 2026, the City's Capital Improvement Funds had a combined cash balance of approximately \$10.2 million. While this represents a strong financial position, most of these funds have already been committed or designated for projects identified in the City's Capital Improvement Plan. Maintaining dedicated capital reserves enables the City to replace aging infrastructure and equipment on a planned schedule, respond to unexpected capital needs, and reduce reliance on debt financing whenever practical. Additional funding strategies include annual transfers from the Municipal Liquor Fund to the Parks Improvement Capital Fund beginning in 2027, as well as continued support for Fund 141 until the internal Sewer Fund loan has been repaid. The City also maintains dedicated capital improvement funds within its Enterprise Funds to support future water, sewer, and storm water infrastructure improvements, helping ensure these utility systems remain financially sustainable. Although the City's Capital Improvement Funds have a combined cash balance of approximately \$10.2 million, most of these funds have already been

designated for planned infrastructure, equipment replacement, technology upgrades, and other future capital projects. Approximately \$1 million remains unallocated and available to address emerging capital needs or future City Council priorities.

Wegeleben also provided an update on Local Government Aid. The City will receive \$499,861 in certified Local Government Aid (LGA) for 2027, approximately \$127,000 less than 2026. Under current planning assumptions, LGA could continue declining and may reach zero by 2031 if state law remains unchanged. Because LGA has historically supported capital replacement, declining aid creates a projected capital funding gap of approximately \$1.5 million by 2031. The City's rolling financial plan gradually increases levy-supported capital funding and transfers to help offset this loss while avoiding sudden increases in future property taxes.

Wegeleben reviewed Enterprise Funds, noting unlike the General Fund, the City's Enterprise Funds operate similarly to private businesses and are intended to be financially self-supporting. Rather than relying on property tax revenues, these funds are supported primarily through user charges, service fees, and operating revenues generated by the respective enterprise. The City's Enterprise Funds include both its utility operations and the municipal liquor store, each of which plays an important role in the City's long-term financial health. The City's Enterprise Funds consist of the Water Utility Fund, the Sewer Utility Fund, the Storm Water Utility Fund, and the Big Lake Liquor Store Fund. Each Enterprise Fund is budgeted independently and is expected to generate sufficient revenues to support its operating expenses, debt service, equipment replacement, infrastructure rehabilitation, and future capital improvements. This financial structure ensures that the costs of providing these services are borne primarily by the users who benefit from them, rather than by the City's property taxpayers. In addition to providing essential public services, the Enterprise Funds contribute to the City's long-term financial sustainability. The utility funds maintain and invest in critical public infrastructure, while the Big Lake Liquor Store generates operating revenues that help support community amenities and reduce pressure on the General Fund through planned capital transfers. Wegeleben both the Water Utility Fund and the Sewer Utility Fund will be contributing toward repayment of the Public Safety Facility Lease Revenue Bonds beginning in 2027 in accordance with the bond financing plan. The Big Lake Liquor Store is a self-supporting municipal enterprise that provides a convenient retail service to the community while operating in a financially responsible manner, and generates revenues that support other City priorities through planned transfers to capital improvement funds, helping reduce long-term reliance on property taxes for community investments. The proposed 2027 budget assumes continued sales of THC products. Without these sales, projected revenues are expected to decline by approximately four percent, resulting in a corresponding reduction in annual operating income. Staff will continue to monitor sales trends and market conditions to ensure the Liquor Store remains financially stable while adapting to changes in consumer demand. Beginning in 2027, the long-term financial plan includes annual transfers from the Liquor Fund to the Parks Improvement Capital Fund. This funding strategy allows a portion of the Liquor Store's operating profits to be reinvested directly into community parks and recreational amenities, reducing future reliance on property taxes to fund these capital improvements. The City remains committed to operating the Liquor Store in a fiscally responsible manner while balancing competitive retail operations with its long-term role as a revenue-generating enterprise that supports the community's infrastructure and quality-of-life investments.

Wegeleben reviewed the 2027 Economic Development levy. The Big Lake Economic Development Authority (BLEDA) serves as the City's primary economic development organization, promoting business retention, redevelopment, investment, and sustainable economic growth. Through strategic planning and financial investment, BLEDA works to expand the City's tax base, encourage private investment, create employment opportunities, and strengthen the local economy. The proposed 2027 Special Benefit Levy is \$10,000, representing a \$150,000 reduction from the 2026 levy. The reduction in BLEDA's levy helps offset the increase required in the City's Lease Revenue Bond levy. Because both levies are supported by the same taxpayers, this strategy minimizes the overall property tax impact while preserving BLEDA's financial flexibility for future economic development opportunities. The temporary reduction in the Special Benefit Levy during 2027 and 2028 reflects BLEDA's contribution toward the City's Public Safety Facility debt service by reducing its portion of the overall property tax levy during the first two years of debt repayment. Beginning in 2029, the proposed increase to \$100,000 annually will allow BLEDA to resume contributing toward the Public Safety Facility debt service while continuing to support its economic development mission.

Wegeleben discussed the City's Long-term financial outlook, noting the City's financial position remains strong; however, several long-term challenges will require continued planning, disciplined financial management, and strategic investment. Through its rolling five-year financial plan, the City is proactively identifying future financial obligations and developing funding strategies that maintain service levels while protecting long-term financial sustainability. Key issues identified during development of the 2027 budget include 1) declining Local Government Aid, 2) capital Replacement needs, 3) future infrastructure needs, 4) workforce planning, and 5) financial sustainability. Wegeleben stated that by planning beyond a single budget year, the City is better positioned to make informed financial decisions, preserve high-quality municipal services, and continue building a stronger Big Lake together for current and future residents.

Wegeleben reviewed recommendations from the City's Finance Committee, noting the Finance Committee reviewed the proposed 2027 Preliminary Budget, 2028 Planning Budget, and 2029–2032 Concept Budgets. Based on its review, the Committee recommends forwarding the proposed 2027 Preliminary Budget and Preliminary Property Tax Levy to the City Council for consideration while incorporating any policy direction provided during the budget workshop prior to certification of the preliminary levy. The proposed 2027 General Fund Budget maintains current service levels while positioning the City for long-term financial stability through responsible budgeting, strategic capital investment, and proactive financial planning.

Mayor Knier discussed we are seeing higher utility rates than where we have been historically. This is in part due to the public safety facility, which he feels is a necessary expense, but another part is the LGA decrease we are anticipating. Knier stressed we need to consider the \$18B our state government blew, stole, frauded away. That is \$1M 18,000 times. They could have given \$1M 18,000 different times. There are about 580 cities in MN, which would equate to 21 years of \$1M payments of LGA to every city in MN, they frauded it away. We still have the expenses, great staff, protections, parks, roads expenses, we just

aren't getting that LGA funding. He stated he hopes it changes, but that is why we are seeing rates higher than what they have been historically.

Council Member Halverson asked if we can bid the Marco IT contract when it comes due. Wegeleben responded there will be a number of service contracts that will be coming due when we will be moving into the new Public Safety Facility, so we will request RFP's for these types of service. Wegeleben clarified MN Statute does not require we go out for bid for professional services. Halverson stated we need to be bidding these contracts out, as well as contracts for professional services, regardless if the state requires it or not.

Council Member Noding asked if we have funds budgeted to establish a fourth voting precinct. Gina Wolbeck reviewed the need for a fourth precinct will be evaluated once the new Public Safety Facility is built and we see how well it handles the number of voters in that precinct. If there is a need to establish a fourth precinct, we will start the process to do that as we do have funds set aside for that expense.

Council Member Seefeld asked if an archery range is in the budget. Wegeleben discussed it is in the parks long term CIP plan. Council Member Noding discussed an eagle scout will be presenting plans for an archery range at the next Council Meeting.

Wegeleben reviewed Council will consider setting the Preliminary Levy at the September 16, 2026 council meeting. Once the Preliminary Levy is set, Council cannot go above that amount when they set the Final Levy in December. Wegeleben asked if Council is in favor of the Preliminary Levy being set at \$6,865,952.

Council Member Seefeld discussed he would like to see the skate park and Mitchell Farms park constructed, and Mayor Knier and Council Member Noding agreed. Mayor Knier stated that lower-cost options for improvements at Mitchell Farms Park should be explored. Halverson commented we have had many more people asking for park equipment at Mitchell Farms Park than for a skate park, and Council Member Seefeld disagreed with Halverson's statement, stating he has been contacted by numerous parties wanting to have the skate park reconstructed. Wegeleben confirmed Norm Michels will be bringing these projects to a council workshop sometime this fall for discussion.

Council directed staff to leave the Preliminary Levy amount at \$6,865,952 for consideration at the September 16, 2026 council meeting.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 4:37 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

City Clerk

Date Approved by Council



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6F
Item Description: <i>Set City Council Strategic Planning Meeting Date of September 2, 2026</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 setting a special City Council meeting at 4:00 p.m. on Wednesday, September 2, 2026 in the City Council Chamber. The purpose of this special meeting will be to hold a City Council Strategic Planning Session.

BACKGROUND/DISCUSSION

The City Council's current Strategic Plan will expire on December 31, 2026. At their meeting on June 17, 2026, Council directed staff to move forward with setting up a meeting date for a City Council Strategic Planning Session.

Wednesday, September 2, 2026 at 4:00 p.m. was acceptable to a majority of the Council Members, and Council is asked to set this special meeting, which will be held in the City Council Chamber.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends Council set a special City Council meeting at 4:00 p.m. on Wednesday, September 2, 2026 in the City Council Chamber, to hold a City Council Strategic Planning Session.

ATTACHMENTS

None



AGENDA ITEM

Big Lake City Council

Prepared By: Dan Childs, Water/Wastewater Superintendent	Meeting Date: 8/19/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6G
Item Description: Water Tower No. 3 Rehabilitation Project – Professional Services Proposal from KLM Engineering, Inc.		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

By approving this item on the Consent Agenda item Council is approving a Professional Services Proposal from KLM Engineering, Inc. in the amount of \$101,792.00 for specification and bidding assistance, submittal reviews, project supervision, and inspection services for the Water Tower No. 3 Rehabilitation Project.

BACKGROUND/DISCUSSION

Staff invited KLM Engineering to the July 15, 2026 workshop to review the July 2023 inspection results, explain the recommended rehabilitation process, discuss the benefits of proactive maintenance, and identify potential cost savings from completing the project before the tower's condition worsens.

Following the presentation, staff was directed to proceed with rehabilitating Big Lake's Water Tower No. 3, with work scheduled for summer 2027.

FINANCIAL IMPACT

Costs for the Water Tower No. 3 Rehabilitation Project will be funded from Water CIP Fund 399.

STAFF RECOMMENDATION

Staff recommends Council approve the KLM Engineering, Inc. Professional Services Proposal for specification and bidding assistance, submittal reviews, project supervision, and inspection services for the Water Tower No. 3 Rehabilitation Project.

ATTACHMENTS

Professional Services Proposal from KLM Engineering, Inc.



BIG LAKE, MN

**Proposal for
Reconditioning Services**

August 4, 2026



August 4, 2026

Dan Childs
Water/ Wastewater Superintendent
City of Big Lake
160 Lake Street North
Big Lake, MN 55309**Sent via Email Only****RE: 500,000-Gallon Single Pedestal "South Tower"**
Big Lake, Minnesota

Dear Mr. Childs:

Thank you for considering KLM Engineering for your water tower rehabilitation project. Choosing the right consultant and inspection partner is critical to protecting your investment, we bring unmatched expertise and proven results to your project.

We are proud to be **ISNetworld compliant** and one of only **17 AMPP QP5–accredited inspection firms in the United States**—a distinction that demonstrates our commitment to the highest standards of safety and quality. Our team combines decades of experience with specialized credentials in **AWS welding** and **AMPP coating inspections**, ensuring every aspect of your project is executed with precision.

Since the 1970s, KLM has set the benchmark for water storage tank inspections. Collectively, our professionals offer **over 150 years of experience**, and our rigorous inspection process helps coating systems achieve their full-service life of **25–30 years**. This saves municipalities millions on long-term maintenance costs.

KLM is trusted nationwide by engineers, owners, and contractors for our uncompromising quality standards. Our inspectors are on-site daily, documenting progress and holding contractors accountable to specifications. This dedication has earned KLM awards and national recognition in our industry.

We look forward to partnering with the City of Big Lake to deliver a successful, cost-effective project that stands the test of time.

Sincerely Yours,

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

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DISCLAIMER:

The information in this proposal is confidential, may be legally privileged, and is intended for the sole use of the City of Big Lake. Access to this proposal by another company is not permitted. If you are not the intended recipient, any disclosure, copying, distribution of any action taken or committed in reliance on it is prohibited.

PROJECT PROFILES

KLM has an unparalleled record of consistently delivering successful projects like yours. KLM has planned, designed and performed inspection services during the refurbishing of water tanks for over thirty (30) years. The longevity of the coatings system of our projects is what we are most proud of. What owners most appreciate is the return-on-investment KLM brings to each new construction or rehabilitation project. This section highlights projects KLM has completed.

Reconditioned Tanks



City of Princeton, MN North Tower | 0.25 MG Single Pedestal

Reconditioning - Inspection Services | 2025
Specifications | 2024
Evaluation | 2020, 2016
Reconditioning | 1997



Shakopee Public Utilities, MN Tower No. 3 | 1.5 MG Hydropillar

Reconditioning - Inspection Services | 2025



City of Collegeville, MN Tower No.1 | 0.25 MG Single Pedestal

Reconditioning - Inspection Services | 2024
Specification | 2024



Lac du Flambeau, WI
STH 47 Tower | 0.05MG Single Pedestal

Recondition - Inspection Services | 2024



City of Osakis, MN
Tower No 1 | 0.2MG Single Pedestal

Reconditioning - Inspection Services | 2024



City of Park Rapids, MN
Hatch Avenue Tower | 0.4MG Single Pedestal

Warranty | 2025
Reconditioning - Inspection Services | 2024
Evaluation | 2023



City of Red Lake Falls, MN
Adams Street Tower | 0.5 MG Hydropillar

Reconditioning - Inspection Services | 2024



City of Arden Hills, MN

Arden Hills Tank | .1 MG Single Pedestal

Reconditioning - Inspection Services | 2022



City of Clear Lake, MN

Tower No 1 | .1 MG Single Pedestal

Reconditioning - Inspection Services | 2022
Specification | 2022



City of Hill City, MN

Tower No.1 | 0.075 MG Single Pedestal

Reconditioning - Inspection Services | 2022
Evaluation | 2021



City of Hinckley, MN

West Tower | 0.3 MG Single Pedestal

Reconditioning - Inspection Services | 2022



City of Ottertail, MN
West Main Tower | .15 MG Single Pedestal

Reconditioning - Inspection Services | 2022



City of Pierz, MN
Tower No.1 | 0.2 MG Single Pedestal

Reconditioning - Inspection Services | 2022



City of St. Paul Park, MN
Lincoln Ave | 0.5 MG Single Pedestal

Reconditioning - Inspection Services | 2022



City of Thief River Falls, MN
Tower No. 2 | .50MG Single Pedestal

Reconditioning - Inspection Services | 2022

REFERENCES

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

Reconditioning Projects

Crookston, MN
30,000 Gallon Pressure Vessel
Owner/Client: City of Crookston, MN
Contact: Brandon Carlson 218-281-1232

Balaton, MN
50,000 Gallon Legged
Owner/Client: City of Balaton, MN
Contact: Joshua Torgeson 507-829-4693

Floodwood, MN
50,000 Gallon EWT
Owner/Client: City of Floodwood, MN
Contact: Corinne Suonvieri 218-476-2751

Prinsburg, MN
50,000 Gallon Double Ellipsoidal
Owner/Client: City of Prinsburg, MN
Contact: Josh Johnson, P.E. 320-235-2555

Hill City, MN
75,000 Gallon Single Pedestal
Owner/Client: City of Hill City, MN
Contact: George Casper 218-697-2301

Randall, MN
75,000 Gallon Legged
Owner/Client: City of Randall, MN
Contact: Matt Pantzke 320-749-2159

Shafer, MN
75,000 Gallon Hydrocone
Owner/Client: City of Shafer, MN
Contact: Dan Cooper 651-257-4726

Badger, MN
50,000 Gallon Hydrocone
Owner/Client: City of Badger, MN
Contact: Eric Dunrud 218-242-0933

Boyd, MN
50,000 Gallon Hydrocone
Owner/Client: City of Boyd, MN
Contact: Terry Lein 320-855-2242

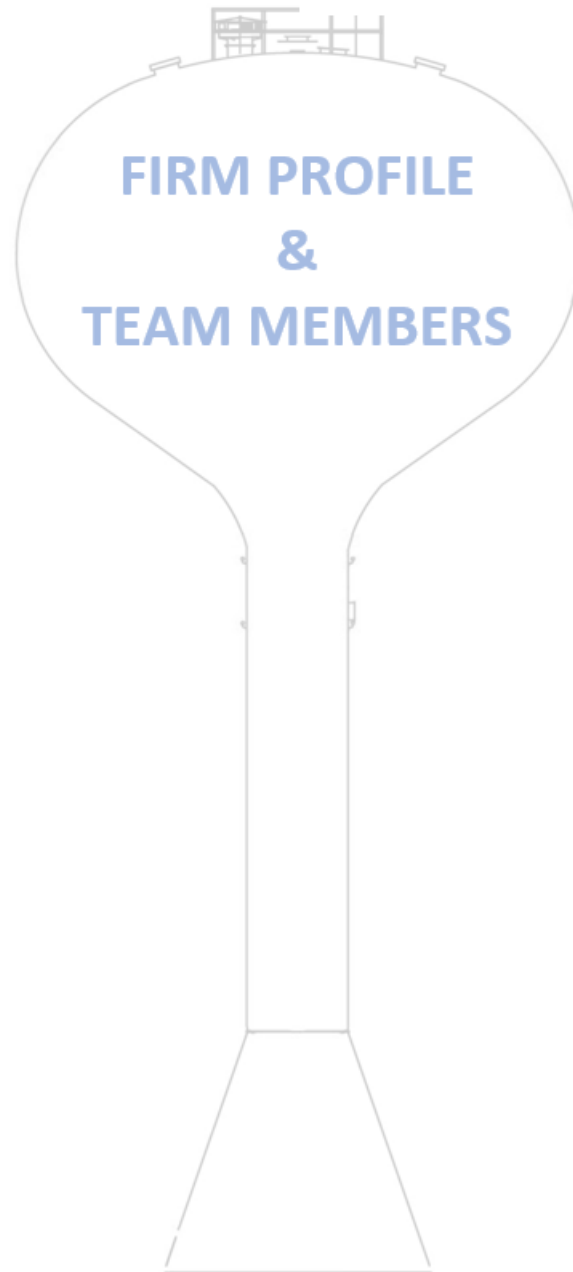
Okabena, MN
50,000 Gallon Double Ellipsoidal
Owner/Client: City of Okabena, MN
Contact: Tamara Vortherms 507-853-4500

Hackensack, MN
75,000 Gallon Double Ellipsoidal
Owner/Client: City of Hackensack, MN
Contact: Rob Triplett 218-675-6400

Holland, MN
75,000 Gallon Single Pedestal
Owner/Client: City of Holland, MN
Contact: Chris Lingen 507-347-3136

Sabin, MN
75,000 Gallon Double Ellipsoidal
Owner/Client: City of Sabin, MN
Contact: Bob Dablow 218-789-7609

Arden Hills, MN
100,000 Gallon Single Pedestal
Owner/Client: City of Arden Hills, MN
Contact: Savannah Doerr EIT 651-703-4778



ABOUT US

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

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

Our Engineers Are:

- ◆ Experienced in design and structure modifications.
- ◆ Experienced at examining existing tanks regarding corrosion, structure integrity and fitness for continued service.
- ◆ Professional Engineers with practical knowledge of current designs and code requirements.

Our Inspectors Are:

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

REGIONAL OFFICES

- ◆ Headquarters | Woodbury, Minnesota
- ◆ Great Lakes Region | New Lenox, Illinois
- ◆ Central Region | Kansas City, Missouri
- ◆ South Central Region | Fayetteville, Arkansas

INSURANCE COVERAGE

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

PROFESSIONAL AFFILIATIONS

Association & Corporate Affiliations



Local Association Affiliations



Charities



PROJECT TEAM CHART

Designed Specifically For:



PROJECT-SPECIFIC TEAM MEMBER RESUMES



Rodney Ellis Vice President/COO

☎ 612-810-0956 @rellis@klmengineering.com

39
YEARS OF
EXPERIENCE



Education, Experience & Certifications

- ◆ Mount Senario College
- ◆ Federal Department of Natural Resources
- ◆ OSHA 30
- ◆ Certified Competent Climber
- ◆ NACE/AMPP Level 3 #1686
 - 38 Years Certified Experience
- ◆ AWS Weld Inspection Certified #04040311
 - 30 Years Certified Experience
- ◆ AMPP Concrete Coating Inspector Level 1

KLM Projects

City of Valley Center, KS

Reconditioning of 0.75MG Composite



City of Moorhead, MN

New Construction of 0.75MG Composite



City of Andover, MN

Reconditioning of 1.0MG Hydropillar

City of Brighton, CO

New Construction of 2.0MG Composite

City of Prior Lake, MN - South Tower

Reconditioning of 0.75MG Toro Ellipsoidal

City of Des Moines, IA

Reconditioning of 4.1MG Standpipe

City of Hinckley, MN

Reconditioning of 0.3MG Single Pedestal

City of Joliet, IL

Reconditioning of 1.0MG Toro Ellipsoidal

City of Rogers, AR

Reconditioning of 2.0MG Toro Ellipsoidal

City of Verndale, MN

New Construction of 0.075MG Hydrocone

City of Parshall, ND

New Construction of 0.5MG Composite

City of Lawrence, KS

Reconditioning of 1.5MG Ground Storage Tank



Ben Feldman, PE Mgr of Engineering
📞 651-773-5111 @ bfeldman@klmengineering.com

20
YEARS OF
EXPERIENCE



Education, Experience & Certifications

- ◆ University of Minnesota - Twin Cities
 - BS Civil Engineering
 - Minor in Business Management
 - Men's Crew
- ◆ OSHA 10
- ◆ Licensed Professional Engineer
 - Minnesota License No. 49598
 - Colorado License No. 57334
 - South Dakota License No. 16938
- ◆ MN AWWA Awards Committee Co-Chair
 - Past Secretary-Treasurer

KLM Projects

- | | |
|--|---|
| City of Hastings, MN
Reconditioning of 0.75MG Hydropillar | City of Lawrence, KS
Reconditioning of 1.5MG Ground Storage Tank |
| City of Brighton, CO
New Construction of 2.0MG Composite | City of Napoleon, ND
New Construction of 0.3MG Single Pedestal |
| City of Hinckley, MN
Reconditioning of 0.15MG Double Ellipsoidal | City of Goodview, MN
Reconditioning of 0.1MG Single Pedestal |
| City of Prior Lake, MN - South Tower
Reconditioning of 0.75MG Toro Ellipsoidal | City of Verndale, MN
New Construction of 0.075MG Hydrocone |
| City of Jamaica, IA
New Construction of 0.05MG Single Pedestal | City of West Chicago, IL
Reconditioning of 0.5MG Booster Reservoirs |
| City of Delavan, WI
Reconditioning of 0.5MG Single Pedestal | City of Rogers, AR
Reconditioning of 2.0 MG Toro Ellipsoidal |



Scott Kriese Project Supervisor
☎ 651-773-5111 @ skriese@klmengineering.com

27
YEARS OF
EXPERIENCE



Education, Experience & Certifications

- ◆ AMPP Certified Coatings Inspector Level 3 #11236
- ◆ AMPP Concrete Coating Inspector Level 2 #205988
- ◆ OSHA 30
- ◆ Certified Competent Climber

KLM Projects

City of Moorhead, MN

New Construction of 0.75MG Composite



City of Otsego, MN

New Construction of 1.5MG Composite

Village of Dresser, WI

Reconditioning of 0.2MG Double Ellipsoidal

City of Farmington, MN

Reconditioning of 1.5MG Hydropillar

City of Baxter, MN

Reconditioning of 0.75MG Hydropillar

City of St. Cloud, MN

Reconditioning of 1.0MG Hydropillar

City of Plymouth, MN

Design Build of 2.0MG Toro Ellipsoidal

Village of Somerset, WI

New Construction of 0.2MG Composite

City of Sioux Falls, SD

Reconditioning of 1.5MG Composite

City of Neodesha, KS

Reconditioning of 0.2MG Single Pedestal

Jackson County PWSD #1, MO

Reconditioning of 1.5MG Elevated Water Tower

City of Elgin, IL

Reconditioning of 1.0MG Single Pedestal

City of South Bend, IN

Reconditioning of 1.5MG Single Pedestal

City of Forney, TX

New Construction of 1.0MG Composite

City of Rogers, AR

Reconditioning of 2.0MG Toro Ellipsoidal

City of Topeka, KS

New Construction of 1.0MG Composite

City of Kansas City, MO

New Construction of 3.0MG Composite

Oglala Sioux Rural Water Supply System, SD

New Construction of 0.8MG Composite

City of Sioux Falls, SD

Reconditioning of 0.5MG Single Pedestal

City of Jamaica, IA

New Construction of 0.05MG Composite

City of Dubuque, IA

Reconditioning of 2.4MG Ground Storage Tank



Tadd Oachs Telecom Manager

☎ 612-481-8018 @ toachs@klmengineering.com

13
YEARS OF
EXPERIENCE



Education, Experience & Certifications

- ◆ NACE/AMPP Level 2 #107515
- ◆ 12 years of Telecommunications Experience
- ◆ MBA, University of Wisconsin - Whitewater
- ◆ BS, Statistics; St. Cloud State University

KLM Projects

City of Victoria, MN

Water Tower 1

AT&T 5G Upgrades. Management of Engineering Review and Inspection Services

City of Alamosa, CO

Craft Water Tower

AT&T 5G Upgrades. Management of Engineering Review and Inspection Services

City of Clear Lake, WI

Water Tower No. 1

Verizon C-Band Upgrade. Management of Engineering Review and Inspection Services

Order of St. Benedict (Collegeville, MN)

Water Tower No. 1 Reconditioning

Telecommunications Temp Installation, Equipment Decom, and Reinstallation: Consulting, Management of Project Review and Inspection Services.

City of Lakeville, MN

Steve Michaud Park Water Tower Reconditioning

Telecommunications Temp Installation, Equipment Decom, and Reinstallation: Consulting, Management of Project Review and Inspection Services.

City of Chaska, MN

Hundertmark Water Tower Reconditioning

Telecommunications Temp Installation, Equipment Decom, and Reinstallation: Consulting, Management of Project Review and Inspection Services.

City of Prior Lake, MN

South Tower Reconditioning

Telecommunications, Temporary and Reinstallation: Consulting, Management, and Inspection Services

City of Maple Grove, MN

Ranchview Tower Reconditioning

Telecommunications, Temporary and Reinstallation: Consulting, Management, and Inspection Services

City of Joliet, IL

Rock Run Tower Reconditioning

Telecommunications, Temporary and Reinstallation: Consulting, Management, and Inspection Services

City of Lakeville, MN

Verizon C-Band 5G Upgrades

Management of Engineering Review and Inspection Services

City of Fargo, ND

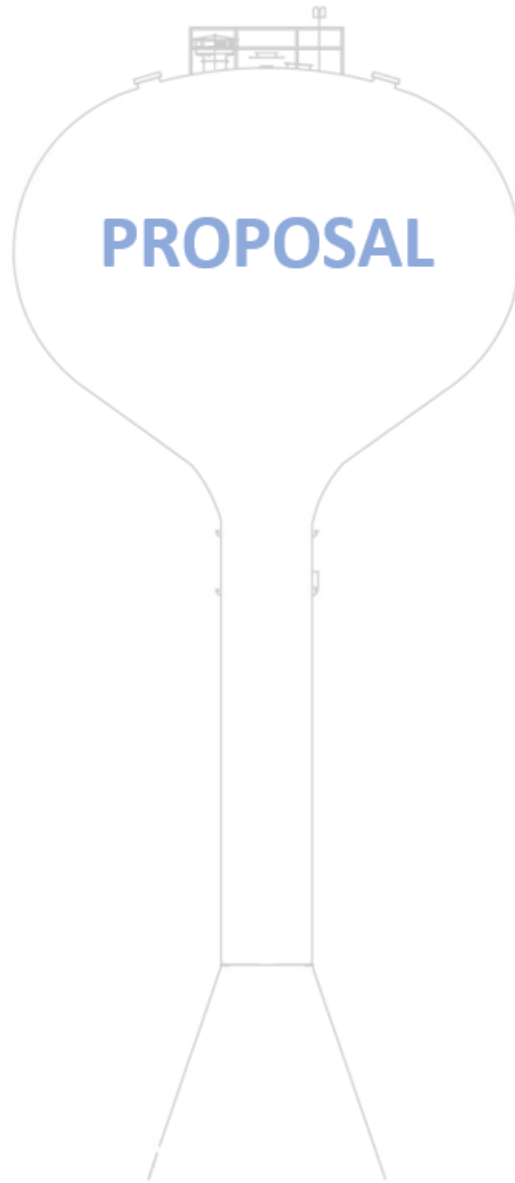
T-Mobile Anchor 5G Upgrades

Management of Engineering Review and Inspection Services

City of Chisholm, MN

AT&T 5G Upgrades

Management of Engineering Review and Inspection Services



PROJECT UNDERSTANDING

KLM understands the City of Big Lake will be rehabilitating the 500,000-gallon “South Tower” water tower in 2027.

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

KLM will provide design, specification, submittal reviews, weld inspections, and coatings inspection to ensure contractor compliance with the project manual and manufacturers’ material data sheets during construction.

BENEFITS TO THE CITY OF BIG LAKE

Partnering with KLM Engineering delivers measurable value and long-term performance for the Owner. Our approach is designed to maximize return on investment, ensure regulatory compliance, and uphold the highest standards of quality and safety throughout the project.

Modern protective coating systems provide a service life of **25–30 years**, but achieving this longevity requires strict adherence to specifications and continuous oversight. KLM provides **full-time, AMPP-certified coating** and **critical AWS welding inspections** to confirm every phase of work meets the specification and industry standards.

Our team reviews all reservoir-specific submittals for conformance with **project specifications, AWWA guidelines, OSHA requirements, and state regulations**. Responses are provided to document acceptance and maintain transparency.

KLM develops **comprehensive specification packages** tailored to water tank reconditioning. These detailed specifications reduce the likelihood of change orders, control costs, provide firm schedule and ensure projects are completed in accordance with the project manual.

Through proactive project administration and inspection services, KLM acts as a critical safeguard between design intent and field execution. Our oversight mitigates risks, enforces compliance, and ensures that qualified contractors deliver work that meets expectations—ultimately reducing reconditioning cycles and lowering lifecycle costs for the Owner.

Scope of Services

1. SCOPE OF WORK

Phase	Description
Specifications & Bidding	Includes up to 2 revisions of project specifications
Submittal Reviews	Review of contractor submittals for compliance
Construction Supervision & Inspection Services	Oversight and inspection during construction
Warranty Inspection	Two-year warranty inspection per agreement

2. DESIGN SERVICES

- ◆ Meet with the Owner to review plans and specifications.
- ◆ Produce preliminary and final copies of specifications.
- ◆ Provide updated cost estimates.
- ◆ Advertise specifications.
- ◆ Facilitate mandatory pre-bid meeting (virtual).
- ◆ Include lettering and logo including files and drawings - provided by the Owner.
 - Multiple renderings will incur additional fees if required.
- ◆ Respond in writing to bidder questions.
- ◆ Tabulate bid results for the Owner.
- ◆ Evaluate contractor proposals for compliance.
- ◆ Recommend the lowest qualified bidder(s) in writing.
- ◆ Prepare Notice of Award and forward contract agreement to Owner.

3. PROJECT SPECIFICATIONS

Specifications will include up to two revisions and cover:

- ◆ Advertisement for Bids – Legal advertisement requirements and project description.
- ◆ Instructions to Bidders – Scope of work, insurance, payments, completion time, qualifications, taxes, permits, bonds, and legal requirements.
- ◆ Bid Forms – Bid proposals, time frames, alternate bids, legal requirements, and qualification forms.
- ◆ Project Requirements – Project schedule, contract execution, meetings, quality assurance, liquidated damages, and technical requirements.
- ◆ Technical Specifications – Structure modifications, surface repairs, abrasive blasting, containment, disposal, dehumidification, coatings, safety, sterilization, and inspection.
- ◆ Supplemental Conditions – Amendments to General Conditions.
- ◆ General Conditions – Authority of Engineer, inspection, scope modifications, time extensions, insurance, and related items.

- ◆ Contract Documents – Agreement form between Owner and Contractor.
- ◆ Payment & Performance Bonds – Required per state law.
- ◆ Appendices – A: Photos, B: Drawings, C: Surface preparation requirements (AMPP SP0178-2007), D: Paint chip lead/chromium test results, E: Lettering and logo (provided by the Owner).

4. CONSTRUCTION SERVICES

Project Management and Construction Administration:

The **Project Manager** and **Project Supervisor** collaborate to ensure successful project execution.

- ◆ Schedule and Facilitate pre-construction conference.
- ◆ Periodically perform on-site review of project's work status and report to the Owner.
- ◆ Coordinate progress meetings, as necessary.
- ◆ Process change orders.
- ◆ Project close-out administration.
- ◆ Prepare monthly payment request forms.

5. CONSTRUCTION SUPERVISOR RESPONSIBILITIES (KLM)

- ◆ Attend pre-construction conference.
 - ◆ Perform periodic on-site reviews and report progress to the Owner.
 - ◆ Coordinate and document progress meetings.
 - ◆ Review meeting minutes.
 - ◆ Schedule inspections.
 - ◆ Administer project close-out procedures.
 - ◆ Establish warranty date.
 - ◆ Review inspector's daily documentation.
 - ◆ Process Change Orders.
 - ◆ Prepare monthly payment requests.
-

CONSTRUCTION OBSERVATION

Field Inspections Consist of the Following:

All our inspectors have years of extensive practical experience and knowledge of water storage tank reconditioning. Welding inspections will be completed by an **AWS Certified Welding Inspector** or an inspector working under the direct supervision of an **AWS** Welding Inspector. The coating inspector assigned to this project will hold **AMPP Coating Inspector** credentials.

Pre-Construction Meeting

Conduct a meeting with the client and contractor to:

- ◆ Define the roles of the Engineer and Inspector.
- ◆ Review the intent of the specifications.
- ◆ Confirm agreement on the scope of work and quality expectations.

Structure Repairs and Modifications

Monitor and approve repairs and modifications for compliance with specifications.

Surface Preparation Inspection

Inspect blasting media and equipment to ensure:

- ◆ Conformance to specifications.
- ◆ Prevention of surface contamination from moisture, oil, or other contaminants.

Paint Removal and Disposal

Monitor removal and disposal processes for compliance with specifications and environmental regulations.

Coating Application

Observe contractor's mixing and application of coatings for:

- ◆ Specification compliance.
- ◆ Adherence to manufacturer's recommendations.

Surface Preparation Samples

Approve surface preparation samples prior to coating application.

Progress Monitoring

Record contractor progress to ensure adherence to the construction schedule.

Reporting

Submit daily and weekly inspection reports with photos. Maintain organized records of all construction activities.

Material Testing

Coordinate and review material testing for compliance with specifications and environmental regulations.

Punch List and Corrective Actions

Monitor completion of punch list items and verify corrective actions.

Final Inspection and Acceptance

Conduct final inspection, confirm substantial completion, and facilitate project acceptance.

ANTENNA INSPECTION

We understand there are no cellular antenna providers on the water tower.

Antenna management fees are included to cover engineering and inspection services for the city metering and SCADA antenna removal and reinstallations during reconditioning of the tower.

WARRANTY INSPECTION (2 Year)

KLM proposes to perform a **ROV (Remotely Operated Vehicle) warranty inspection** on the referenced tank prior to the expiration of the performance-bonded warranty.

- ◆ **Scope of Inspection:**
The warranty inspection will include a comprehensive review of the tank's condition and a detailed inspection report.

◆ **Exclusions:**

The fixed fee covers the inspection and reporting only. Any necessary inspection services for warranty repair work identified during the inspection are **not included** and will be addressed separately.

DELIVERABLES

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

Deliverables include:

- ◆ **Certified Engineering Documents:** Professional engineering-certified plans and specifications.
- ◆ **Regulatory Documentation:** State permitting records, Department of Health approvals, TCLP testing results, and waste tracking documentation.
- ◆ **Contractor Submittals:** All contract documentation required for compliance.
- ◆ **Daily Logs:** Includes weather logs and construction activity records.
- ◆ **Surface Preparation Records:** Documentation of preparation processes and approvals.
- ◆ **Photo Documentation:** Daily digital photos of work progress.
- ◆ **Weekly Reports:** Weekly meeting minutes and progress reports.
- ◆ **Project Acceptance Certificate:** Issued upon substantial completion.
- ◆ **Warranty Inspection Report:** Provided to both Owner and Contractor at the conclusion of the warranty inspection.

FEE SUMMARY

Fees are based on the 2026 Fee Schedule.

A 3% annual escalation will be applied to all fees for each year beyond 2027.

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

Specification and Bidding Assistance	\$16,000.00
Submittal Reviews.....	\$2,500.00
Project Supervision and Inspection Services	\$80,292.00
City Antenna Management Services.....	<u>\$3,000.00</u>
TOTAL HOURLY, NOT TO EXCEED	\$101,792.00

NOTE: Additional engineering can be performed per our current fee schedule. Any additional 3rd party coating inspection time required and approved by the City of Big Lake will be charged at the rate of \$8,029.00 per week.

Warranty Inspection 2029 – Billed after the evaluation is completed \$4,000.00

WHY USE KLM

KLM Engineering, Inc. has been a trusted leader in water tank evaluation and rehabilitation for over 30 years. We specialize in providing engineering and inspection services for the reconditioning of tanks with capacities exceeding 100,000 gallons.

Our extensive experience and proven track record include projects for:

- 💧 **U.S. Military**
- 💧 **Industrial Tanks**
- 💧 **Indian Health Services**
- 💧 **Municipalities across the United States**

KLM's reputation for quality, compliance, and technical expertise ensures that your project is managed with precision and professionalism from start to finish.

TERMS AND CONDITIONS

Below are KLM's standard Terms and Conditions. The below Terms and Conditions are part of this Agreement between the City of Big Lake, Minnesota and KLM Engineering, Inc., unless otherwise agreed to in writing by both parties.

AGREEMENT

This proposal is valid for forty (40) days from the date of issuance. If the City of Big Lake finds this proposal acceptable, please sign and return the signature page by email or mail. By signing and returning this page, you agree to the terms outlined in the entire proposal document.

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

CITY OF BIG LAKE
160 Lake Street North
Big Lake, MN 55309

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

Signature



Signature

Name

Dewey Prinzing

Name

Title

Vice President of Business Development

Title

Date

August 4, 2026

Date

We look forward to working with you.

Sincerely,

KLM ENGINEERING, INC.

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

KLM ENGINEERING, INC. (KLM) TERMS AND CONDITIONS

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

service and in the geographic area of the project. **EXCEPT AS EXPRESSLY STATED IN THIS SECTION, THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE, PERTAINING TO THE PRODUCTS AND SERVICES SOLD UNDER THIS AGREEMENT. KLM DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL KLM BE LIABLE TO THE KLM CLIENT, ITS AGENTS, REPRESENTATIVES, EMPLOYEES, CUSTOMERS OR ANY OTHER THIRD PARTY, FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF USE, LOSS OF REVENUE OR LOSS OF PROFIT, IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT OR THE EXISTENCE, FURNISHING OR FUNCTIONING OF ANY ITEM OR SERVICES PROVIDED FOR IN THIS AGREEMENT OR FROM ANY OTHER CAUSE, INCLUDING WITHOUT LIMITATION CLAIMS BY THIRD PARTIES, EVEN IF KLM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**

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

The KLM Client shall indemnify and hold harmless KLM and its shareholders, directors, officers, members, governors and employees from liability, claims, losses, and damages arising out of or relating to the applicable Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or injury to, or destruction of tangible property, including the loss of

use resulting therefrom to the extent caused by the KLM Client's negligent acts or omissions. Further, the KLM Client shall indemnify and hold harmless KLM from all claims or losses arising out of the unauthorized use of KLM's Documents.

12. **LIMITATION OF LIABILITY. IN NO EVENT SHALL KLM OR THE KLM CLIENT BE LIABLE, ONE TO THE OTHER, FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE FURNISHING, PERFORMANCE OR USE OF ANY PRODUCTS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT.**
13. **DELAYS.** If KLM service or work delays are caused by the KLM Client, by third parties, strikes, natural causes, weather, or other circumstances beyond KLM's control, a reasonable time extension for performance of KLM services and work shall be granted, and KLM shall be entitled to and the KLM Client agrees to pay KLM an equitable fee adjustment.
14. **TERMINATION.** After seven (7) days written notice, either party may elect to terminate this Agreement. Notwithstanding the foregoing, the KLM Client agrees to pay for all KLM services provided and work performed through the date of termination. Notwithstanding the foregoing, the following sections shall survive the termination of this Agreement: Sections 5, 7, 10, 11, 12, 15, 16, 21 and 24.
15. **SEVERABILITY.** Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions of the Agreement shall continue in full force and effect.
16. **KLM'S DOCUMENTS.** All reports, specifications, drawings and other documents furnished by KLM are part of KLM's services and work for the KLM Client and the same are for use only for the project (KLM Documents). KLM retains all ownership of said documents regardless of whether the project is completed. The KLM Client may retain copies of the KLM Documents for reference purposes. KLM does not represent or warrant that the KLM Documents are suitable for reuse on any extension of the project or on other projects. The KLM Client shall not use the KLM Documents without KLM's written consent.
17. **ASSIGNMENT.** KLM may not assign this Agreement to any other person unless written consent is obtained from the KLM Client.
18. **AMENDMENTS.** Any modification or amendment of to this Agreement shall require a written agreement signed by both Parties.
19. **NONDISCRIMINATION.** In the hiring of employees to perform work under this Agreement, KLM shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.
20. **GOVERNING LAW.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota without regard to or application of conflicts of law rules or principles. All proceedings related to this Agreement shall be venued in **Washington County, Minnesota.**

21. **AUDIT.** Pursuant to **Minnesota Statutes, § 16C.05, Subdivision 5, KLM agrees that the KLM Client, the State Auditor, or any of their duly authorized representatives** at any time during normal business hours and as often as they may reasonably deem necessary (but under all circumstances not more often than once per calendar year), shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, or records which are pertinent to the accounting practices and procedures of KLM, and involve transactions relating to this Agreement.
22. **JOB SITE IMAGES, PHOTOGRAPHY AND VIDEO.** During the term of this Agreement and thereafter, KLM has the KLM Client's permission to take photographs or video of the project site for training, documentation, education or KLM promotional purposes. A signed Agreement that includes these KLM Terms and Conditions constitutes the KLM Client's written permission to KLM regarding the use of the items and information set forth in this section.
23. **WAIVER.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
24. **HEADINGS.** Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
25. **ENTIRE AGREEMENT.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

End of the KLM Terms and Conditions.

Rev 2022.11.23

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AGENDA ITEM

Big Lake City Council

Prepared By: <i>Seth Hansen, Big Lake Fire Chief</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6H
Item Description: <i>Sale of Grass Truck 14 and Grass Truck 16 and Purchase of a Duty Officer Command Vehicle</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, the City Council authorizes the sale of the Fire Department's 2000 Grass Truck 14 and 2001 Grass Truck 16 and the purchase of 2019 Chevy Tahoe SSV Duty Officer Command Vehicle.

BACKGROUND/DISCUSSION

At the July 7, 2026, Fire Board meeting, the Board discussed the potential sale of the Department's 2000 Grass Truck 14 and 2001 Grass Truck 16, fully outfitted with equipment, to a neighboring fire department that expressed interest in purchasing the units. The proceeds from the sale were to be used toward the purchase of a newer Duty Officer Command Vehicle that would better meet the operational needs of the department. At the July 15, 2026, City Council workshop, the Council expressed its support for the Fire Board's recommendation.

In July 2025, both the City and Township authorized the sale of the skid unit equipment, including the tank and pump from Grass Truck 14. However, there was no market interest in purchasing the equipment separately. In December 2025, both governing bodies authorized the replacement of Grass Truck 16.

Currently, Grass Truck 14 has been serving as the department's Duty Officer Command Vehicle. While functional, it was originally designed as a grass fire response vehicle and does not provide the functionality, storage capacity, or reliability needed for a dedicated command vehicle. Replacing it with a purpose-built Duty Officer Command Vehicle will improve emergency response operations and better support department staff.

Grass Truck 14 and Grass Truck 16 were subsequently sold to the City of Clear Lake for \$35,000 under separate purchase agreements. Both vehicles were sold "as is." The sale proceeds were applied toward the purchase of a 2019 Chevy Tahoe SSV Duty Officer Command Vehicle in the amount of \$35,000.

FINANCIAL IMPACT

The sale of Grass Truck 14 and Grass Truck 16 generated **\$35,000** in proceeds, which were used to fully fund the purchase of the **2019 Chevrolet Tahoe SSV Duty Officer Command Vehicle**. As the purchase was entirely funded by the sale proceeds, no additional appropriations or funding from the City of Big Lake or Big Lake Township were required, and the transaction has no net budgetary impact.

STAFF RECOMMENDATION

Approve the sale of Grass Truck 14 and Grass Truck 16 to the City of Clear Lake and approve the purchase of the 2019 Chevy Tahoe SSV Duty Officer Command Vehicle.

ATTACHMENTS

Bill of Sale – Grass Truck 14

Bill of Sale – Grass Truck 16

Little Canada Fire Department Invoice – Duty Officer Command Vehicle

CITY OF BIG LAKE

BILL OF SALE - FIRE DEPARTMENT FLEET VEHICLE

Date of Sale:

8-4-26

SELLER

Organization:

City of Big Lake - Big Lake Fire Department

Address:

160 Lake St N

Representative:

Seth Hansen

Title:

Fire Chief

BUYER

Organization:

Clear Lake Fire Department

Address:

Representative:

Matt Lunser

Title:

Fire Chief

VEHICLE INFORMATION

Year:

2000 Grass Rig 14

Make:

Ford

Model:

350

Unit #:

Grass 14

VIN:

1FTSF31S11EA93155

Mileage:

12,500

Purchase Price:

17,500

Equipment Included:

Skid, lighting, and misc attachments

The City of Big Lake ('Seller') sells, transfers and conveys the above-described vehicle to the Buyer for the purchase price stated above. The vehicle is sold AS IS, WHERE IS, WITH ALL FAULTS, without any express or implied warranties. Ownership transfers upon receipt of full payment and delivery.

Seller Signature: _____

Date: _____

Buyer Signature: _____

Date: 8/4/26

CITY OF BIG LAKE

BILL OF SALE - FIRE DEPARTMENT FLEET VEHICLE

Date of Sale:

8-4-2026

SELLER

Organization:

City of Big Lake - Big Lake Fire Department

Address:

160 Lake St N

Representative:

Seth Hansen

Title:

Fire Chief

BUYER

Organization:

Clear Lake Fire Department

Address:

Representative:

Matt Lunser

Title:

Fire Chief

VEHICLE INFORMATION

Year:

2001

Make:

Ford

Model:

F 350

Unit #:

Grass 16

VIN:

1FTSF31S32EA50602

Mileage:

12,000

Purchase Price:

17,500.00

Equipment Included:

Skid, lighting, and Misc attachments

The City of Big Lake ('Seller') sells, transfers and conveys the above-described vehicle to the Buyer for the purchase price stated above. The vehicle is sold AS IS, WHERE IS, WITH ALL FAULTS, without any express or implied warranties. Ownership transfers upon receipt of full payment and delivery.

Seller Signature: _____

Date: _____

Buyer Signature: _____

Date: 8-4-26

Little Canada Fire Department Inc.

INVOICE

325 Little Canada Road
Little Canada, MN. 55117
Phone 651-792-7680 Fax 651-766-4092

INVOICE # 26073001
DATE: August 4, 2026

Bill To:

City of Big Lake Fire Department
20243 County Road 43
Big Lake, MN. 55309

Comments or special instructions:

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	2019 Chevy Tahoe SSV Command Vehicle	35,000.00	35,000.00
SUBTOTAL			35,000.00
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			35,000.00

Make all checks payable to the City of **Little Canada**

If you have any questions concerning this invoice, contact Fire Chief Don Smiley 651-792-7681



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance/HR Director</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 61
Item Description: <i>Appointment of Aundrey Wallace to the Street/Parks Operator II position</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Norm Michels, Street/Parks/Fleet Superintendent</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be appointing Aundrey Wallace to the Streets/Parks Operator II position effective September 14, 2026, contingent upon a satisfactory background investigation.

BACKGROUND/DISCUSSION

With the resignation of Streets/Parks Operator II Troy Enebak effective June 30, 2026, the City Council authorized staff to advertise to fill the vacancy.

The City received ten (10) applications for the position. Of these, five (5) applicants were selected for interviews, which were conducted on Tuesday, August 4, 2026, by an interview panel. Following the interviews, the panel is recommending Aundrey Wallace for the position of Streets/Parks Operator II.

Mr. Wallace's employment with the City will commence on September 14, 2026, contingent upon successful completion of a background check and DOT investigation.

Mr. Wallace will begin at Grade 10, Step 6 on the City's pay scale.

FINANCIAL IMPACT

Salary is a budgeted expense.

STAFF RECOMMENDATION

Staff recommend that the City Council consider and approve the appointment of Aundrey Wallace to the Streets/Parks Operator II position.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Tara Kohl, Community Development Coordinator</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6J
Item Description: <i>City Street Naming Policy</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>Marie Popp, Community Development Director</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving amendments to the City of Big Lake Street Naming Policy.

BACKGROUND/DISCUSSION

The City of Big Lake Street Naming Policy was adopted by the City Council on May 10, 2006. Staff have updated the policy to meet current standards and provide additional clarification, including cul-de-sac naming.

The following changes were made to the Master List of street names:

- Removed Bancroft from the list of presidents.
- Removed Dr. L Mayo from the list of statesmen.
- Modified Banneker notes for accuracy.
- Modified Braille notes for accuracy.

FINANCIAL IMPACT

There is no financial impact.

STAFF RECOMMENDATION

Approve the amendments to the City of Big Lake Street Naming Policy.

ATTACHMENTS

City of Big Lake Streeting Naming Policy with Master List
May 10, 2006 City Council Street Naming Policy Memo



City of Big Lake Street Naming Policy

The Official Public Policy of the City of Big Lake in regard to the procedure and methodology for naming City streets and assigning addresses in new developments is herein outlined. It is the City's policy to retain existing street names for the streets in existence at the time this policy was adopted.

Procedure

- The Zoning Administrator will name all City streets in consultation with other city staff.
 - A Master List of names will be utilized when naming streets. The Master List is attached as Attachment A.
 - A developer may propose other street names, subject to review and approval by the City.
- The City will address roadways within new subdivisions, when Township land with existing roadways are annexed and need a new address, or when the City accepts a roadway from the Township or County and need a new address.
- All new City addresses shall be five digits corresponding to the Sherburne County Grid System.

Street Naming System

Roadways within the City shall be named and address numbers shall be assigned based on the following system:

North-south roadways

- Eagle Lake Road shall be the dividing line for roadways that need the directional connotation East or West.
- Roadways shall be labeled "Street" if they run predominantly north to south.
- Addresses on the east side of a street shall end in an even number. Addresses on the west side of a street shall end in an odd number.

East-west roadways

- U.S. Highway 10 will be the dividing line for roadways that need the directional connotation North or South.
- Roadways shall be labeled "Avenue" if they run predominantly east to west.
- Addresses on the north side of an avenue shall end in an even number. Addresses on the south side of an avenue shall end in an odd number.

Cul-De-Sacs

- Cul-de-sacs shall be labeled “Circle” unless the cul-de-sac is a continuation of a street or avenue. In such cases where a street or avenue terminates with a cul-de-sac, the cul-de-sac shall maintain the label of the street or avenue it is a continuance of.
 - A roadway should not transition from “avenue” or “street” to “circle” at an intersection. “Circle” should only be used if the cul-de-sac is the intersecting roadway of an avenue or a street.
- Address numbering shall be based on the predominant directional alignment and grid positioning of the roadway.

General provisions

- Roadway names, labels, and numbering (including sequence adjustments) can only change at an intersection. Numbering shall remain consistent with the street name.
 - The first priority consideration shall be given to the roadway’s connection to its primary traffic access connection.
 - Second priority will be given to the roadway’s primary directional alignment and grid position.
- Street names shall be unique and not duplicated or similar to other street names within City limits (i.e. Pond View Circle, Pond View Drive)
- All City roadways shall be word names except those numbered streets or avenues which align with the existing grid of Sherburne County. In certain situations, the City may allow a numbered roadway if warranted.
- Once a Township numbered street is accepted or included in land annexed by the City, the street may be renamed if the full street is annexed and the majority of landowners agree to the change.
- The City may allow curvilinear or meandering roadways to be designated with unique labels such as “lane”, “drive”, or “trail” at the discretion of City staff. Address numbering on such roadways should be prioritized based on the criteria for naming, labeling, and numbering designated above.

Attachment A

	Street Name	Comment
<i>Historical (pre 1850s to 1950s)</i>		
	Armstrong	Mrs. C.M. Famous educator and school board member for many years
	Aubol	Rev. Carl Otto
	Bailey	Orlando. 7 lb. potato grower, county commissioner, sheriff, owned hotel and stage station
	Ballard	John. Blacksmith
	Bergquist	Victor. Received first FHA federal rural housing loan in NW
	Bradford	John. Horse trotting race tract owner in Big Lake and Monticello
	Brasie	F.R. Owned Big Lake electric plant and the Big Lake Wave paper
	Brodeen	Augusta. Early pioneer in Big Lake
	Brown	Joseph. One of the first settlers in 1849 helped form the village of Big Lake, well-known family
	Carr	Ed. First person in county to invest in an automobile in 1909
	Cranston	Mrs. E.J. lived in Big Lake all her life.
	Crawford	School teacher. Very big on correct spelling.
	Conner	Bert. Grocery store owner
	Dranes	William. Grocery store owner
	Evans	Jennie. Former resident. Actress who performed in New York
	Evers	Henry Williams. Carpenter and WPA (Work Progress Administration) supervisor
	Frederickson	John. Pioneer
	Gibbs	Charles. Well-known insurance agent
	Jenkins	Reverand
	Knapp	Ruth. First graduate of Big Lake high school
	Hall	R.S. owned and operated Big Lake amusement park
	Haven	John O. State Senator, County Auditor, surveyor, experimental peach grower
	Heibel	Joseph. Bitten by a mad dog and had spells for over a year
	Hunt	Fred. Postman for more than 30 years.
	Iverson	William. Owned barber shop
	McCalla	Don. POW in WW2
	Mckeen	C.L. farmer, owned general store

	Miller	H.M. well-known produce dealer and editor of Big Lake Herald
	Moore	James. Resident in Big Lake for over a generation
	Nickerson	Fancis. Big Lake female mayor in 1934
	Robinson	Arthur. Owner of Leland Hotel
	Rosengren	Ronae. Crowned Queen of centennial days (1849-1949)
	Rush	John. County Commissioner
	Sinclair	P.S. County school superintendent
	Snow	Benjamin Flavel. Prominent in county affairs
	Snyder	Charles. Built the 7 th general store in Big Lake in 1892
	Varley	Chris. Moved his house on ice from Eagle to Big Lake via the Elk River
	Vogel	Frederick. Manager of the meat market
	Walter	Ray. Received first radiogram in Big Lake
	Wellcome	Reverand
	Wellington	Train station agent and farm machinery businessman
	White	Mrs. Gan. Oldest person in Big Lake (93) in 1949
	Whitter	Built general store
	Wickstrom	Louis. Long time farmer
	Wigren	John Morris. Started a TV show on KSTP "Town and Country Music Makers"
<i>Historical Places/Misc.</i>		
	Centennial	Big Lake centennial (1849-1949)
	Dakota	Native Americans who once lived in the region
	Darrow	A live tarantula was found in a bunch of bananas at the Darrow and Beach general store
	Depot	Big Lake had two train stations
	Gilder	Training field for gliders located in Big Lake
	Ice House	Big Lake produced ice
	Leland	Hotel in Big Lake (closed 1912)
	Ojibwe	Native Americans who once lived in the region
	Ox Cart	Red River trail
	Steamboat	Traveled along Big Lake Mississippi stretch
	Toboggan	Old slide constructed in Big Lake open to youngsters
	Victory	Victory naval ship named after Sherburne County in 1944
<i>Living Things</i>		
	Apple	
	Ash	

	Bluebird	
	Box Elder	
	Braeburn	
	Buck	
	Cardinal	
	Cortland	
	Deer	
	Elk	
	Elm	
	Evergreen	
	Falcon	
	Fawn	
	Fox	
	Goose	
	Hawk	
	Iris	
	Mallard	
	Magnolia	
	McIntosh	
	Morning Bird	
	Otter	
	Quail	
	Priscilla	
	Robin	
	Sparrow	
	Spruce	
	Swan	
	Trotter	
	Trumpeter	
	Tulip	
	Whitetail	
	Willow	
<i>Minerals</i>		
	Amethyst	
	Amber	
	Agate	
	Crystal	
	Cobalt	
	Copper	
	Diamond	
	Feldspar	

	Granite	
	Gold	
	Gypsum	
	Gemstone	
	Iron	
	Jade	
	Jasper	
	Jewel	
	Marbel	
	Mercury	
	Mica	
	Moonstone	
	Nickel	
	Opal	
	Olivine	
	Obsidian	
	Onyx	
	Quartzite	
	Pewter	
	Platinum	
	Ruby	
	Sapphire	
	Slate	
	Shale	
	Silver	
	Smithsonite	
	Silicon	
	Turquoise	
	Titanium	
	Topaz	
<i>Nature</i>		
	Agassiz	Ancient lakebed over much of MN and ND
	Archway	
	Beach	
	Cambrian	Sedimentary layer under the glacial drift
	Evergreen	
	Featherstone	
	Glacier	
	Hubbard	Hubbard-Mosford soils in this area
	Ivy	
	Keewatin	Glacier covering this area thousands of years ago

	Limestone	
	Meltwater	
	Millbrook	
	Mosford	Hubbard-Mosford soils in this area
	Mosswood	
	Petroglyph	
	Pebble Creek	
	Pinewood	
	Quarry	
	Riverland	
	St. Francis	Local river
	Sandberg	Soils in the area
	Sandstone	
	Savannah	
	Snake River	
	Sumac Ridge	
	Tamarac	
	Tiber Ridge	
<i>Ideological</i>		
	American	
	Democratic	
	Commentary	
	Civic	
	Constitution	
	Empire	
	Freedom	
	Hope	
	Imperial	
	Liberty	
	Memorial	
	Veteran	
<i>Descriptive</i>		
	Autumn	
	Aurora	
	Beautiful	
	Belvedere	
	Buena Vista	
	Discovery	
	Eden	
	Elegant	

	Fairview	
	Grandeur	
	Harmony	
	Harvest	
	Heritage	
	Mercy	
	Paradise	
	Pristine	
	Regal	
	Royal	
	Rural	
	Splendor	
	Sunset	
	Urban	
	Vintage	
<i>Business</i>		
	Career	
	Corporate	
	Commerce	
	Enterprise	
	Financial	
	Fortune	
	Merchant	
	Success	
	Security	
	Traders	
	Treasure	
<i>Great Rivers</i>		
	Amazon	
	Congo	
	Danube	
	Mackenzie	
	Mississippi	
	Missouri	
	Nile	
	Rhine	
	Rio Grande	
	Volga	
	Yukon	
	Yangtze	

<i>English Names</i>		
	Argyle	
	Arthur	
	Astor	
	Avalon	
	Barclay	
	Barnsdale	
	Basil	
	Baxter	
	Bentley	
	Berkshire	
	Brittany	
	Cambridge	
	Carlisle	
	Carlton	
	Cedric	
	Chadwick	
	Clyde	
	Cooper	
	Churchill	
	Cullin	
	Devonshire	
	Dexter	
	Duncan	
	Edward	
	Edythe	
	Elinor	
	Elisabeth	
	Emery	
	Emmerson	
	Essex	
	Everton	
	Gladwyn	
	Gloucester	
	Goddard	
	Hamilton	
	Howard	
	Huntington	
	Josephine	
	Juliet	
	Kelsey	

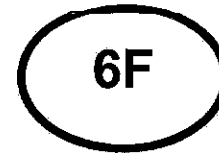
	Keswick	
	Kingsley	
	Lambourne	
	Lancelot	
	Leigh	
	London	
	Malcom	
	Martinborough	
	Meriwether	
	Merton	
	Osbourne	
	Oxford	
<i>Famous Presidents</i>		
	Adams	John and John Quincy
	Arthur	
	Buchanan	
	Bush	George H.W. and George W.
	Carter	
	Cleveland	
	Clinton	
	Coolidge	
	Eisenhower	
	Fillmore	
	Ford	
	Franklin	Franklin Delano Roosevelt
	Garfield	
	Grant	
	Harding	
	Hayes	
	Hoover	
	Jackson	
	Johnson	Lyndon B. and Andrew
	Kennedy	
	Lincoln	
	Madison	
	McKinley	
	Nixon	
	Pierce	
	Polk	
	Reagan	
	Roosevelt	Franklin Delano and Theodore

	Taft	
	Taylor	
	Tyler	
	Van Buren	
	Wilson	
<i>Famous Explorers</i>		
	Boone	Daniel. Explored American Wilderness
	Cabot	John. Explored east coast of Canada
	Clark	William. Explored Louisiana and Oregon Territories
	Champlain	Samuel d. Explored Canada and future site of Quebec
	Cook	James. Explored Australia and South Pacific regions
	Columbus	Christopher. Explored Caribbean and North America
	Cortes	Hernan. Explored Mexico, Baja California. Conquered Aztecs
	Eriksson	Leif. First European to reach North America. Explored Greenland
	Gama	Vasco da. First European to sail around Africa to India and back
	Gilbert	Sir Humphrey. Explorer and founder of the first English colony in North America
	Lewis	Meriwether. Explored Louisiana and Oregon Territories
	Magellan	Ferdinand. First to lead around-the-world expedition.
	Polo	Marco. Explored the Silk Route from Europe to the Far East
	Sacagawea	Native American woman guided Lewis & Clark's expedition
	Vespucci	Amerigo. Explored Americas
<i>Minnesota Explorers</i>		
	Carver	Early Mississippi River European Explorer
	Greysolon	Daniel Greysolon, Sieur du Lhut. First to explore Duluth area
	Joliet	Louis. Among first Europeans to explore Mississippi River
	LaSalle	Sieur de. Claimed Louisiana Territory for France, first European to travel the length of the Mississippi River
	Marquette	Jacques. Among first Europeans to explore Mississippi River
	Penicaut	Jean. 1680 explore of the Mississippi River
	Pike	Zebulon. Explored the Mississippi River and owned land where Fort Snelling is now located
	Schoolcraft	Henry. Discovered source of the Mississippi River

<i>Modern Explorers</i>		
	Lindbergh	Charles. Aviation pioneer. First solo flight across the Atlantic Ocean
	Shackleton	Ernest. Legendary Antarctic Expedition
	Steger	Will. Minnesotan led many dogsled expedition
<i>Famous Statesmen</i>		
	Franklin	Benjamin
	Humphrey	Hubert
	Penn	William
<i>Inventors</i>		
	Banneker	Benjamin. American naturalist, mathematician, astronomer, surveyor, farmer and almanac author.
	Bell	Alexander Graham. Invented the telephone.
	Benz	Karl. Designed and built the world's first practical automobile powered by an internal combustion engine.
	Braille	Louis. invented tactile reading and writing system (Braille).
	Eastman	George. Invented dry, transparent and flexible photographic film.
	Edison	Thomas. Invented cylinder phonograph and made electrical lighting practical.
	Einstein	Albert. Developed special and general theories of relativity.
	Farnsworth	Philo T. conceived the basic operating principles of electronic television.
	Galileo	Galileo Galilei. Proved that the planets revolve around the sun, invented thermometer and telescope.
	Gutenberg	Johannes. Made first printing press in 1450.
	Kepler	Johannes. Calculated planetary positions, invented eyeglasses.
	Lovelace	Ada. Wrote a scientific paper in 1843 anticipating the development of computer software and computer music.
	McCormick	Cyrus. Invented and manufactured labor-saving farm implements and machinery.
	Mercator	Gerardus. Created the Mercator map projection as a navigation tool.
	Newton	Sir Isaac. Invented the reflecting telescope in 1668.
	Nobel	Alfred. Invented dynamite.

	Otis	Elisha Graves. Invented the elevator brake, making elevators safer.
	Pascal	Blaise. Credited with inventing the first digital calculator.
	Pasteur	Louis. Discovered that diseases are caused by germs and invented fermentation and pasteurization methods.
	Pullman	George. Invented Pullman sleeping car in 1857.
	Samuelson	Ralph. Eighteen-year-old Minnesotan invented waterskiing in 1922.
	Volta	Alessandro. Invented the voltaic pile – a forerunner to the electric battery.
	Watt	James. Invented improvements to the steam engine.
<i>Authors</i>		
	Aristotle	
	Augustine	
	Chaucer	
	Dickens	
	Eliot	
	Emerson	
	Engels	
	Fitzgerald	
	Faulkner	
	Goethe	
	Hawthorne	
	Hemingway	
	Hughes	
	Locke	
	Machiavelli	
	Orwell	
	Plato	
	Shakespeare	
	Sinclair	
	Stowe	
	Thoreau	
	Twain	
<i>Music</i>		
	Bach	
	Barber	Samuel
	Beethoven	

	Brahms	
	Carmen	
	Chopin	Frederic
	Handel	
	Mahler	Gustov
	Mendelssohn	Jacob
	Mozart	
	Offenbach	
	Puccini	
	Tosca	
	Turandot	
	Ravel	
	Schubert	Franz Peter
	Schumann	Robert Alexander
	Strauss	
	Weber	
	Verdi	
	Vivaldi	
<i>Artists</i>		
	Bierstadt	
	Botticelli	
	Chagall	
	Dali	
	Degas	
	Hopper	
	Matisse	
	Michaelangelo	
	Monet	
	Raffel	
	Picasso	
	Pollock	
	Rembrandt	
	Vinci	Leonardo da



MEMORANDUM

To: Mayor Orrock & City Council Members,
Scott Johnson, Assistant City Administrator

From: Ned Noel, City Planner

Date: May 10, 2006

Subject: Naming City Streets Policy

SUMMARY

At the City Council meeting on April 26, 2006, Council directed staff to make minor revisions to the Master Street Name Index. Staff has removed a number of street names which were questionable or hard to pronounce. If the Council sees any other names in which you feel should be removed, please pull this item off the Consent Agenda for action.

COUNCIL ACTION RECOMMENDED

By approving this item on Consent Agenda, Council would be approving the attached City Policy on naming City streets and the Master Street Name Index.

Attachments

1. Official Policy
2. REVISED Mast Street List



Naming City Street Policy

The Official Public Policy of the City of Big Lake in regards to the procedure and methodology for naming City streets is herein outlined and shall be followed without deviation:

PROCEDURE

- City Administration will name all City streets.
- Names will be determined before preliminary plat approval is given.
- A Master List of names will be utilized when naming streets.
- Outside of this, a developer may propose their own street names if applicable but the City must review and approve proposed names.

METHODOLOGY

- Eagle Lake Road shall be the dividing line for streets that need the directional connotation East or West. U.S. Highway 10 will be the dividing line for streets that need the directional connotation North or South.
- When applicable, streets shall be labeled "Street" if they run more or less north to south; and "Avenues" if they run east to west.
- Street names shall be unique and not duplicated or similar to other street names within City limits (i.e. Pond View Circle, Pond View Drive).
- All City Streets shall be word names (not large numbered streets). In certain situations the City may allow a number street if warranted.
- Once a Township numbered street is annexed, the street may be renamed if the full street is annexed and the majority of land owners agree to the change.

ADDRESSING

- The City will address streets within new subdivisions after final plat approval, or when existing Township streets are annexed and need a new address.
- All new City street addresses shall be five digits corresponding to the Sherburne County Grid System.

BIG LAKE STREET NAME LIST

Street Name	Related Names	Comment
Historical (pre 1850s to 1950s)		
ARMSTRONG	Mrs. C.M.	Famous educator & Sch. Board member for many yrs.
AUBOL	Rev. Carl Otto	Rev.
BAILEY	Orlando	7 lb. potato grower, county commissioner, owned hotel, stage station, sheriff
BALLARD	John	Blacksmith
BERGQUIST	Victor	Received first FHA Fed. Rural housing loan in N.W.
BRADFORD	John	Horse trotting race tract owner in btw, Big Lake & Monticello
BRASIE	F.R.	Owned Big Lake electric plant and the Big Lake Wave paper
BRODEEN	Augusta	early pioneer in Big Lake
BROWN	Joseph	one of the first settlers in 1849, help formed the village of Big Lake, well-known family
CARR	Ed	First Person in County to invest in a car 1909
CRANSTON	Mrs. E.J.	Lived in Big Lake all her life.
CRAWFORD	Bert	Sch. Teacher very big on correct spelling
CONNER	William	Grocery store owner
DRANES	Jennie	Owned a grocery store
EVANS	Henry Williams	former resident actress who performed in New York
EVERS	John	Carpenter in B.L. and WPA supervisor
FREDERICKSON	Charles	pioneer
GIBBS		Well-known insurance agent
JENKINS		Rev.
KNAPP	Ruth	first to graduate from B.L. high school
HALL	R.S.	Owned and operated the B.L. Amusement park
HAVEN	John O.	State Senator, Co. Aud., Surveyor, Experimental peach grower
HEIBEL	Joseph	bitten by a mad dog and had spells for over a year
HUNT	Fred	Postman for over 30 years
IVERSON	William	owned barber shop
McCALLA	Don	POW in WW2
MCKEEN	C.L.	Farmer, owned general store
MILLER	H.M.	well-known produce dealer and editor of B.L. Herald
MOORE	James	resident in Big Lake for over a generation
NICKERSON	Francis	B.L. female Mayor 1934
ROBINSON	Arthur	owner of Leland Hotel
ROSENGREN	Ronae	crowned queen of centennial days 1849-1949
RUSH	John	Had been a county commissioner
SINCLAIR	P.S.	County Sch. Superintendent

SNOW	Benjamin Flavel	Prominent in county affairs
SYNDER	Charles	built the 7th general store in Big Lake, 1892
VARLEY	Chris	Moved his house on ice form Eagle to Big Lake, via the Elk River
VOGEL	Frederick	manager of the meat market
WALTER	Ray	Received first radiogram in Big Lake
WELLCOME		Rev
WELLINGTON		Train station agent and Farm machinery businessman
WHITE	Mrs Gan	oldest person in Big Lake (93) in 1949
WHITTER		Built general store
WICKSTROM	Louis	Long time farmer
WIGREN	John Morris	Started a TV-Show on KSTP "Town & Country Music Makers Show"

Historical Places/Misc.

CENTENNIAL	Big Lake 1849-1949
DAKOTA	Indians who once live in region
DARROW	At the Darrow and Beach General store a live tarantula was found in a bunch of bananas
DEPOT	big Lake had two train stations
GILDER	Training filed located in Big Lake for gilders
ICE HOUSE ROAD	Big Lake produced ice
LELAND	Hotel in Big Lake closed 1912
OJIBWE	Indians who once live in region
OX CART	Red River trail
STEAMBOAT	traveled along Big Lake Mississippi stretch
TOBAGGAN	old slide constructed in B.L. open to youngsters
VICTORY	Victory Naval ship named after Sherburne Co in 1944

Living Things

APPLE	
ASH	type of apple
BLUEBIRD	
BOX ELDER	
BRAEBURN	
BUCK	
CARDINAL	
CORTLAND	type of apple
DEER	
ELK	

ELM
EVERGREEN
FALCON
FAWN
FOX
GOOSE
HAWK
IRIS
MALLARD
MAGNOLIA
McINTOSH
MORNING BIRD
OTTER
QUAIL
PRISCILLA
ROBIN
SPARROW
SPRUCE
SWAN
TROTTER
TRUMPETER
TULIP
WHITETAIL
WILLOW

type of apple

type of apple

Minerals
AMETHYST
AMBER
AGATE
CRYSTAL
COBALT
COPPER
DIAMOND
FELDSPAR
GRANITE
GOLD
GYPSUM

GEMSTONE

IRON

JADE

JASPER

JEWEL

MARBEL

MERCURY

MICA

MOONSTONE

NICKEL

OPAL

OLIVINE

OBSIDIAN

ONXY

QUARTIZE

PEWTER

PLATINIUM

RUBY

SAPPHIRE

SLATE

SHALE

SILVER

SMITHSONITE

SILICON

TURQUOISE

TITANIUM

TOPAZ

Nature

AGASSIZ

ARCHWAY

BEACH

CAMBRIAN

EVERGREEN

FEATHERSTONE

GLACIER

HUBBARD

Anicent lake bed over much of MN & ND

Sedimentary layer under the glacial drift

Hubbard-Mosford soils in this aera

IVY
KEEWATIN
LIMESTONE
MELTWATER
MILLBROOK
MOSFORD
MOSSWOOD
PETROGLYPH
PEBBLE CREEK
PINEWOOD
QUARRY
RIVERLAND
ST. FRANCIS
SANDBERG
SANDSTONE
SAVANNAH
SNAKE RIVER
SUMAC RIDGE
TAMARAC
TIBER RIDGE

Glacier covering this area thousands of years ago.

Hubbard-Mosford soils in this area

local river
Soils in this area

Ideological
AMERICAN
DEMOCRATIC
COMMENTARY
CIVIC
CONSTITUTION
EMPIRE
FREEDOM
HOPE
IMPERIAL
LIBERTY
MEMORIAL
VETTRAN

Decriptive
AUTUMN

AURORA
AZURE
BEAUTIFUL
BELVEDERE
BUENA VISTA
DISCOVERY
EDEN
ELEGANT
FAIRVIEW
GRANDEUR
HARMONY
HARVEST
HERITAGE
MERCY
PARADISE
PRISTINE
REGAL
ROYAL
RURAL
SPLENDOUR
SUNSET
URBAN
VINTAGE

Business

CAREER
CORPORATE
COMMERCE
ENTERPRISE
FINANCIAL
FORTUNE
MERCHANT
SUCCESS
SECURITY
TRADERS
TREASURE

Great Rivers

AMAZON
CONGO
DANUBE
MACKENZIE
MISSISSIPPI
MISSOURI
NILE
RHINE
RIO GRANDE
VOLGA
YUKON
YANGTZE

English Names

ARGYLE
ARTHUR
ASTOR
AVALON
BARCLAY
BARNSDALE
BASIL
BAXTER
BENTLEY
BERKSHIRE
BRITTANY
CAMBRIDGE
CARLISLE
CARLTON
CEDRIC
CHADWICK
CLYDE
COOPER
CHURCHILL
CULLIN
DEVONSHIRE
DEXTER

DUNCAN
EDWARD
EDYTHE
ELINOR
ELISABETH
EMERY
EMMERSON
ESSEX
EVERTON
GLADWYN
GLOUCESTER
GODDARD
HAMILTON
HOWARD
HUNTINGTON
JOEPHINE
JULIET
KELSEY
KESWICK
KINGSLEY
LAMBOURNE
LANCELOT
LEIGH
LONDON
MALCOM
MARTINBOROUGH
MERIWETHER
MERTON
OSBOURNE
OXFORD
PERCIVAL
RADCLYFFE
QUEEN
RAMSEY
SAINTSBURY
SAXENBURY
SAXON

SHERWOOD
STUART
SUNBURY
SUTTER HOUSE
TEMPLETON
TOPHAM
TRAFFORD
VICTORIA
WEXFORD
WHITAKER
WIMBLEDON
WINTHROP
WOODHOUSE
YORK

Famous Presidents

(John & John Q.)

ADAMS
ARTHUR
BANCROFT
BUCHANAN
BUSH
CARTER
CLEVELAND
CLINTON
COOLIDGE
EISENHOWER
FILLMORE
FORD
FRANKLIN
GARFIELD
GRANT
HARDING
HAYES
HOOVER
JACKSON
JOHNSON
KENNEDY

(Lyndon B. & Andrew)

LINCOLN
MADISON
MCKINELY
NIXON
PIERCE
POLK
REAGAN
ROOSEVELT
TAFT
TAYLOR
TYLER
VAN BUREN
WILSON

(F.D.R & Theodore)

Famous Explorers

BOONE	Daniel	Explored American wilderness
CABOT	John	Explored east coast of Canada
CLARK	William	Explored Louisiana & Oregon Territories
CHAMPLAIN	Samuel de	Explored Canada and future site of Quebec
COOK	James	Explored Australia and South Pacific regions
COLUMBUS	Christopher	Explorer of Caribbean and N. America
CORTÉS	Hernan	Explored Mexico, Baja California, conquered Aztecs
ERIKSSON	Leif	First European to reach North America; explored Greenland
GAMA	Vasco da	First European to sail around Africa to India and back.
GILBERT	Sir Humphrey	Explorer & founder of the first English colony in North America
LEWIS	Meriwether	Explored Louisiana & Oregon Territories
MAGELLAN	Ferdinand	First to lead around-the-world expedition
POLO	Marco	Explored the Silk Route from Europe to the Far East
SACAGAWEA		Native American woman guided Lewis & Clark's expedition
VESPUCCI	Amerigo	Explored Americas; North, South America named for him

Minnesota Explorers

CARVER	Johnathan	Early Mississippi River european explorer
GREYSOLON	Daniel	(Sieur du Lhut) First to explore Duluth area
JOLIET	Louis	First Europeans to explore Mississippi River
LaSALLE	Sieur de	Claimed Louisiana Ter. for France, first European to travel the length of the Mississippi R.
MARQUETTE	Jacques	First Europeans to explore Mississippi River

PENICAUT
PIKE
SCHOOLCRAFT

Jean
Zebulon
Henry

1680 explorer of the Mississippi River
Explored Mississippi river and owned land where Fort Snelling is now located
discovered source of the Mississippi River

Modern Explorers

LINDBERGH
SHACKLETON
STEGER

Charles
Ernest
Will

Aviation pioneer; first solo flight across Atlantic Ocean
Legendary Antarctic Expedition
Minnesotan led many international dogsled expeditions

Famous Statesmen

FRANKLIN
HUMPHREY
MAYO
PENN

Benjamin
Hubert
Dr. L.
William

Inventors

BANNEKER
BELL
BENZ
BRALLIE
EASTMAN
EDISON
EINSTEIN
FARNSWORTH
GALILEO
GUTENBERG
KEPLER
LOVELACE
McCORMICK
MERCATOR
NEWTON
NOBEL
OTIS
PASCAL
PASTEUR
PULLMAN
SAMUELSON

Benjamin
Alex
Karl
Louis
George
Thomas
Albert
Philo T
Galileo Galilei
Johannes
Johannes
Ada
Cyrus
Gerardus
Sir Isaac
Alfred
Elisha Graves
Blaise
Louis
George
Ralph

His inventive spirit would lead Banneker into publishing a Farmers' Almanac.
Invented the telephone
designed & built the world's first practical automobile powered by an internal-combustion engine
Invented braille printing.
Invented dry, transparent, and flexible photographic film
invented cylinder phonograph and made electrical lighting practical
Einstein developed the special and general theories of relativity
conceived the basic operating principles of electronic television
proved that the planets revolve around the sun invented thermometer, telescope
In 1450, Gutenberg made his first printing press.
calculated planetary positions, invented eyeglasses
Wrote a scientific paper in 1843 anticipating development of computer software & computer music.
invented and manufactured labor-saving farm implements and machinery
The Mercator map projection was invented by Gerardus Mercator as a navigation tool.
Invented the reflecting telescope in 1668.
Invented dynamite.
Invented the elevator brake making safe elevators
The French scientist, Blaise Pascal has been credited with inventing the very first digital calculator.
discovered diseases are caused by germs, invented fermentation & pasteurization methods
invented the Pullman Sleeping Car in 1857
eighteen-year-old from Minnesota, invented waterskiing in 1922.

VOLTA
WATT

Alessandro
James

Invented the voltaic pile, a forerunner to the electric battery.
invented improvements to the steam engine.

Authors

ARISTOTLE
AUGUSTINE
CHAUCER
DICKENS
ELIOT
EMERSON
ENGELS
FITZGERALD
FAULKNER
GOETHE
HAWTHORNE
HEMINGWAY
HUGHES
LOCKE
MACHIAVELLI
ORWELL
PLATO
SHAKESPEARE
SINCLAIR
STOWE
THOREAU
TWIN

Music

BACH
BARBER
BEETHOVEN
BRAHMS
CARMEN
CHOPIN
HANDEL
MAHLER
MENDELSSOHN

Samuel

Frederic

Gustav
Jacob

MOZART
OFFENBACH
PUCCINI
TOSCA
TURANDOT
RAVEL
SCHUBERT
SCHUMANN
STRAUSS
WEBER
VERDI
VIVALDI

Franz Peter
Robert Alexander

Artists

BIERSTADT
BOTTICELLI
CHAGALL
DALI
DEGAS
HOPPER
MATISSE
MICHELANGELO
MONET
RAFFEL
PICASSO
POLLOCK
REMBRANDT
VINCI

Leonardo da

Wine Names

BAROLO
BODEGA
BORDEAUX
BURGUNDY
CABERNET
CHAMPAGNE
CHARDONNAY

CHIANTI
MENDOZA
MOSEL
MERLOT
NAPA
RHONE
RIOJA
SAUVIGNON
SHIRAZ
SONOMA
VINE
VOURAY



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6K
Item Description: <i>Resolution Authorizing Execution of the Minnesota Department of Public Safety Towards Zero Deaths (TZD) Traffic Safety Enforcement Grant Agreement</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, the City Council would be approving a **RESOLUTION** authorizing the Police Captain to execute grant agreements, and amendments required for the Minnesota Department of Public Safety's Toward Zero Deaths (TZD) Traffic Safety Enforcement Grant Program on behalf of the City of Big Lake Police Department for the grant year October 1, 2026, through September 30, 2027.

BACKGROUND/DISCUSSION

For several years, the City of Big Lake has participated in the Minnesota Department of Public Safety's Towards Zero Deaths (TZD) Traffic Safety Enforcement Grant Program through a pass-through grant administered by the City of Elk River.

Beginning with the 2027 grant cycle, the Minnesota Department of Public Safety has revised the grant administration process. Under the new guidelines, each participating law enforcement agency must submit its own grant application directly through the State's online grant management system and enter into its own grant agreement with the Minnesota Department of Public Safety.

As part of the application process, the State requires a resolution from the governing body designating an authorized official to execute grant agreements, amendments, and related documents necessary to administer the grant on behalf of the municipality.

Police Chief Olson has designated Captain Kucala as the City's authorized representative for this grant program. Staff is requesting City Council approval of the attached resolution authorizing the Police Captain to execute all grant agreements and amendments necessary to implement the Traffic Safety Enforcement Project on behalf of the City of Big Lake Police Department.

Because the State requires a current authorization, this resolution must be approved annually as part of each grant application.

FINANCIAL IMPACT

The TZD Grant provides reimbursement for eligible traffic safety enforcement activities. Approval of this resolution does not obligate the City to expend additional local funds beyond those associated with the approved grant program. The resolution simply authorizes the designated City representative to execute the necessary grant documents.

STAFF RECOMMENDATION

Staff recommends adoption of the attached resolution authorizing the City of Big Lake Police Captain to execute grant agreements and amendments for the 2027 Towards Zero Deaths Traffic Safety Enforcement Grant Program. Approval of the resolution will allow staff to complete the online grant application and continue participation in this important state-funded traffic safety initiative.

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, August 19, 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 AUTHORIZING EXECUTION OF THE MINNESOTA DEPARTMENT OF PUBLIC
SAFETY TOWARDS ZERO DEATHS (TZD) TRAFFIC SAFETY ENFORCEMENT GRANT AGREEMENT**

WHEREAS, the Minnesota Department of Public Safety administers the Towards Zero Deaths (TZD) Traffic Safety Enforcement Grant Program to support traffic safety enforcement initiatives throughout the State of Minnesota; and

WHEREAS, the City of Big Lake Police Department desires to participate in the TZD Traffic Safety Enforcement Grant Program for the grant period of **October 1, 2026, through September 30, 2027**; and

WHEREAS, the Minnesota Department of Public Safety requires participating agencies to designate an authorized official to execute grant agreements, amendments, and other documents necessary to administer the grant.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the **Police Captain** is hereby authorized to execute the grant agreement with the Minnesota Department of Public Safety, together with any amendments or other documents necessary to implement the Towards Zero Deaths (TZD) Traffic Safety Enforcement Grant Program on behalf of the City of Big Lake Police Department for the grant period of October 1, 2026, through September 30, 2027.

BE IT FURTHER RESOLVED that the Police Captain is authorized to administer the grant in accordance with the terms and conditions of the grant agreement.

Adopted by the City Council of the City of Big Lake, Minnesota, this 19th day of August, 2026.

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 19th day of August, 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



AGENDA ITEM

Big Lake City Council

Prepared By: Sam Olson, Chief of Police	Meeting Date: 8/19/2026	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6L
Item Description: Approve Appointment of Zane Pepel to the Big Lake Police Reserve Unit		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 Zane Pepel to the Police Reserve Unit.

BACKGROUND/DISCUSSION

Zane Pepel has gone through the application, interview and backgrounding process to become a member of the Big Lake Police Department's Police Reserve Unit. It is the recommendation of the interview panel to move forward with bringing him on as a member of our Police Reserve Unit.

Zane grew up in Big Lake, graduating from Big Lake High School in 2019. Zane joined the Army National Guard in 2018 and has recently returned home from deployment. Zane currently resides in Monticello, and will be enrolling in a law enforcement program in the near future. Zane is eager to join the BLPD Reserve Unit to gain law enforcement experience, and to serve the Big Lake Community.

FINANCIAL IMPACT

Very minimal financial impact as this is a volunteer position. The Department provides uniforms and necessary protective equipment for its reserve officers, which are funded from the Police Budget in General Fund 101.

STAFF RECOMMENDATION

Staff recommends Council approve the appointment of Zane Pepel to the Big Lake Police Reserve Unit.

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Hanna Klimmek, City Administrator</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6M
Item Description: <i>International Union of Operating Engineers Local No. 49 Collective Bargaining Agreement</i>		Reviewed By: <i>Deb Wegeleben, Finance/HR Director & Soren Mattick, City Attorney</i>	
		Reviewed By: <i>Union Stewards; Joe Kautzman & Brandon Greenwald</i>	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the Collective Bargaining Agreement between the City of Big Lake and the International Union of Operating Engineer's, Local No. 49.

BACKGROUND/DISCUSSION

The City of Big Lake (represented by its City Attorney, Finance/HR Director, City Administrator, and the Labor Management Committee – Council Members Geroux and Seefeld) and the International Union of Engineer's, Local No. 49 (represented by its Business Representative and Union Stewards) started the negotiation process on June 9, 2026, and reached a tentative agreement on July 9, 2026.

The City Council went into Closed Session on July 15, 2026, to review the negotiation strategy that the Labor Management Committee recommended for City Council consideration.

The Union voted on the Agreement and deemed it as ratified on August 13, 2026.

The formal approval that is being considered on August 19, 2026, will execute the Collective Bargaining Agreement for calendar years 2027, 2028, and 2029.

FINANCIAL IMPACT

There will be increases in insurance contribution, clothing allowance, and wages, as outlined in Closed Session on July 15, 2026.

STAFF RECOMMENDATION

Consider and approve the Collective Bargaining Agreement between the City of Big Lake and the International Union of Operating Engineers, Local No. 49.

ATTACHMENTS

Collective Bargaining Agreement – 1/1/27 – 12/31/29

Collective Bargaining Agreement Between

THE CITY OF BIG LAKE

And

INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL NO. 49

January 1, 2027 through December 31, 2029



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ARTICLE 1: PURPOSE OF AGREEMENT

This Agreement is entered into between the City of Big Lake, hereinafter referred to as the, "Employer," and International Union of Engineers, Local No. 49, hereinafter referred to as the, "Union." It is the intent and purpose of this Agreement to:

- 1.1 Establish the foundation for a harmonious and effective labor-management relationship;
- 1.2 Establish certain hours, wages, and other conditions of employment;
- 1.3 Establish procedures for the resolution of disputes concerning the Agreement's interpretation and/or application; and
- 1.4 Place in written form the parties' full and complete agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2: RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative for all employees in the job classifications listed below who are public employees within the meaning of Minn. Stat. §179A.03, Subdivision 14 excluding supervisory, confidential, and all other employees:
 - Water / Wastewater Operator I
 - Water / Wastewater Operator II
 - Streets / Parks Operator I
 - Streets / Parks Operator II
 - Fleet Maintenance Worker
 - Foreman Streets / Parks
 - Foreman Water / Wastewater
 - Regular Part Time

ARTICLE 3: DEFINITIONS

- 3.1 **UNION:** The International Union of Operating Engineers, Local No. 49.
- 3.2 **EMPLOYER:** The City of Big Lake.
- 3.3 **UNION MEMBERS:** Members of the International Union of Operating Engineers, Local No. 49.
- 3.4 **EMPLOYEE:** A member of the exclusively recognized bargaining unit.
- 3.5 **BASE PAY RATE:** The employee's hourly rate exclusive of any special allowances.

- 3.6 CALL BACK:** Return of an employee to a specific work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.
- 3.7 COMPENSORY TIME:** Time off the employee's regularly scheduled work schedule with pay that is in lieu of cash overtime.
- 3.8 IMMEDIATE FAMILY:** Means spouse, children, stepchildren, parents, siblings, grandparents, or such other persons as the City Administrator deems appropriate.
- 3.9 PROBATION PERIOD:** Means six (6) months of continuous employment, or other time period required by the Appointing Authority, during which a newly hired or promoted regular employee must demonstrate fitness for the duties of the assigned position. The Appointing Authority may terminate a probationary employee any time in its sole discretion.
- 3.10 RESIGNATION IN GOOD STANDING:** An employee leaving service with the Employer after giving a two (2) week written notice, providing the employee has not been discharged for misconduct.

ARTICLE 4: EMPLOYER SECURITY

- 4.1** The Union agrees that during the life of this Agreement neither the Union, its officers or agents, nor any of the employees covered by this Agreement, will engage in, encourage, participate in, or support any strike, sympathy strike, slowdown, or other interruption of or interference with the normal functions of the Employer, except as specifically allowed by Public Employment Labor Relations Act of 1971, as amended.

ARTICLE 5: UNION SECURITY

- 5.1** The Employer agrees to deduct monthly Union dues in an amount designated by the Union from the pay of bargaining unit employees who authorize such a deduction in writing. In addition to the monthly Union dues, the Employer agrees to deduct a working dues assessment in the amount of one quarter of one percent (0.25% or 0.0025) of the employee's regular hourly wage for all hours worked up to 40 hours per week.

The Employer agrees to rely on a certification from the Union identifying employees who have authorized the Employer in writing to deduct such Union dues from their wages. Such authorization shall be effective until the Union notifies the Employer that an employee has changed or cancelled the employee's authorization in writing in accordance with the terms of the original authorization.

All Union dues and working dues collected by the Employer shall be remitted to the Union, along with a reporting form which states the employee's name, last four digits of their social security number, hours worked, and amount of Union dues deducted,

to the Union's office located at 2829 Anthony Lane South, Minneapolis, MN 55418 not later than the 15th day of the month following the month in which deductions were made.

- 5.2** The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgements brought or issues against the Employer by a Union member as a result of any action taken by the Employer under all provisions of this Agreement pertaining to dues or other Union approved deductions.
- 5.3** The Union may designate employees from the Bargaining Unit to act as stewards and will inform the Employer in writing of such choices and changes in the position of stewards immediately.
- 5.4** The Employer will make space available on a workplace bulletin board for the posting of Union notices and announcements and any other pertinent Union information.
- 5.5** With advance notice to the employee's immediate supervisor, the Employer agrees that during working hours, on the Employer's premises, and without loss of pay, the local Union president or designated Union representative shall be allowed reasonable time, which does not unduly interfere with his/her normal duties, to: post Union notices and announcements or consult with the Employer, its representative, local Union officers, or other Union representatives concerning grievances. Employees must keep track of their time spent on Union activities during the workday so that time can be reviewed for reasonableness by the Employer.
- 5.6** The Employer shall permit Union officers to utilize Employer voicemail and email systems only for the purpose of notifying Union members of Union membership meetings. Union officials may come onto the Employer's property to conduct Union business, but only after reasonable advanced notice to the Employer and only when it does not interfere with Employee's work duties.

ARTICLE 6: EMPLOYER AUTHORITY

- 6.1** The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct, and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

ARTICLE 7: SAVINGS CLAUSE

- 7.1** This Agreement is subject to the laws of the United States, the state of Minnesota, and the City of Big Lake. In the event that any provision of this Agreement shall be held to be contrary to the law by a Court of competent jurisdiction or administrative

agency from whose final judgment or decree no appeal is made within the time provided, or is in violation of legislative or administrative regulations such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions shall be renegotiated upon written request of either party.

ARTICLE 8: EMPLOYEE RIGHTS / GRIEVANCE PROCEDURE

- 8.1** A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 8.2 Union Representative.** The Employer will recognize representatives designated by the Union as the grievance representatives of the Bargaining Unit. The Union shall notify the Employer, in writing, of the names of such Union representatives and of their successors when so designated.
- 8.3 Processing a Grievance.** It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work of the Employer. Permission may be denied if it is determined by the Employer that current work needs to not permit interruption.
- 8.4 Procedure.** Grievances, as defined by Section 8.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violations has occurred, present such grievance to the Employer. At this Step, the grievance may be presented in writing. The Employer will discuss and give an answer, in writing, to such Step 1 grievance within seven (7) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within seven (7) calendar days after the Employer's final answer to Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Union the Employer's Step 2 answer in

writing within seven (7) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within seven (7) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 shall be submitted to arbitration. The Employer and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the rules established by the Bureau of Mediation Services. If the Union and the Employer are unable to agree on an arbitrator, they may request, from the Director of the Bureau of Mediation Services, a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name, the question will be decided by the flip of a coin.

8.5 Arbitrator's Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to decide on any other issue not submitted.

The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted to both parties in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. One Union steward shall receive their regular wages for the time spent in the actual arbitration proceeding if arbitration is during regular working hours. If either party desires a verbatim record of the proceedings, if my cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

WAIVER: If a grievance is not presented within the time limits set forth above, it shall be considered, "waived." If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last response if an Employer does not answer a grievance it is deemed denied.

ARTICLE 9: DISCIPLINE

- 9.1** For the purpose of this article, an employee shall be any employee having successfully completed the employee's probationary period.
- 9.2** The Employer will discipline employees for just cause only. Discipline will include one (1) or more of the following:
- Oral Reprimand
 - Written Reprimand
 - Suspension
 - Demotion, or
 - Discharge
- 9.3** Written reprimands, notices of suspensions, notices of demotion, and notices of discharge, which are to become part of an employee's personnel file, will be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. After 24-months, written reprimands will be removed from employee's personnel file provided the city's adopted and approved Data Retention Policy allows for the destruction.
- 9.4** Employees may examine their own individual personnel files in accordance with the Data Practices Act.
- 9.5** Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given adequate opportunity to have a Union representative present at such questioning.
- 9.6** Grievances relating to this article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

ARTICLE 10: JOB SAFETY / TRAINING

- 10.1** Accident and injury free operations shall be the goal of all Employers and employees. To this end, the Employer and employee will, to the best of their ability, abide by and live up to the requirements of all State and Federal Laws.
- 10.2** The Employer shall issue rules and notices to the employees regarding on-the-job safety requirements. No employee may be discharged for refusing to work under unsafe conditions.
- 10.3** The time an employee spends attending training, during their scheduled shift, approved by the Employer, shall be considered working hours for the purpose of computing wages and other benefits provided by this Agreement.

ARTICLE 11: WORK SCHEDULES

- 11.1** The sole authority in work schedules is the Employer. The normal, regular work

day shall consist of a nine (9) hour shift, Monday through Thursday, (6:30 am – 4:00 pm), and a four (4) hour shift on Friday (6:30 am – 10:30 am). The normal work week shall be forty (40) hours, Monday through Friday. Employees required to report to work outside of their normal working hours (6:30 am – 4:00 pm, Monday through Thursday, or 6:30 am – 10:30 am on Friday) for the sole purpose of snowplowing or snow removal, shall be compensated at the rate of one and one-half (1 ½) the rate of their regular pay for a minimum of one (1) hour and a maximum of two (2) hours. Public Works regular employees working a straight eight (8) hour shift shall have two (2) fifteen (15) minute paid breaks and an unpaid thirty (30) minute lunch period.

- 11.2 Weekend Duty.** Employees scheduled Saturday and Sunday shall receive a minimum of two (2) hours pay at one and one-half (1 ½) regular rate.

ARTICLE 12: OVERTIME PAY

- 12.1** Overtime is defined as work performed at the express authorization of the Employer in excess of forty (40) hours per week.
- 12.2** All hours worked shall include holidays, sick time, vacation, and compensatory time. For all hours worked in excess of forty (40) hours per week, employees have the option to use this time as compensatory time or paid overtime.
- 12.3 Compensatory Time.** Employees shall be permitted to accumulate hours worked over forty (40) hours as accumulated compensatory time. Annual accumulated compensatory time banked limit is fifty-six (56) hours. Annual compensatory time carryover limit from year to year is fifty-six (56) hours. Employees with fifty-six (56) hours of banked compensatory time shall be paid overtime until the compensatory time bank falls below fifty-six (56) hours. Employees shall be eligible to cash out all compensatory time at the end of the calendar year as long as the request is received by the Finance Department by December 1st. The payout request will be processed on the following payroll.
- 12.4** Employees may be required by their immediate supervisory, department director, of City Administrator to work beyond their normal work hours. The employee's supervisor must approve overtime hours in advance.
- 12.5** All full-time employees of the Bargaining Unit will be put on an overtime list. The order of the list will be by date of hire. Employees who are not scheduled to work (i.e., scheduled vacation, sick-time, comp. time, etc.) on the day(s) that overtime work is required by the Employer, will automatically forfeit overtime offerings. In such cases, if an employee is not eligible for overtime offerings, the Employer shall automatically offer those hours to the next eligible employee on the seniority list. All overtime offerings by the Employer and the overtime list will be tracked by hours offered and hours worked. Any employee turning down overtime offerings will be charged all hours offered. Any employee working overtime offerings will be paid for all hours worked. The overtime list will be administered by the

Employer and Local 49 Union steward. The overtime list shall be posed in an area accessible to the employees.

ARTICLE 13: ON-CALL / CALL BACK PAY

- 13.1** Public Works employees who are designated by their supervisor to serve in an on-call status, on behalf of the Employer, will receive the daily rate of fifty dollars (\$50.00) per day.
- 13.2** Minimum call back shall include calls to employees' home and will be paid at the rate of fifteen (15) minute increments and compensated at 1 ½ times the employees' regular base pay rate. Example: if a two (2) minute call is taken, the employee will receive fifteen (15) minutes of overtime pay. If a sixteen (16) minute call is taken, the employee shall receive thirty (30) minutes of overtime pay.
- 13.3** Snowplowing on-call schedule shall be posted in the Public Works lunchroom twelve (12) weeks in advance of the scheduled shift. The on-call list shall consist of no more than eight (8) Public Works employees at a time. Employees shall be allowed to change posted schedule three (3) days prior to the start of a scheduled shift.
- 13.4** Emergency calls shall consist of employees not scheduled on the on-call list and shall be compensated at the rate of two (2) hours of base pay at 1 ½ times the employee's base wage in addition to hours worked.
- 13.5** Employees who are called to respond to any emergency are expected to respond within one (1) hour.

ARTICLE 14: SENIORITY

- 14.1** Seniority will be determined by an employee's length of continuous, full-time service with the Employer and posted in an appropriate location.
- 14.2** Seniority will be the determining criterion for transfers, promotions, and layoffs when all job-relevant qualification factors are equal.
- 14.3** Seniority will be the determining criterion for recall when the job relevant qualification factors are equal. Recall rights under this provision will continue for twelve (12) months after layoff. Recalled employees shall have ten (10) working days after notification of recall by registered mail at the employees last known address to report to work or forfeit all recall rights.
- 14.4 Layoff:**
- The Employer shall determine the position(s) in the classification which are to be eliminated provided, however, that all employees in temporary and part-time positions shall be laid off before regular employees.

- In the event that a layoff becomes necessary, the Employer shall lay off employees in reverse order of their seniority as full-time regular employees. The Employer shall give written notice to the employee to be laid off with a copy to the Union at least fourteen (14) calendar days prior to the effective date of the layoff whenever practical.
- An employee who is laid off may exercise their seniority to displace (bump) the least senior employee in a unit in which the employee is qualified. Employer and Union will meet and confer over qualifications.

ARTICLE 15: JOB VACANCIES

- 15.1 Posting Vacancies.** Notice of all permanent vacancies and newly created positions shall be posted on bulletin boards and the employees must be provided five (5) working days' time in which to make application for such vacancy or new position. After five (5) working days, the Employer will post the position externally.

ARTICLE 16: PROBATIONARY PERIOD

- 16.1** All newly hired or rehired employees will serve a six (6) month probationary period. The Employer may extend this probation up to an additional six (6) months at the sole discretion of the Employer. At any time during the probationary period, a probationary employee may be terminated at the sole discretion of the Employer. Employer must notify the Union of extension. Probationary periods may be extended by an unpaid leave of absence, for example.
- 16.2** Employees promoted or appointed to a new position must successfully complete a six (6) month calendar day promotion probationary period. Employee shall have thirty (30) days during the promotion period to return to their previous position.

ARTICLE 17: COMPENSATION

- 17.1 Rates of Pay.** Employees covered by this Agreement shall be compensated in accordance with the salary schedule marked, "**Appendix A**" attached hereto and made a part of this Agreement.
- 17.2** Employee accepting promotion shall not be paid an hourly wage less than previous held position.
- 17.3** Employees who, with permission from Employer, obtain licensing or certifications qualifying employee for a higher pay grade upon completion of the requirements shall be placed on a step within the new job class that is the higher than and closest to their current pay. The placement shall take place within thirty (30) days of verification by the Employer. If employee does not obtain Employer's permission to obtain licenses or certificate, the Employer is not required to change employee's pay.

- 17.4** The Employer has sole authority to authorize any training or certification courses. The Employer shall reimburse employees for all license and certification courses taken that relate directly to the employee's duties.

ARTICLE 18: VACATIONS

- 18.1** For determining an employee's vacation accrual rate, years of service will include all continuous time the employee has worked for the Employer (including authorized unpaid leave). Employees who are rehired after terminating employment will not receive credit for their prior service. Vacation accrual rate is defined as:

<u>Years of Service</u>	<u>Accrual Rate</u>
0-36 Months	12 Days or 3.70 Hours/Payroll
36 Months Plus One (1) Day	18 Days or 5.54 Hours/Payroll
84 Months Plus One (1) Day	20 Days or 6.16 Hours/Payroll
168 Months Plus One (1) Day	24 Days or 7.39 Hours/Payroll

- 18.2** Employees may accrue vacation leave up to a maximum of twenty-five (25) days or 200 hours to be carried over to the next year. Any vacation accrual above the twenty-five (25) or 200 hours at the end of December 31st must be approved by the Employer.
- 18.3** Vacation leave with pay may not be taken unless it has been earned. Vacation can be requested in increments as small as quarter hour increments and up to 160 consecutive hours of the total accrued leave balance.
- 18.4** Employees are allowed to transfer accrued vacation to sick leave for another employee under certain health related circumstances. The Employer reserves the right to transfer on a case-by-case basis.
- 18.5** Employees who terminate employment with vacation leave time remaining shall be paid for their accrued vacation leave. If resigning in good standing after completing at least 2080 hours of employment and signing a waiver of claims.
- 18.6** For the purpose of accumulating additional vacation leave an employee using vacation, comp. time used, or on paid sick leave is considered to be working. If a paid holiday falls during an employee's vacation, the employee will not be charge vacation time for the period of the holiday.
- 18.7** Three employees will be allowed off at a time for bid vacation. Request for day at a time vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and the City Administrator.
- 18.8** Vacation leave does not accrue during an unpaid leave of absence.

- 18.9** Employees serving a probationary period accrues vacation but are not eligible to use vacation until the probationary period is complete.

ARTICLE 19: LEAVE

- 19.1** All regular full-time employees shall earn sick leave at the rate of one (1) day per month; 3.70 hours per payroll not to exceed 800 hours (100 days).
- 19.2** If at the end of the calendar year, an employee has accumulated over 800 hours (100 days), the employee is allowed to make a one (1) time selection per year between the following alternatives (must be submitted to the Finance Department by December 15 of the year):
- Four (4) hours of pay at the employee's regular rate of pay for every eight (8) hours of sick leave accumulated beyond the 800 hours (100 days).
 - Four (4) hours of vacation for every eight (8) hours of sick leave accumulated beyond 800 hours (100 days). Useable only during the next fiscal year.
- 19.3** Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.
- 19.4** Pursuant to Minn. Stat. 181.9413, eligible employees may use up to 160 hours of sick leave in any twelve (12) month calendar period for absences due to an illness or injury to the employee's adult child, spouse, sibling, parent, grandparent, step-parent, parent-in-laws (mother-in-law's and father-in-law's), and grandchildren (biological adopted or foster grandchildren).
- 19.5** Regular, full-time employees who separated from employment with the Employer in good standing provided the following conditions are satisfied, shall be entitled to up to one hundred eighty (180) hours of accumulated sick leave to be paid to the employee upon retirement or resigning from the Employer.
- The employee must provide written notice of his/her resignation to the Employer at least two (2) weeks in advance of the employee's last day of work.
 - The employee must sign a waiver of claims.
- 19.6 Active Worker's Compensation.** Employees receiving Worker's Compensation benefits because of job connected injury or sickness shall, if he/she assigns his/her check to the Employer, receive full wages for that period for a maximum of ninety (90) days. Or, if any employee is receiving Worker's Compensation benefits and does not assign his/her check, he/she will be paid for the difference between the Worker's Compensation allowance and his/her regular weekly pay for maximum of ninety (90) days.
- 19.7** Sick leave shall then be figured on a pro-rated basis with no deduction of leave being made for that portion of the employee's absence, which is covered by Worker's Compensation insurance.

19.8 Sick leave does not accrue during an unpaid leave of absence.

19.9 Part-time and temporary or seasonal employees will not earn or accrue sick leave. **19.10 Funerals.** All funeral leave must be taken in compliance with the City's personnel policy.

19.11 Regular employees are granted two (2) days of personal leave each calendar year for personal preference. This leave is subject to prior approval of the supervisor and is granted with pay. Personal leave is deducted from accrued sick leave. Employees not yet completed their training period are not entitled to personal leave.

ARTICLE 20: INSURANCE

20.1 The employees are eligible for coverage from the Operating Engineers Local No. 49 Health and Welfare Fund. The terms of the Trust Agreement establishing the Health and Welfare Fund is hereby incorporated as a part hereof. The Employer agrees to make monthly contributions to the Health and Welfare Fund and will execute a separation of participation agreement regarding those contributions.

- From January 1, 2027 to December 31, 2027, the Employer shall contribute \$1,405.00 of the total premium.
- Effective January 1, 2028, the Employer shall increase its contribution to the total premium by seventy percent (70%) of the premium rate increase for that year.
- Effective January 1, 2029, the Employer shall increase its contribution to the total premium by seventy percent (70%) of the premium rate increase for that year.

20.2 In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations, or cause the Employer to be subject to a penalty, tax, or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid/minimize penalties, taxes, or fines for the Employer.

20.3 No other insurance (e.g., dental, disability, life, etc.) will be provided by the Employer.

ARTICLE 21: HOLIDAYS

21.1 Recognized Holidays. Holidays include the following:

- | | |
|--------------------------|-------------------------|
| • New Year's Day | January 1 |
| • Martin Luther Kind Day | Third Monday, January |
| • President's Day | Third Monday, February |
| • Memorial Day | Last Monday, May |
| • Juneteenth | June 19 |
| • Independence Day | July 4 |
| • Labor Day | First Monday, September |

- | | |
|--|---------------------------|
| • Columbus Day | October 9 |
| • Veteran's Day | November 11 |
| • Thanksgiving Day | Fourth Thursday, November |
| • Christmas Day | December 25 |
| • Two (2) Floating Holidays
(Per Calendar Year) | January 1 – December 31 |

- For employees whose normal work scheduled is Monday through Friday, the holiday days which fall on a Saturday will be observed the following Monday.
- Employees scheduled to work on any recognized and observed holidays will receive one-and-one-half (1 ½) their regular hourly rate for the hours worked on that day.
- Regular, full-time employees shall be paid at their regular rate of pay for each of the official holidays.

ARTICLE 22: UNIFORMS

- 22.1** Employer shall provide rental shirts and pants with weekly laundry service.
- 22.2** Effective January 1, 2027, the Employer agrees to provide employees with a stipend in the amount of four hundred dollars (\$400.00) per calendar year for the purchase of boots and appropriate work attire. The stipend shall be paid to employees on their second payroll in January of each year.
- 22.3** Employer will provide personal protection equipment to all employees to include leather gloves, safety glasses, and high visible clothing and safety sunglasses.
- 22.4 Cellular Phones.** Employees who are required to provide their personal cell phone number to the Employer will be reimbursed at the rate of fifty dollars (\$50.00) per month. Employees may have reasonable personal use of the phone.

ARTICLE 23: PENSION FUND

- 23.1** The International Union of Operating Engineers and Participating Employers maintains a pension fund in accordance with the terms of the Restated Agreement and Declaration Trust of the Central Pension and the Plan of Benefits ("Central Pension Fund"). Minnesota Statutes, Section 356.24, subd. 1(10) expressly authorizes the Employer to contribute public funds to the Central Pension Fund for employees covered by this Agreement and pursuant to the fund contribution rate set forth herein, not to exceed \$10,000 per year per covered employee. Section 4.1 of the Restated Agreement and Declaration of Trust of the Central Pension Fund and Section 13.01 of the Plan of Benefits only permit Employer contributions to the Central Pension Fund.
- 23.2** Effective the first full pay period of January 2027, the Employer agrees to contribute to the Central Pension Fund on a pre-tax basis in an amount

calculated as follows, and not to exceed \$10,000 per year per covered employee:

- The contribution rate will be applied to all straight-time hours worked, including vacation, holiday, compensatory, and sick time, but excluding overtime.
- The base Central Pension Fund contribution rate shall be \$1.00 per straight-time hour worked. This base contribution rate may be amended by a majority vote of Union Members, whereby the Union and the Employer agree to collaboratively implement such approved changes as soon as practicable.
- For purposes of determining future wage rates, the Employer shall apply the applicable wage multiplier to the base contribution rate, then reduce the revised wage by the base contribution rate.
- For purposes of determining overtime compensation, the Employer shall apply the applicable 1.5 wage multiplier required under the Fair Labor Standards Act (FLSA) and this Agreement to the base contribution rate.

23.3 The Employer shall remit the Central Pension Fund contribution directly to the Central Pension Fund at P.O. Box 223115, Pittsburgh, PA 15251-2115.

23.4 The parties agree that the Public Employees Retirement Association (PERA) interprets Employer contributions to the Central Pension Fund as being included in determining “salary” for the purposes of the public pension. The parties agree to abide by the terms and conditions of the Restated Agreement and Declaration of Trust and the Plan of Benefits of the Central Pension Fund.

ARTICLE 24: LEGAL PROTECTION

24.1 The Employer shall provide, through insurance coverage or otherwise defense, necessary legal expenses and costs to any employee against whom a claim is made or a lawsuit is commenced, which is based upon the conduct of the employee acting in the course of this employment, except for intentional torts and crimes of ordinance violations knowingly committed by such employee.

ARTICLE 25: WAIVER

25.1 Any and all prior agreements, resolutions, practices, policies, rules, and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this Agreement are hereby superseded.

25.2 The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements understandings arrived at by the parties are set forth in writing in this Agreement. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this Agreement, even though such terms or

conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed.

25.3 There is no past practice established prior to the signing of this Agreement.

ARTICLE 26: DURATION

26.1 This Agreement shall be in effect from and shall remain in effect **January 1, 2027 until December 31, 2029**. This Agreement shall automatically renew itself thereafter until and unless either party, at least one hundred twenty (120) days prior to termination of this Agreement, notifies the other party in writing of its desire to modify or change the Agreement.

IN WITNESS WHEREOF, on this _____ day of _____, 2026 the parties hereto have set their signatures.

CITY OF BIG LAKE

**INTERNATIONAL UNION OF
OPERATING ENGINEERS, LOCAL
NO. 49**

Mayor, Paul Knier

Business Representative, Dan Revier

City Clerk, Gina Wolbeck

Business Manager, Ryan Davies

Union Steward, Joe Kautzman

APPENDIX “A”

2027 General Adjustment – Effective on the first day of the pay period immediately following January 1, 2027, Employees covered by this Agreement shall receive a 4% general increase.

2028 General Adjustment – Effective on the first day of the pay period immediately following January 1, 2028, Employees covered by this Agreement shall receive a 4% general increase.

2029 General Adjustment – Effective on the first day of the pay period immediately following January 1, 2029, Employees covered by this Agreement shall receive a 4% general increase.

For each year under this Agreement, Employees within the step system shall continue to receive any applicable step increases in addition to the general increase for that year. Employees at the maximum step increase will only receive the general increase.

Public Works Union Staff

2027 Wage Scale		Steps								
Grade	Position	1	2	3	4	5	6	7	8	9
8	Street/Parks Operator I	28.31	29.16	30.02	30.94	31.86	32.81	33.80	34.82	35.85
9	Water/Wastewater Operator I	30.00	30.90	31.81	32.78	33.76	34.77	35.81	36.88	37.99
10	Street/Parks Operator II	31.79	32.75	33.72	34.75	35.77	36.85	37.96	39.10	40.28
11	Water/Wastewater Operator II	33.70	34.71	35.73	36.83	37.93	39.07	40.24	41.45	42.69
11	Fleet Maintenance Worker	33.70	34.71	35.73	36.83	37.93	39.07	40.24	41.45	42.69
13	Foreman - Streets & Parks	37.86	39.00	40.17	41.38	42.62	43.89	45.21	46.57	47.97
13	Foreman - Water/Wastewater	37.86	39.00	40.17	41.38	42.62	43.89	45.21	46.57	47.97

Public Works Union Staff

2028 Wage Scale		Steps								
Grade	Position	1	2	3	4	5	6	7	8	9
8	Street/Parks Operator I	29.44	30.33	31.23	32.18	33.13	34.12	35.15	36.21	37.28
9	Water/Wastewater Operator I	31.20	32.13	33.09	34.09	35.11	36.16	37.24	38.35	39.51
10	Street/Parks Operator II	33.06	34.06	35.07	36.14	37.20	38.32	39.48	40.67	41.89
11	Water/Wastewater Operator II	35.04	36.10	37.16	38.30	39.45	40.64	41.85	43.11	44.40
11	Fleet Maintenance Worker	35.04	36.10	37.16	38.30	39.45	40.64	41.85	43.11	44.40
13	Foreman - Streets & Parks	39.37	40.56	41.78	43.04	44.32	45.64	47.02	48.43	49.89
13	Foreman - Water/Wastewater	39.37	40.56	41.78	43.04	44.32	45.64	47.02	48.43	49.89

Public Works Union Staff

2029 Wage Scale		Steps								
Grade	Position	1	2	3	4	5	6	7	8	9
8	Street/Parks Operator I	30.61	31.54	32.47	33.46	34.46	35.49	36.56	37.66	38.77
9	Water/Wastewater Operator I	32.45	33.42	34.40	35.46	36.51	37.61	38.73	39.89	41.09
10	Street/Parks Operator II	34.39	35.42	36.47	37.58	38.69	39.86	41.06	42.29	43.57
11	Water/Wastewater Operator II	36.45	37.54	38.65	39.84	41.02	42.25	43.52	44.83	46.18
11	Fleet Maintenance Worker	36.45	37.54	38.65	39.84	41.02	42.25	43.52	44.83	46.18
13	Foreman - Streets & Parks	40.95	42.18	43.45	44.75	46.09	47.48	48.90	50.37	51.88
13	Foreman - Water/Wastewater	40.95	42.18	43.45	44.75	46.09	47.48	48.90	50.37	51.88



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Layne R. Otteson, City Engineer</i> <i>ENG26-043</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 6N
Item Description: <i>Connexus Energy Outdoor Lighting Energy and Maintenance Agreement for Prairie Rose</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 an Outdoor Lighting Energy and Maintenance Agreement with Connexus Energy to provide street lighting services within the first phase of the Prairie Rose development.

BACKGROUND/DISCUSSION

Standard development requirement is for developers to provide street lighting to new developments. The developer provides a lighting plan to the City for review and approval. After installation, the City assumes responsibility and enters into agreements with the provider for maintenance and monthly energy. The "Outdoor Lighting Energy and Maintenance Agreement" requires Connexus to maintain a lighting system for 25 years.

This work includes 5 new fiberglass poles with Traditionairre light fixtures with an underground electric cable system for the first phase of the plat. The location of lights are at intersections and no farther than 500 feet apart meeting City lighting standards. The light style matches the surrounding residential area. Monthly energy and maintenance is \$7.50 per fixture.

FINANCIAL IMPACT

The installation cost is paid by the developers. The monthly maintenance and energy fee will be through the City's General Fund. Big Lake residents pay a monthly lighting fee supporting existing and new lighting.

STAFF RECOMMENDATION

Staff recommends that Council approve the Agreement as presented.

ATTACHMENTS

Connexus Energy Outdoor Lighting Energy and Maintenance Agreement for Prairie Rose

Outdoor Lighting

your most powerful membership[®]

Energy and Maintenance Agreement

CITY OF BIG LAKE
160 LAKE ST N
BIG LAKE MN 55309

Account #390212-173196

Location: PRAIRIE ROSE (Service order: SORD000W2601819)

Connexus Energy shall provide the energy and maintenance for the outdoor lighting system as detailed below:

- (5) LED Outdoor LED TRADITIONAITRE Light fixture installed on a smooth fiberglass pole.

The current energy and maintenance rate for these fixtures is \$7.50 per month per fixture. This rate adheres to Connexus Energy's published rate schedule and is subject to change.

Maintenance of the fixtures, including lamp replacement, will be provided by Connexus Energy for a period of 25 years (According to Connexus Energy's Outdoor Lighting Guidelines). If, in Connexus Energy's opinion, after 25 years, the condition of the outdoor lighting system is such that replacement or significant renovation is necessary (due to deterioration from age), the customer will be responsible for the replacement cost.

Please indicate your acceptance of this monthly Energy and Maintenance Agreement by signing the line below and returning it in the envelope provided.

Sincerely,

Candi Swenson
Engineering Services Specialist

July 30, 2026

(Accepted By)

(Date)

(Print Name)

(Title)

Quote Number	LGT0001272
Date	7/30/2026
Customer ID	904548
Service Order	SORD000W2601819
Representative	candjohn
Page	1

CC COPY

Quantity	U of M	Unit Price	Description	Ext. Price
5	EA	\$2,050.00	COMPLETE LIGHT FIXTURE(S)	\$10,250.00
825	EA	\$3.65	LIGHTING CONDUCTOR	\$3,011.25
Subtotal:				\$13,261.25
Tax:				\$0.00
Total:				\$13,261.25

- Detach Along Line

Please Remit with Payment!

Quote: LGT0001272
Service Order: SORD000W2601819
Due Date: Upon Receipt

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Layne R. Otteson, City Engineer</i> <i>ENG 26-042</i>	Meeting Date: <i>8/19/2026</i>	☐ Regular Agenda Item ☒ Consent Agenda Item	Item No. 60
Item Description: <i>Change Order No. 1 for the Chosen Valley Testing, Inc. Contract to Provide Material Testing Services on the 2026 Street and Utility 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 Change Order No. 1 for the Chosen Valley Testing, Inc. Contract to provide material testing services on the 2026 Street and Utility Improvement Project ST2026-1 in the amount of \$3,718 thereby increasing the Contract amount to \$7,397.

BACKGROUND/DISCUSSION

The design of Minnesota Avenue required soil borings this spring and was performed by Chosen Valley Testing in the amount of \$3,679. They completed the work, and the boring report was acceptable. The construction of Minnesota Avenue requires material testing for trench density, aggregate base, concrete, and bituminous to ensure quality control.

Quotes were requested to perform a specific list of tests identified by the City Engineer. The two quotes received were in the amounts of \$3,718 and \$7,270 (attached). The low quote was submitted by Chosen Valley Testing. Final testing costs are subject to changing field conditions and requests by the City Engineer but is estimated to be a project **cost increase of \$3,718.**

FINANCIAL IMPACT

The additional cost of this work will be paid using General Funds (CIP), which is supported by special assessments. The cost of testing will be specially assessed to 3 adjacent properties per State Statute Chapter 429.

STAFF RECOMMENDATION

Staff recommends the City Council approve Change Order No. 1 and revise the contract amount.

ATTACHMENTS

Change Order No. 1 for material testing
Material testing quotes (2 vendors)

Change Order No. 1

CITY OF BIG LAKE
ENGINEERING DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE, MN 55309

Chosen Valley Testing
414 37th Avenue North
St. Cloud, MN 56303

August 19, 2026

SUBJECT: Change Order No. 1 – Material testing for 2026 Street & Utility Improvement Project No. ST2026-1

Gentlemen:

You are hereby ordered, authorized, and instructed to modify your contract for material testing for the 2026 Street and Utility Improvement Project No. ST2026-1 by adding the following work items:

No.	Description	Estimated Cost
1	Earthwork – trench density	\$ 1,460
2	Concrete testing – air, slump, cylinders	\$ 1,080
3	Aggregate and bituminous testing	\$ 878
4	Administration and Reporting	\$ 300
Total Estimated Costs for Material Testing		\$3,718.00

Submitted and approved by Layne Otteson, City Engineer, on the 19th day of August, 2026.

Layne Otteson, City Engineer

Approved and accepted this _____ day of _____, 2026 by Chosen Valley Testing, Inc.

Chosen Valley Testing, Inc. Representative

Approved and accepted this 19th day of August, 2026 by the CITY OF BIG LAKE

Paul Knier, Mayor

Gina Wolbeck, City Clerk



7/24/2026

Chosen Valley Testing, Inc.

Geotechnical Engineering and Testing, 414 37th Avenue North, St. Cloud, Minnesota 56303 - (320) 774-3500 - stcloud@cvtesting.com

Layne R. Otteson

City of Big Lake

160 North Lake Street

Big Lake, MN

Cost Estimate for Construction Testing Services

2026 Street & Utility Improvement Project

No. ST2026-1

Big Lake, MN

Chosen Valley Testing, Inc. is pleased to submit this proposal for construction material testing services for the proposed 2026 Street & Utility Improvement Project in Big Lake, MN. Services for the project would be provided by personnel and equipment from our laboratory in St. Cloud, Minnesota.

Execution of Costs

The costs for the work will depend on the project schedule and other factors. The tabulation below summarizes our estimated total costs per type of testing/inspection and our perception of how this project might be completed. All services will be provided on a unit cost basis and the client would only be invoiced for actual services provided.

EARTHWORK	\$1,460
CONCRETE	\$1,080
BITUMINOUS	\$878
ADMINISTRATION, PROJECT MANAGEMENT, & REPORTING	\$300
TOTAL ESTIMATED COSTS FOR TESTING & INSPECTIONS	\$3,718.00

Cost & Scheduling Considerations

Our proposed costs are based on our interpretation of the project requirements and typical contractor progress under standard working conditions. Actual costs may vary depending on the project schedule, scope, or changes in work requirements. Should your interpretation of the project scope or timeline differ from ours, we are happy to provide a revised cost proposal reflecting your specific schedule and expectations.

The rates provided assume work will be performed during normal business hours, generally between 8:00 AM and 5:00 PM on weekdays. Work performed outside these hours will be subject to overtime charges. CVT requires a minimum of 24 hours' notice for any field services.

The unit rates presented herein are valid for a period of one hundred twenty (120) days from the date of this proposal. After this period, CVT reserves the right to review and adjust rates as necessary to reflect current labor, equipment, and operating costs.

Remarks

We appreciate the opportunity to propose construction materials testing services to you on this project. Please feel free to call us at 320-774-3500, if you have any questions or desire further information.

Weston Nordhausen, Branch Manager

EXHIBIT A

SCOPE OF SERVICES

Earthwork & Compaction Testing

We have a copy of the plans, specifications, and geotechnical evaluation. Our personnel would evaluate the bearing conditions during construction. The special inspection statement schedule indicates that verification of site preparation, fill material and lift thickness, and fill compaction density testing is to be performed by the testing agency. Our findings and recommendations would be summarized in daily reports to the client. Compaction test reports would also be issued as results become available.

	QTY	RATE	UNITS	TOTAL
Field Density Technician	6	\$84	/hr	\$504
Proctors ASTM D698 (Sand)	1	\$160	/test	\$160
Double Ring Infiltrometer Test	1	\$700	/test	\$700
Trip Fee	3	\$60	/trip	\$180
Total for Earthwork & Compaction Testing				\$1,544

Assumptions:

Our field services will be performed by a engineering technician, working under the direct supervision of our project engineer. We have included an additional 2 site visits for performing compaction testing of trenches. We included 1 double ring infiltration test.

A Proctor test will be required for each soil type used as fill. The Proctor moisture-density tests will be performed in accordance with ASTM D 698 (standard method). We estimated 1 proctor would be required for the project.

Concrete Reinforcement Observations & Testing

Concrete reinforcement observations and testing would be performed. Concrete testing would consist of slump, one air content, temperature, and cylinder testing on each day that concrete is placed. CVT will cast one set of 3 cylinders for each day's pour for every 150 cubic yards or fraction thereof.

	QTY	RATE	UNITS	TOTAL
Concrete Field Technician	5	\$84	/hr	\$420
Sample Pickup Technician	3	\$84	/hr	\$252
Cylinders (4"x8")	6	\$28	/cylinder	\$168
Trip Fee	4	\$60	/trip	\$240
Total for Concrete Reinforcement & Testing				\$1,080

Assumptions:

We estimated a total of 2 site visits for exterior concrete; sidewalks & curb/gutter. We included 2 site visits for picking up concrete cylinders.

Bituminous

We have included costs for sampling bituminous to perform laboratory testing to determine asphalt content, aggregate gradation, and compliance with applicable project requirements.

QTY	RATE	UNITS	TOTAL
-----	------	-------	-------

Bituminous Sampling Technician	2	\$84	/hr	\$168
Bituminous Properties	1	\$650	/sample	\$650
Trip Fee	1	\$60	/trip	\$60
Total for Bituminous Testing				\$878

Assumptions:

We have included costs for 1 site visits for bituminous observations and testing. We also included costs for 1 set of bituminous properties tests.

Administrative, Project Management, & Summary Report

Reports would be issued electronically at the frequencies required. We have included a lump sum for our project engineer and project manager to review the project data and prepare reports as needed. The results of our tests and evaluations would be reported to you as they become available, and within the terms required in the specification. Failing tests would be verbally reported ahead of the typed reports for any corrective action (if necessary).

	QTY	RATE	UNITS	TOTAL
Administration, PM, & Summary Report	1	\$300	/LS	\$300
Total for Administration				\$300

Fee Estimate
10015587_001

2026 Street and Utility Improvement Project NO. ST2026-1

Client:

City of Big Lake
Layne Otteson
160 Lake St N
Big Lake, MN 55309-7500
(763) 251-2984

Work Site Address:

321 County Road 43 North
Big Lake, Minnesota 55309

	Qty/Hours	Rate	Amount
Task 1: Construction Materials Testing			
Subtask 1.1: Soils			\$523.50
Soil Compaction Testing - Nuclear	4.25	102.00	\$433.50
Sanitary Sewer Trench Backfill	1 Trip @ 2.25 Hr	2.25	
Watermain Trench Backfill	1 Trip @ 2 Hr	2.00	
Trip Charge	2.00	45.00	\$90.00
Subtask 1.2: Concrete			\$912.00
Concrete Testing	5.50	102.00	\$561.00
Curb & Gutter	1 Trip @ 2.75 Hr	2.75	
Sidewalk	1 Trip @ 2.75 Hr	2.75	
Concrete Cylinder Pick Up	3.00	102.00	\$306.00
Cylinder Pick-Up	2 Trips @ 1.5 Hr	3.00	
Trip Charge	1.00	45.00	\$45.00
Subtask 1.3: Pavement			\$337.50
Asphalt Verification Testing	2.25	130.00	\$292.50
Bituminous Sampling Wear Course from Behind Paver	1 Trip @ 2.25 Hr	2.25	
Trip Charge	1.00	45.00	\$45.00
Subtask 1.4: Double Ring Infiltrometer			\$1,475.00
Double-ring Infiltrometer Granular ASTM D3385 Labor & Equip	1.00	1,350.00	\$1,350.00
Trip Charge - From Supporting Office	1.00	125.00	\$125.00
Subtask 1.5: Laboratory			\$1,703.00
Concrete Compressive Strength Cylinders ASTM C39 each	6.00	45.00	\$270.00
Soil Proctor MD Relationship (Standard) ASTM D698 each	3.00	216.00	\$648.00
MnDOT Verification Without Percent Crush & FAA	1.00	785.00	\$785.00
Subtask 1.6: Project Management			\$2,319.00
Project Manager	2.00	198.00	\$396.00
Project Control Specialist I	1.50	164.00	\$246.00
Project Assistant	1.00	102.00	\$102.00
Senior Engineer	1.00	225.00	\$225.00
Double-ring Infiltrometer Granular ASTM D3385 Labor & Equip	1.00	1,350.00	\$1,350.00
Task 1 Total:			\$7,270.00
Project Total			\$7,270.00



AGENDA ITEM

Big Lake City Council

Prepared By: <i>Gina Wolbeck, City Clerk</i>	Meeting Date: <i>08/19/26</i>	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7A
Item Description: <i>Big Lake Ambassador Program</i>		Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
		Reviewed By: <i>N/A</i>	

ACTION REQUESTED

No action required.

BACKGROUND/DISCUSSION

Representatives from the Big Lake Ambassador Program have been invited to attend the August 19, 2026 City Council Meeting to provide information on the Ambassador Program and to introduce the recently crowned Ambassadors.

The outgoing 2025-2026 Ambassadors are:

- Senior Ambassadors – Addie Rahn and Kallie McDonald
- Junior Ambassadors – Maci Nelson, Anna Rain and Brylee Boudin

The recently crowned 2026-2027 Ambassadors are:

- Senior Ambassadors – Lily Gleason and Julia Traugott
- Junior Ambassadors – Sophia Chalupnik and Haylee Schleif

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A





AGENDA ITEM

Big Lake City Council

Prepared By: Norm Michels, Streets/Parks/Fleet Superintendent	Meeting Date: 8/19/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7B
Item Description: Vincent Kaczor Eagle Scout Project Proposal		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Deb Wegeleben, Finance Director	

ACTION REQUESTED

Motion to approve the Vincent Kaczor Eagle Scout Archery Range Project at River Oaks Park.

BACKGROUND/DISCUSSION

Vincent Kaczor will be in attendance at the August 19 City Council Meeting to present his Eagle Scout project proposal to build archery range at River Oaks Park in Big Lake.

In 2024, Council directed staff to look into adding an archery range to the city's park system. Staff began researching archery range options in 2025. In the spring of 2026 staff was approached by Vincent Kaczor regarding adding an archery range at an existing park in Big Lake.

Staff researched other cities that have archery ranges and worked with Kaczor on possible locations and design options that would best fit at an existing park in Big Lake. It was decided that River Oaks Park would be the best location for a possible archery, keeping safety the highest priority. The site would require a couple small trees and brush to be removed and the disc golf practice range to be relocated.

Due to the scope of the project, Public Works staff will provide all heavy equipment operation and major construction. Mr. Kaczor will be assisting in measuring out the site, and installing posts for hanging the targets and signage. Mr. Kaczor will be providing construction overview during the build-out of the project.

Proposed Layout –

- The proposed shooting lanes would consist of the following
 - Two 20-yard lanes
 - Two 40-yard lanes
 - Two 60-yard lanes
- 10-foot-wide x 6-foot-high dirt berms would be constructed at the range. The northern range border would be 200 feet long, and the southern border would be 80 feet long with heavy tree cover providing additional coverage. Also proposed is a 10ft x 80ft shooting station consisting of crushed concrete, and two 5-foot-wide crushed concrete walking paths for access to the targets.

- Caution signage would be installed along the entire perimeter of the range. Staff is also proposing install of a larger sign at the entrance identifying rules/regulations for use of the archery range.

Mr. Kaczor presented this item to the Parks Advisory Committee (PAC) at their meeting on July 27, 2026. The PAC voted unanimously in support of the project and recommended it move forward to the City Council for consideration. Upon Council approval of the project, Mr. Kaczor is ready to get started as soon as possible, with the goal for the project to be completed by October 2026.

FINANCIAL IMPACT

Funding for an Archery Range Project at River Oaks Park would come from Parks/Trails CIP Fund 195.

Estimated Costs –

Installation/Construction

Crushed Concrete	\$ 500
Targets	\$ 800
Grass Seed	\$ 200
Misc. Hardware	\$ 150
Signage	\$1,500
Dirt Berms	<u>\$ 0.00</u> as we have enough dirt stored to fully construct dirt berms
Total	\$3,150 (estimated install/construction cost)

Annual Costs

Target Maintenance \$ 300

STAFF RECOMMENDATION

Staff recommends Council approval of construction of an archery range at River Oaks Park.

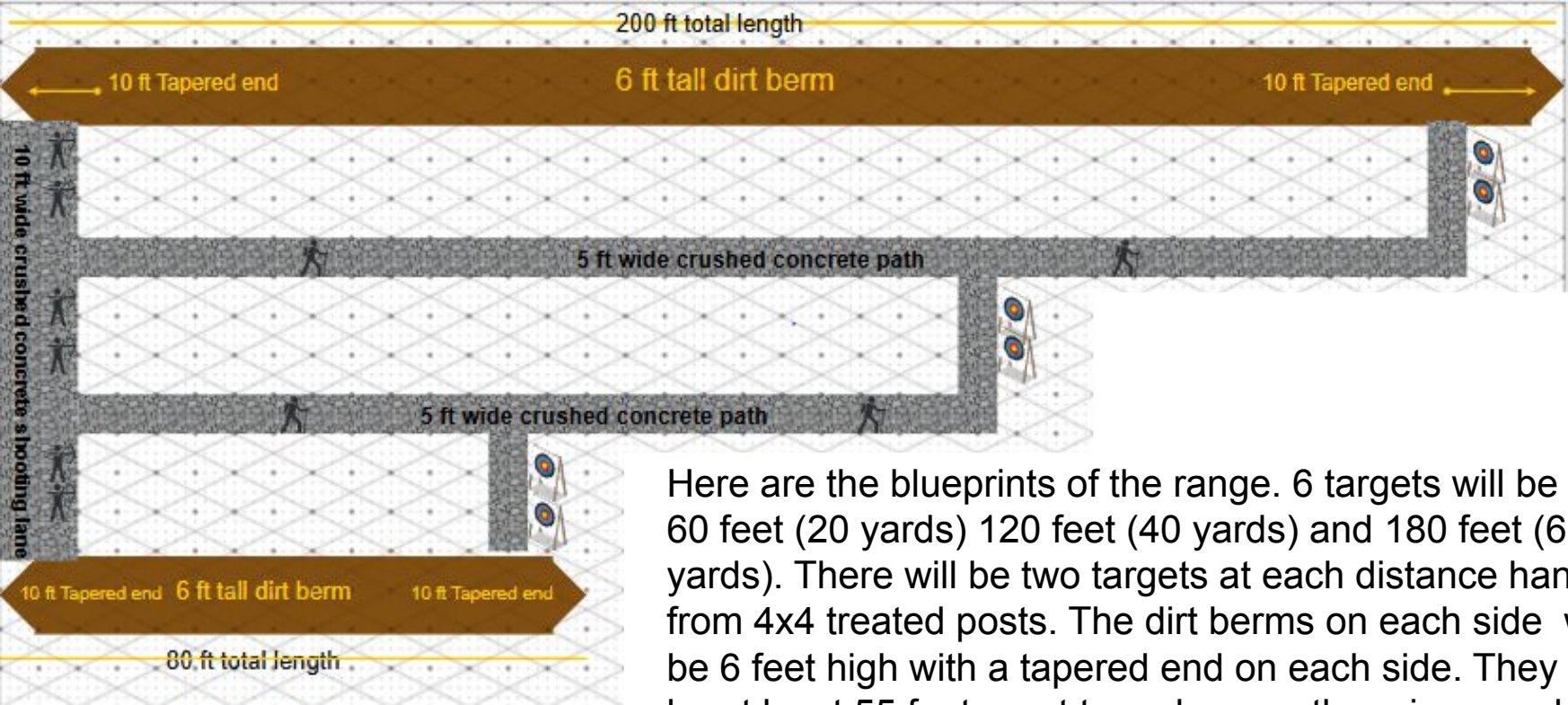
ATTACHMENTS

Vincent Kaczor Archery Range Presentation/Blueprints

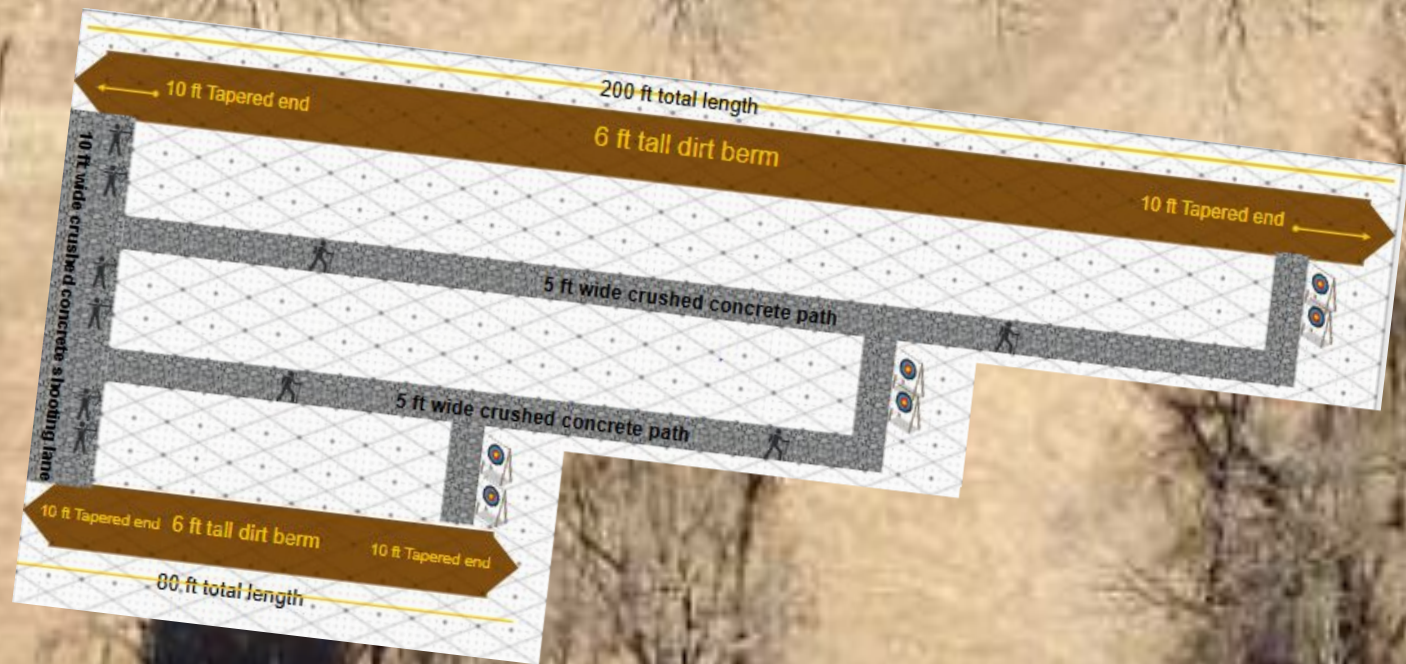


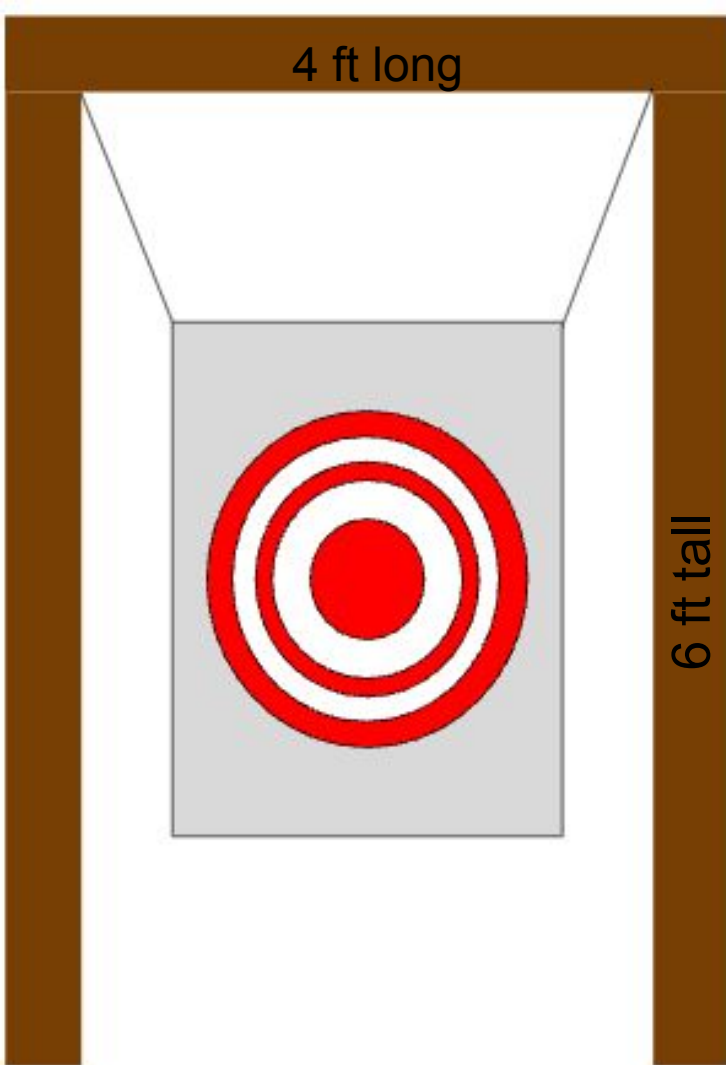
River Oaks Archery Range Layout Proposal

Vincent Kaczor's Eagle Project



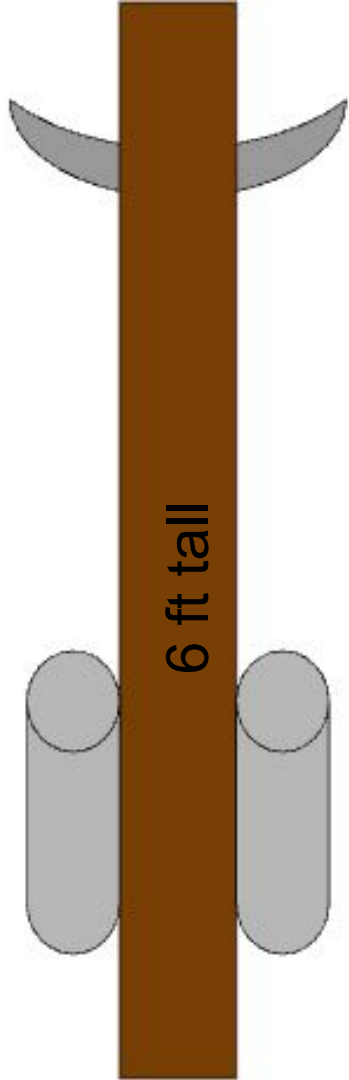
Here are the blueprints of the range. 6 targets will be at 60 feet (20 yards) 120 feet (40 yards) and 180 feet (60 yards). There will be two targets at each distance hanging from 4x4 treated posts. The dirt berms on each side will be 6 feet high with a tapered end on each side. They will be at least 55 feet apart to make sure there is enough space for each target and walking path. Each target will be 5 feet apart, 5 feet away from the berms, and 5 feet away from the crushed concrete walking paths.





This is what each target will look like down range. The 4x4 treated posts on the side will be standing 6 feet tall, and seated 2 feet in the ground. They will be 3 feet 5 inches apart for the 4 foot long treated 4x4 beam to fit across the top. The target will be hung from each corner with chains.

I will be providing each target and wood along with the hardware to build them. The targets will be crossbow compatible so they can hold up to people using crossbows on them.



At each spot for shooting, there will be a spot for the shooter to hang their bow and a quiver place their arrows. The 4x4 treated post will be 6 feet tall and seated 2 feet in the ground. The place to put arrows will be a 1½ inch diameter 1 foot long PVC pipe with a cap on the bottom. The hook will be a standard 6 inch, vinyl coated, screw in garage hook about 6 inches from the top of the post.

Once again, I will be providing the materials for the construction of these.

Archery Range Rules

- **NO** broadheads, field points only
- **NEVER** shoot with people down range
- **ONLY** shoot the target in front of you
- **ALWAYS** place your bow on the hanger or on the ground before walking down range
- **CONFIRM** that all shooters are complete before retrieving your arrows
- **NO** drugs or alcohol on the range
- **NEVER** walk behind someone as they are shooting
- If an emergency arises, call **911**



Signage will be posted in all access to the range. The one on the left will be the rules of the range. The one on the right will be posted around the perimeter for people wandering around to be aware that there is archery in session.



What do I need from the city?

What I ask from the city is the permission to use the space, the labor and cost for the dirt berms and crushed concrete, and any other landscaping of the space.



AGENDA ITEM

Big Lake City Council

Prepared By: Kendra Lindahl, AICP Consulting Planner	Meeting Date: 8/19/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7C
Item Description: *Public Hearing* for a Drainage and Utility Easement Vacation on Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition AND A Simple Subdivision for Lot 1, Block 1, Jefferson Center Second Addition, and a Special Lot Combination Agreement		Reviewed By: Hanna Klimmek, City Administrator Reviewed By: Marie Popp, Community Development Director/EDA Executive Director	

60-DAY REVIEW DEADLINE: September 11, 2026

ACTION REQUESTED

The City Council is asked to hold a **PUBLIC HEARING** on a request to vacate drainage and utility easements on Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition. The City Council is also asked to approve the simple subdivision for Lot 1, Block 1 Jefferson Center Second Addition and Special Lot Combination Agreement.

All of the following items require a 3/5 vote and can be approved in one motion:

- 1. Motion to approve a RESOLUTION approving a petition to Vacate Drainage and Utility Easements on Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition, subject to the conditions identified therein.**
- 2. Motion to approve a RESOLUTION approving a Simple Subdivision of Lot 1, Block 1 Jefferson Center Second Addition and approve a Special Lot Combination Agreement, subject to the conditions identified therein.**

BACKGROUND/DISCUSSION

The applicant, Corner Oaks Real Estate, L.L.C., owns Corner Oaks Dental, located on PID #65-00584-0205, 290 Eagle Lake Road N, and is seeking to acquire land from the parcel to the south for additional parking. The southern parcel is owned and operated by Kwik Trip and is identified as PID#65-00585-0105, 130 Eagle Lake Road N.

Normally, the City would process an application of this type as a simple lot line adjustment between two lots. However, Sherburne County has adopted a policy prohibiting lot line adjustments between parcels in different plats. To work around this restriction, the City has created Special Lot Combination Agreement to act as the adjustment.

Application:

In order to process the application, the applicant has applied for the following items:

- 1. An easement vacation of the drainage and utility easements along the shared lot line between the identified parcels**
 - a. This application requires a public hearing.**

2. A simple subdivision to split the Kwik Trip parcel into two parcels.
 - a. This split will also grant new drainage and utility easements along the new lot line only.
3. A Special Lot Combination Agreement between the landowner of Corner Oaks Dental (PID 65-00584-0205) and the City.
 - a. This agreement will allow the owner to treat the two separate lots as one for the purposes of zoning and development.

The final result of the applications will be the creation of three parcels from two lots--two of which are owned by Corner Oaks Real Estate, L.L.C., will act as one lot. The alternative presented by Sherburne County was a new plat, which would result in more costly and time-consuming processes for this simple lot line adjustment.

ANALYSIS OF REQUEST

Vacation

The applicant is petitioning the City to vacate drainage and utility easements on the common lot line of Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition. This vacation is required for the applicant to execute the Special Lot Combination Agreement to prevent any improvements from being placed in the standard drainage and utility easements that are provided with plats in Big Lake.

As part of the simple subdivision of the Kwik Trip Parcel, new drainage and utility easements will be granted along the new lot line. An easement exhibit showing the easements petitioned for vacation is provided as an attachment to this report. As a condition of approval, the application will need to provide this new easement in recordable form. The City Attorney is drafting this easement document.

The vacation process is regulated by state statute and requires a public hearing to be held by the City Council to provide a chance for all persons affected by the proposed vacation to speak and be heard.

Simple Subdivision

The applicant has applied for a simple subdivision to split the Kwik Trip Parcel into two new parcels. The northern parcel would not meet zoning ordinance standards and should be combined with the Corner Oaks Dental parcel. However, since Sherburne County will not allow the combination, the newly created parcel will then be combined via a Special Lot Combination Agreement that will be recorded at the County. This agreement between the property owner and the City will treat the two parcels as one lot for the purpose of zoning. The applicant is proposing to build additional parking on the new lot, which also provides access for the Kwik Trip and the dental offices. An access easement agreement will need to be recorded at the County with the subdivision.

The newly created lot (with the special lot combination agreement) will not create any nonconformities, and the proposed improvements would be allowed under the special lot combination agreement. Staff finds that this process is the best option for working with Sherburne County and the restriction that no lot line adjustments may occur between different plats.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends approval of the following items:

1. A RESOLUTION approving the drainage and utility easement vacation Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition, subject to the conditions identified therein.
2. A RESOLUTION approving a Simple Subdivision of Lot 1, Block 1 Jefferson Center Second Addition and approve a Special Lot Combination Agreement, subject to the conditions identified therein.

ATTACHMENTS

- Attachment A: Site Location Map
- Attachment B: Public Hearing Notice
- Attachment C: Site Plan
- Attachment D: Easement Exhibits
- Attachment E: Resolution Approving Drainage and Utility Easement Vacation
- Attachment F: Resolution approving the Simple Subdivision and Special Lot Combination Agreement
- Attachment G: Draft Special Lot Combination Agreement

Attachment A
Location Map



65.00019.1401

65.00572.0105

65.00020.3202

65.00420.0020

65.00585.0105

65.00532.0105

65.00020.3202

65.00536.0105

65.00999.0001

65.00561.0105

65.00020.3302

Attachment B
Public Hearing Notice

**CITY OF BIG LAKE
COUNTY OF SHERBURNE
STATE OF MINNESOTA**

**NOTICE OF PUBLIC HEARING FOR AN EASEMENT
VACATION IN JEFFERSON CENTER AND JEFFERSON
CENTER SECOND ADDITIONS**

You are hereby notified that the Big Lake City Council will hold a public hearing to consider vacating a drainage and utility easement between Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition. The vacation is to facilitate a lot line adjustment between the two lots. The hearing will be held in the Big Lake City Hall Council Chambers located at 160 Lake Street North on **Wednesday, August 19, 2026, at or about 6:30 p.m.** or shortly thereafter.

Applicant/Owner: Peter Kuefler, 6604 Jonquil Way,
Maple Grove, MN 55369 and,
Mike Crivello, Kwik Trip, Inc., 1626 Oak St,
PO Box 2107, La Crosse, WI 54602

Location: 290 Eagle Lake Road North, Big Lake, MN
55309 and, 130 Eagle Lake Road North,
Big Lake, MN 55309

PID: #65-00584-0205 and, #65-00585-0105

Request(s): A vacation of drainage and utility easements
on Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1,
Jefferson Center Second Addition. New easements will be granted as
part of the lot line adjustment process.

If you desire to be heard in reference to this matter, you are encouraged to attend the scheduled public meeting or submit written comments to City Hall prior to the hearing. Comments can be emailed to Consultant Planner Kendra Lindahl, AICP at klindahl@landform.net or mailed to City Hall at 160 Lake Street North.

/s/: Kendra Lindahl, AICP

Consulting City Planner

City of Big Lake

(Published in the *Patriot*: 08/01/26.)

Attachment C
Site Plan

Certificate of Survey (Before)

EXISTING PROPERTY DESCRIPTIONS:

Parcel A:

Lot 1, Block 2, JEFFERSON CENTER, Sherburne County, Minnesota, according to the recorded plat thereof.

Parcel B:

Lot 1, Block 1, JEFFERSON CENTER SECOND ADDITION, Sherburne County, Minnesota, according to the recorded plat thereof.

LEGEND

- denotes Gas Meter
- denotes Cable Box
- denotes Telephone Pedestal
- denotes Electrical Pedestal
- denotes Light Pole
- denotes Sign
- denotes Water Valve
- denotes Hydrant
- denotes Sanitary Manhole
- denotes Storm Manhole
- denotes Catch Basin
- denotes Deciduous Tree
- denotes Fence Line
- denotes Storm Sewer Line
- denotes Existing Culvert
- denotes Drainage and Utility Easement per the plat JEFFERSON CENTER/JEFFERSON CENTER SECOND ADDITION

EAGLE LAKE RD N (C.S.A.H. NO. 5)

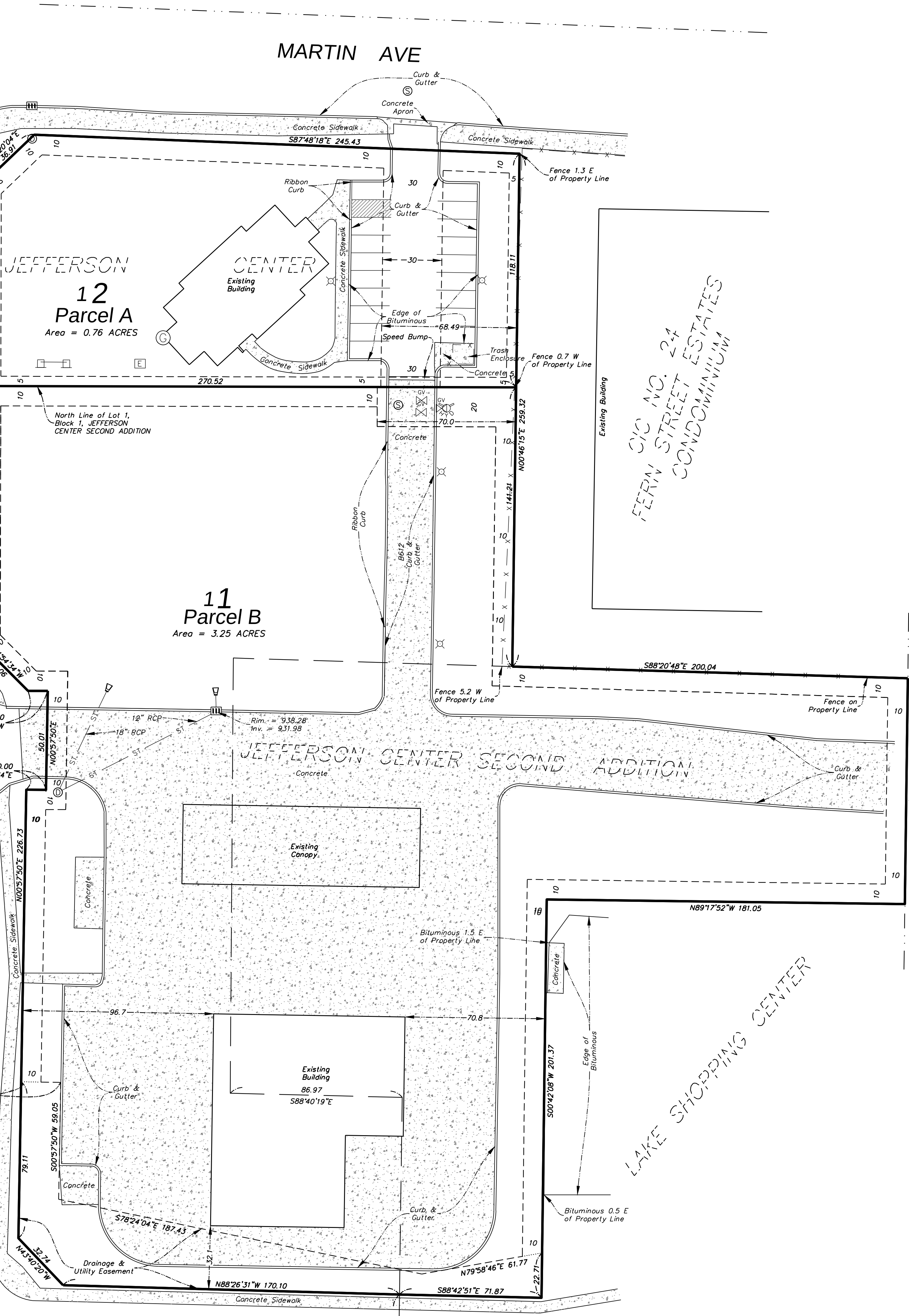
MARTIN AVE

FERN STREET

HWY 10

LAKE SHOPPING CENTER

C/O NO. 24
FERN STREET ESTATES
CONDOMINIUM



East Line of the NE 1/4 of the SE 1/4 of Sec. 19, T. 33, R. 27, Sherburne County, Minnesota

CIM monument at the SE Corner of the NE 1/4 of the SE 1/4 of Sec. 19, T. 33, R. 27, Sherburne County, Minnesota

Certificate of Survey on Lot 1, Block 1, JEFFERSON CENTER SECOND ADDITION and Lot 1, Block 2, JEFFERSON CENTER, Sherburne County, Minnesota

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Requested By:

Corner Oaks Real Estate, L.L.C.

Date:

1-14-26

Drawn By:

N.A.B.

Scale:

1"=30'

Checked By:

P.E.O.



www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062
- denotes found Judicial Land Monument

Project No.

25-0459

Certificate of Survey (After)

PROPOSED PROPERTY DESCRIPTIONS:

Parcel A:

Lot 1, Block 2, JEFFERSON CENTER, Sherburne County, Minnesota, according to the recorded plat thereof.

Parcel B:

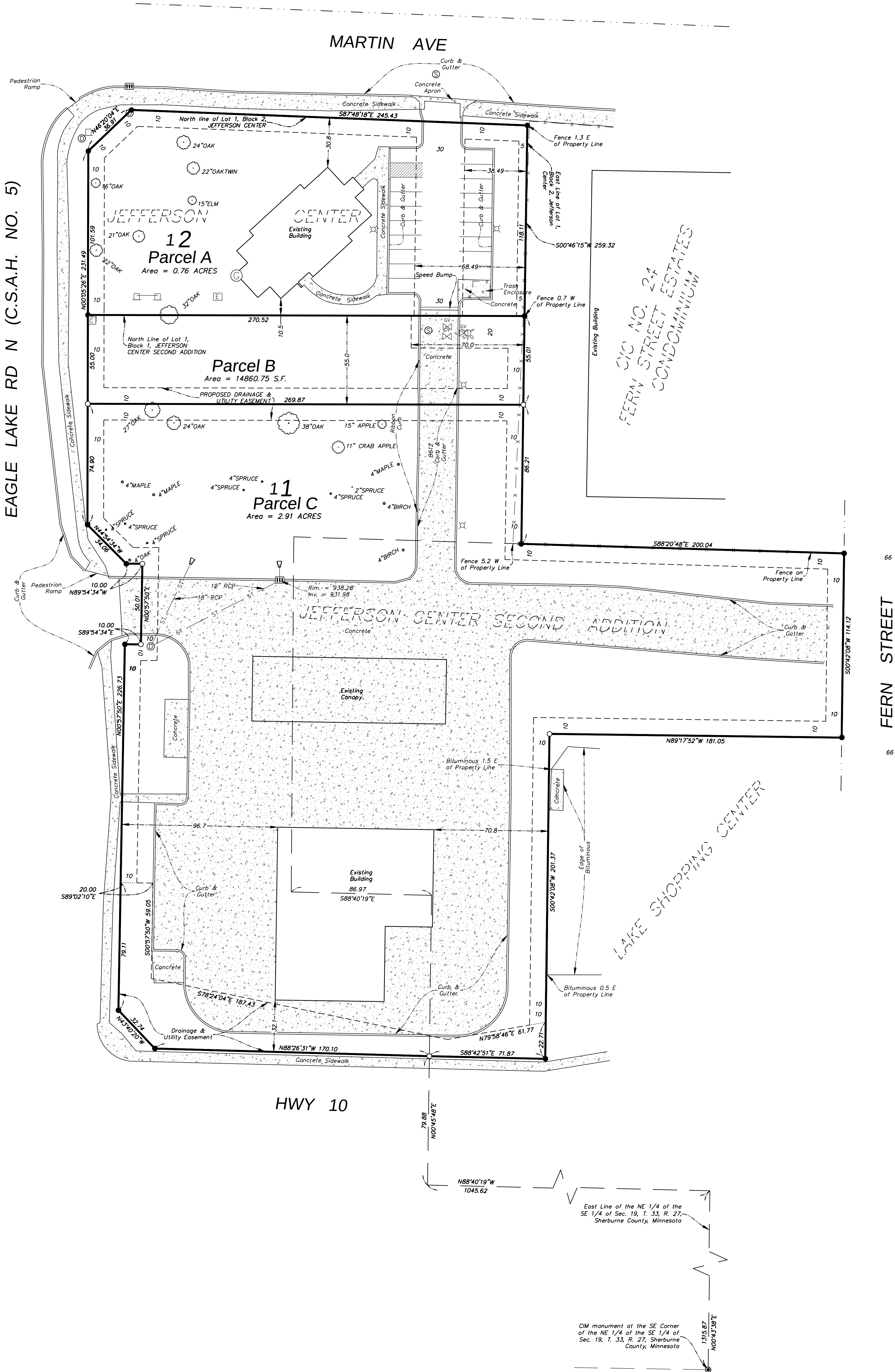
The North 55.00 feet of Lot 1, Block 1, JEFFERSON CENTER SECOND ADDITION, Sherburne County, Minnesota, according to the recorded plat thereof, which lies directly South of JEFFERSON CENTER, an official plat.

Parcel C:

Lot 1, Block 1, JEFFERSON CENTER SECOND ADDITION, Sherburne County, Minnesota, according to the recorded plat thereof, that lies South of the North 55.00 feet of said Lot 1, which lies directly South of JEFFERSON CENTER, an official plat.

LEGEND

- denotes Gas Meter
- denotes Cable Box
- denotes Telephone Pedestal
- denotes Electrical Pedestal
- denotes Light Pole
- denotes Sign
- denotes Water Valve
- denotes Hydrant
- denotes Sanitary Manhole
- denotes Storm Manhole
- denotes Catch Basin
- denotes Deciduous Tree
- denotes Fence Line
- denotes Storm Sewer Line
- denotes Existing Culvert
- denotes Drainage and Utility Easement per the plat JEFFERSON CENTER/JEFFERSON CENTER SECOND ADDITION



Certificate of Survey on Lot 1, Block 1, JEFFERSON CENTER SECOND ADDITION and Lot 1, Block 2, JEFFERSON CENTER, Sherburne County, Minnesota

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
License #40062 Date: 7-13-26

Requested By:

Corner Oaks Real Estate, L.L.C.

Date:

1-14-26

Drawn By:

N.A.B.

Scale:

1"=30'

Checked By:

P.E.O.

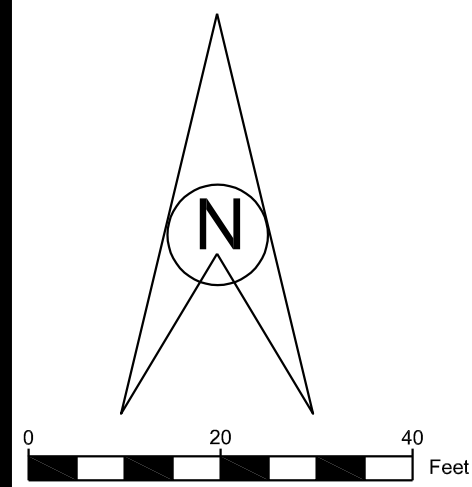


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- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062
- denotes found Judicial Land Monument

Project No.

25-0459

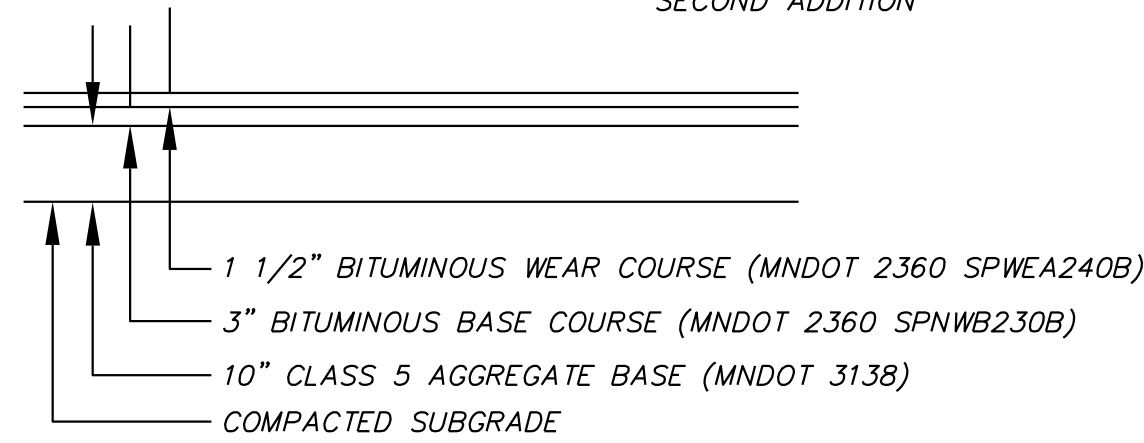


- LEGEND**
- denotes Gas Meter
 - denotes Cable Box
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 - denotes Sign
 - denotes Water Valve
 - denotes Hydrant
 - denotes Sanitary Manhole
 - denotes Storm Manhole
 - denotes Catch Basin
 - denotes Deciduous Tree
 - denotes Fence Line
 - denotes Storm Sewer Line
 - denotes Existing Culvert
 - denotes Drainage and Utility Easement per the plat JEFFERSON CENTER/JEFFERSON CENTER SECOND ADDITION

PRIOR TO ANY EXCAVATION THE CONTRACTOR SHALL VERIFY THE LOCATION OF ALL UNDERGROUND UTILITIES. CALL 48 HOURS BEFORE DIGGING: GOPHER STATE ONE CALL: TWIN CITY AREA 651-454-0002 MN TOLL FREE 1-800-252-1166

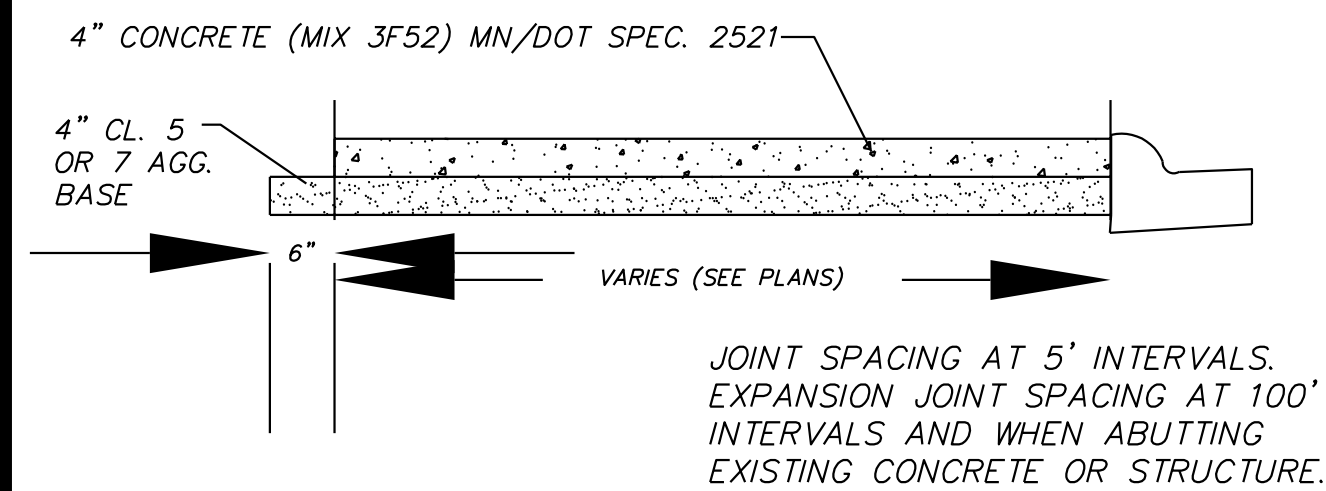
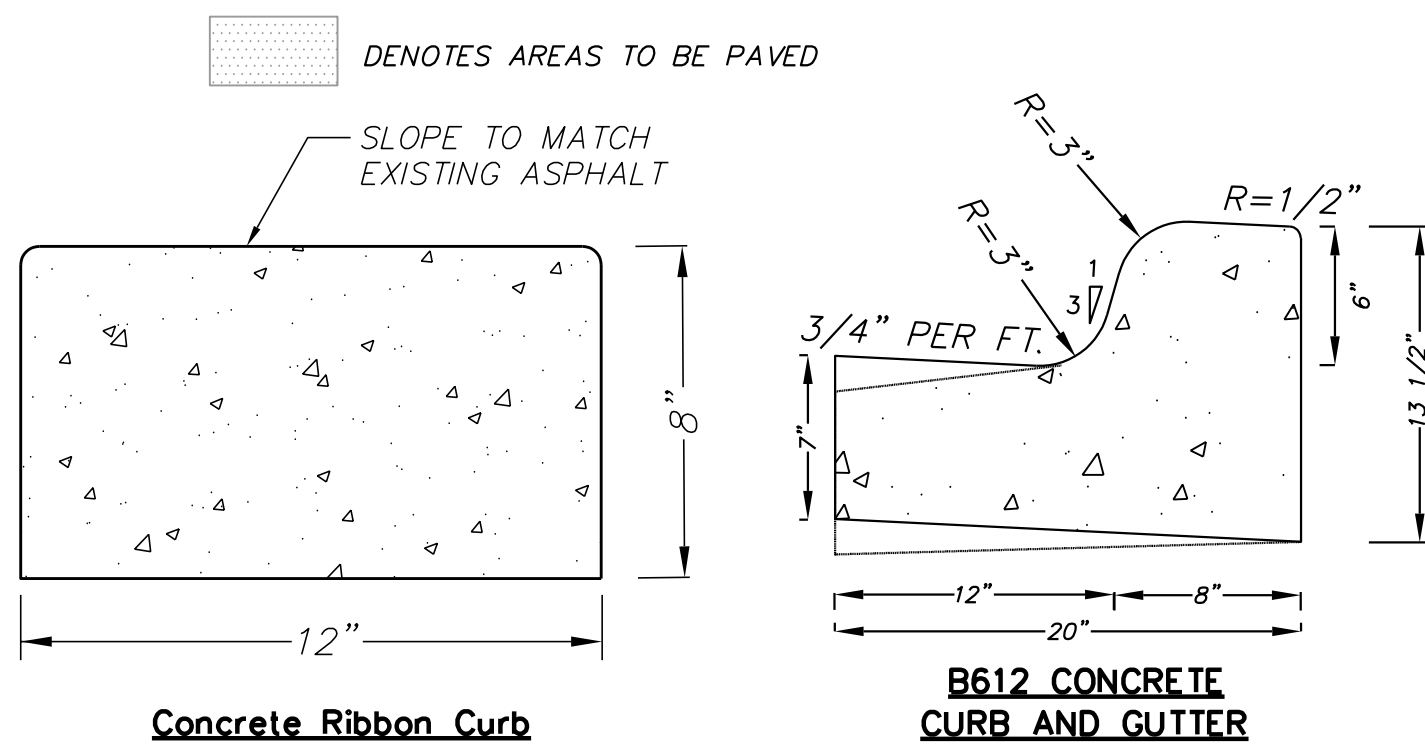
NOTES:

- 1) DIMENSIONS MEASURED OFF THE PROPERTY LINES ARE PERPENDICULAR TO THEM.
- 2) DIMENSIONS ARE MEASURED TO BACK OF CURB.
- 3) THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO ANY CONSTRUCTION.

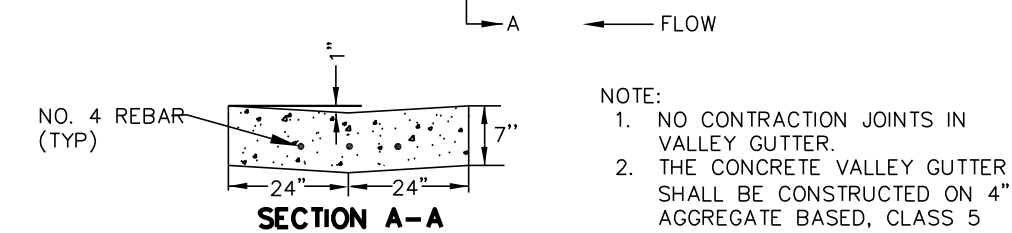
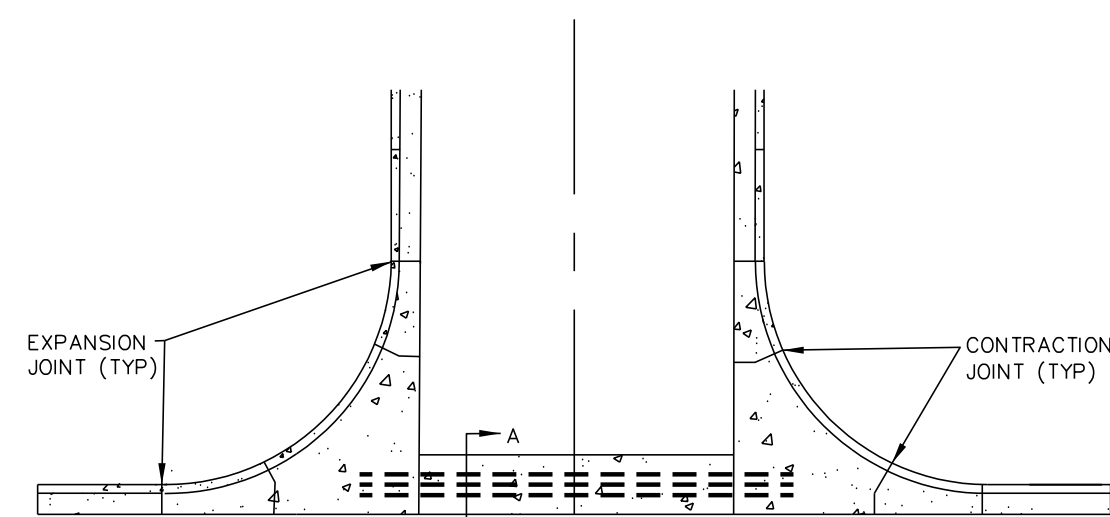


PAVEMENT SECTION

- NOTE:**
1. CLASS 5 SHALL BE PLACED UNDER CURB & 1' BEYOND BACK OF CURB OR BITUMINOUS EDGE.
 2. SECTION & SUBGRADE SHALL BE VERIFIED BY A GEOTECHNICAL ENGINEER.



CONCRETE SIDEWALK



VALLEY GUTTER

REV. NO.	DATE	BY	DESCRIPTION

DESIGNED
P.E.O.
DRAWN
N.A.B.
CHECKED
P.E.O.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
License #40062
Date: 1-29-26



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JEFFERSON CENTER
Corner Oaks Real Estate, L.L.C.
SHERBURNE, MN

SITE PLAN

PROJECT NO:
25-0459

SHEET NO. 1 OF 2 SHEETS

DATE: 1-29-26

Attachment D
Easement Exhibits

Vacated Exhibit

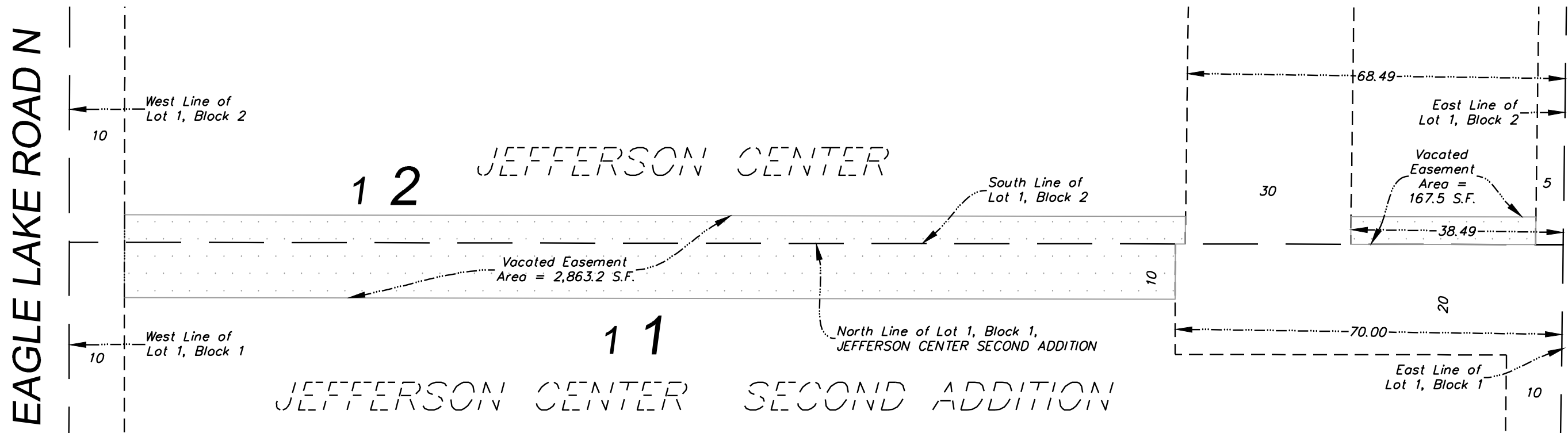
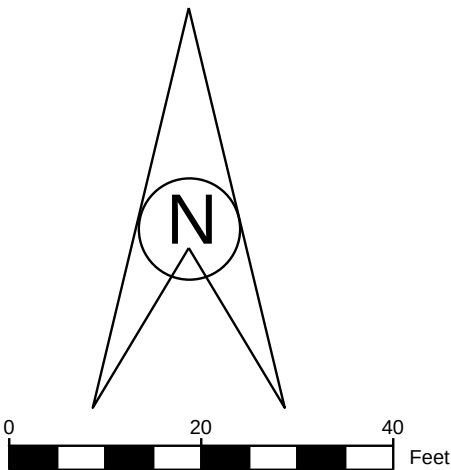
PROPOSED VACATED EASEMENTS:

JEFFERSON CENTER:

That part of the drainage and utility easements as dedicated on the recorded plat of JEFFERSON CENTER, Sherburne County, Minnesota, that lies within the South 5.00 feet of Lot 1, Block 2 of said JEFFERSON CENTER; and East of the West 10.00 feet of said Lot 1; and West of the East 68.49 feet of said Lot 1; and also lying within the South 5.00 feet of the West 28.49 feet of the East 38.49 feet of said Lot 1.

JEFFERSON CENTER SECOND ADDITION:

That part of the drainage and utility easements as dedicated on the recorded plat of JEFFERSON CENTER SECOND ADDITION, Sherburne County, Minnesota, that lies with that part of the North 10.00 feet of Lot 1, Block 1 of said JEFFERSON CENTER SECOND ADDITION; and West of the East 70.00 feet of said Lot 1; and East of the West 10.00 feet of said Lot 1.



- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
Paul E. Otto
License #40062 Date: 1-29-26

Requested By:

Corner Oaks Real Estate, L.L.C.

Date:

1-29-26

Drawn By:

N.A.B.

Scale:

1"=20'

Checked By:

P.E.O.



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Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

Revised:

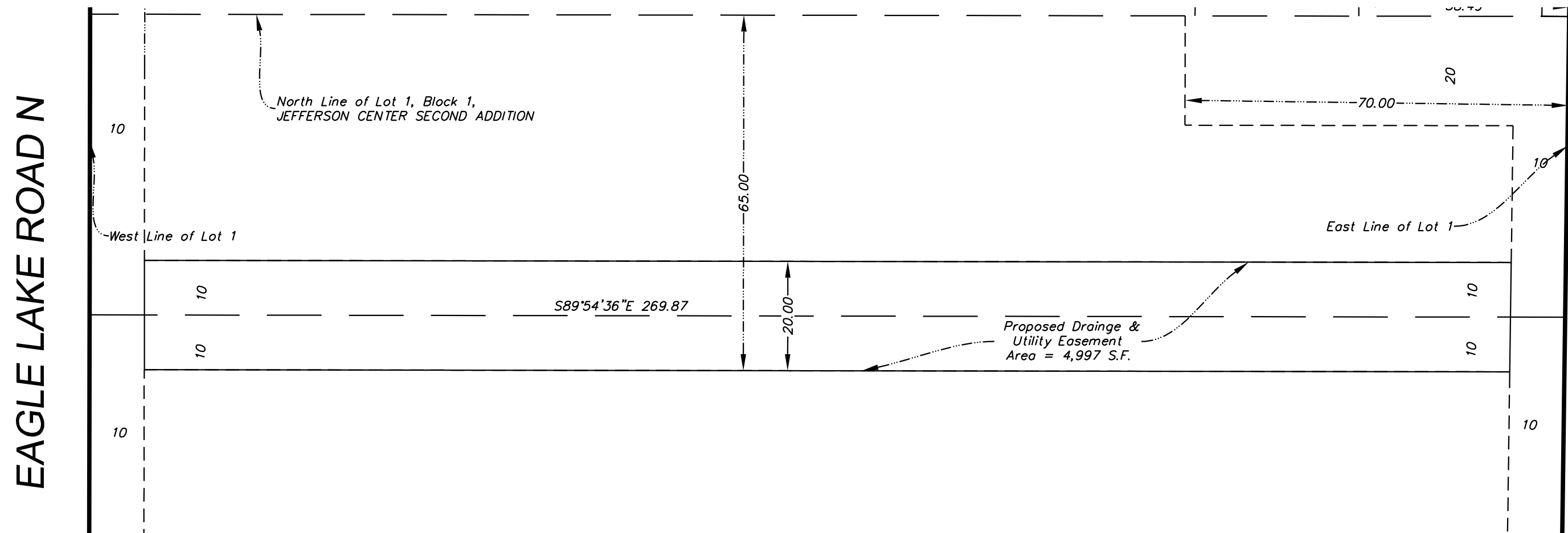
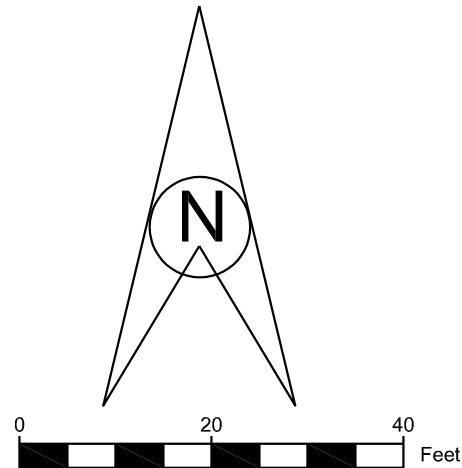
Project No.

25-0459

Drainage & Utility Easement

PROPOSED DRAINAGE AND UTILITY EASEMENT:

A perpetual easement for drainage and utility purposes over, under, and across that part of the South 20.00 feet of the North 65.00 feet of Lot 1, Block 1, JEFFERSON CENTER SECOND ADDITION, according to the recorded plat thereof, which lies directly South of JEFFERSON CENTER, an official plat; that lies West of the East 10.00 feet of said Lot 1 and East of the West 10.00 feet of said Lot 1.



- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
License #40062 Date: 7-7-26

Requested By:

Corner Oaks Real Estate, L.L.C.

Date:

1-29-26

Drawn By:

N.A.B.

Scale:

$$1'' = 20'$$

Checked By:	
-------------	--

P.E.O.



www.ottoassociates.com

9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

Revised:

7/7/26
Description

Project No.

25-0459

Attachment E
Resolution Approving Drainage and Utility Easement Vacation

**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, on Wednesday, August 19, 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 A PETITION TO VACATE DRAINAGE AND UTILITY EASEMENTS ON
LOT 1, BLOCK 2, JEFFERSON CENTER ADDITION AND LOT 1, BLOCK 1, JEFFERSON CENTER
SECOND ADDITION**

WHEREAS, Corner Oaks Real Estate, L.L.C. and Kwik Trip, Inc., the owners, submitted a petition to vacate drainage and utility easements located between Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition as legally described in Exhibit A; and

WHEREAS, the Big Lake City Council conducted a public hearing on August 19, 2026; and

WHEREAS, notice of the public hearing was duly published and posted in accordance with applicable Minnesota Statutes and persons interested in said applications were afforded the opportunity to present their views and objections related to the project; and

WHEREAS the City finds that the drainage and utility easements are no longer required due to a simple subdivision and special lot combination agreement; and

WHEREAS the City Council of Big Lake makes the following Findings of Fact and decision:

- A. The Planning Report dated August 19, 2026, shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Public Hearing Notice
Attachment C:	Site Plan
Attachment D:	Easement Exhibits
Attachment E:	Resolution Approving Drainage and Utility Easement Vacation
Attachment F:	Resolution approving the Simple Subdivision and Special Lot Combination Agreement
Attachment G:	Draft Special Lot Combination Agreement

B. The legal description and exhibit of the drainage and utility easements petitioned for vacation is attached as Exhibit A.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the drainage and utility vacation as petitioned subject to the following:

1. The application is contingent on approval of Resolution 2026-XX approving the Simple Subdivision and Special Lot Combination Agreement.
2. The applicant must provide proof of recording prior to issuance of land alteration permit, building permits or release of the project escrow.

Adopted by the Big Lake City Council on the 19th day of August 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

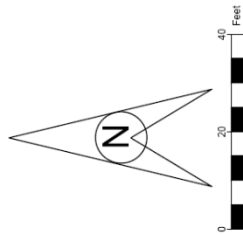
STATE OF MINNESOTA)
) SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 19th day of August, 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 Easement Exhibit

Vacated Exhibit

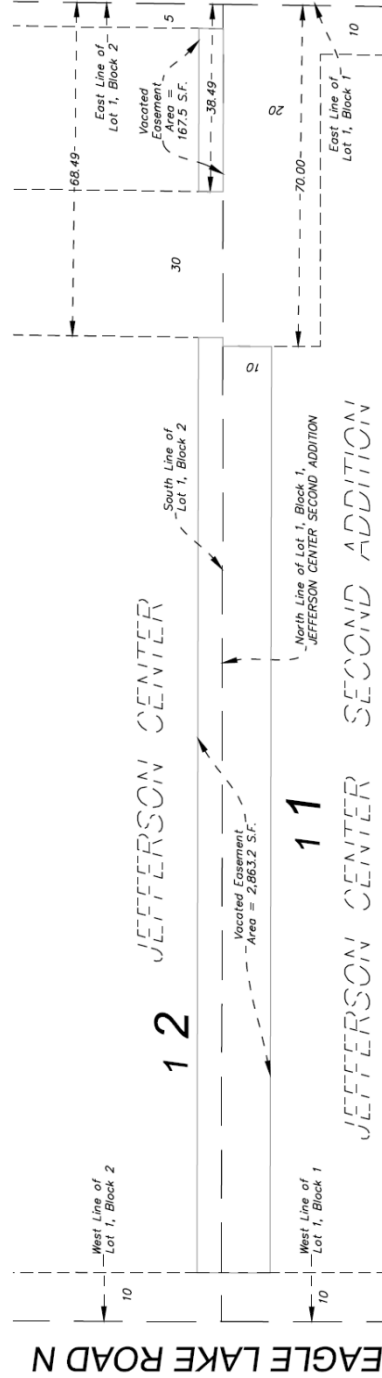


PROPOSED VACATED EASEMENTS: JEFFERSON CENTER

That part of the drainage and utility easements as dedicated on the recorded plot of JEFFERSON CENTER, Sherburne County, Minnesota, that lies within the South 5.00 feet of Lot 1, Block 2 of said JEFFERSON CENTER; and East of the West 10.00 feet of said Lot 1; and West of the East 68.49 feet of said Lot 1; and also lying within the South 5.00 feet of the West 28.49 feet of the East 38.49 feet of said Lot 1.

JEFFERSON CENTER SECOND ADDITION

That part of the drainage and utility easements as dedicated on the recorded plot of JEFFERSON CENTER SECOND ADDITION, Sherburne County, Minnesota, that lies with that part of the North 10.00 feet of Lot 1, Block 1 of said JEFFERSON CENTER SECOND ADDITION; and West of the East 70.00 feet of said Lot 1; and East of the West 10.00 feet of said Lot 1.



- denotes iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Paul E. Otto
Paul E. Otto
License #40062 Date: 1-29-26

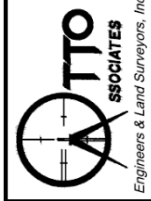
Requested By:

Corner Oaks Real Estate, L.L.C.

Date: 1-29-26 Drawn By: N.A.B. Scale: 1"=20' Checked By: P.E.O.

Revised:

www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763) 662-4727
Fax: (763) 662-3522



Project No.

25-0459

Attachment F

Resolution approving the Simple Subdivision and Special Lot Combination 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, on Wednesday, August 19, 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 A SIMPLE SUBDIVISION OF LOT 1, BLOCK 1, JEFFERSON CENTER
SECOND ADDITION AND APPROVING A SPECIAL LOT COMBINATION AGREEMENT**

WHEREAS, Corner Oaks Real Estate, L.L.C. and Kwik Trip, Inc., the owners, submitted a petition to subdivide Lot 1, Block 1, Jefferson Center Second Addition; and

WHEREAS, Corner Oaks Real Estate, L.L.C., submitted a petition to combine the newly created northern parcel with Lot 1, Block 2, Jefferson Center Addition; and

WHEREAS, Sherburne County does not allow lot line adjustment between different plats;
and

WHEREAS the City finds that special lot combination agreement is required for the simple subdivision in place of a standard lot line adjustment; and

WHEREAS, the Big Lake City Council conducted a public meeting on August 19, 2026; and

WHEREAS the City Council of Big Lake makes the following Findings of Fact and decision:

- A. The Planning Report dated August 19, 2026, shall be the governing document which includes the following attachments:

Attachment A: Site Location Map

Attachment B: Public Hearing Notice

Attachment C: Site Plan

Attachment D: Easement Exhibits

Attachment E: Resolution Approving Drainage and Utility Easement Vacation

Attachment F: Resolution approving the Simple Subdivision and Special Lot Combination Agreement

Attachment G: Draft Special Lot Combination Agreement

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the Simple Subdivision and Special Lot Combination Agreement as petitioned subject to the following:

1. The application is contingent on approval of Resolution 2026-XX approving the drainage and utility easements between Lot 1, Block 2, Jefferson Center Addition and Lot 1, Block 1, Jefferson Center Second Addition.
2. The applicant must record the new drainage and utility easements and access easements with Sherburne County when the lot simple subdivision is recorded.
3. The applicant must record the Special Lot Combination Agreement with Sherburne County prior to issuance of land alteration permits, building permits or release of the project escrow.
4. The applicant must provide proof of recording prior to issuance of land alteration permits, building permits or release of the project escrow.

Adopted by the Big Lake City Council on the 19th day of August 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 19th day of August 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

Attachment G
Draft Special Lot Combination Agreement

(reserved for recording information)

SPECIAL LOT COMBINATION AGREEMENT

THIS INDENTURE is made and entered into this _____ day of _____, _____, by the **CITY OF BIG LAKE**, a Minnesota municipal corporation, its successors and assigns (hereinafter referred to as “City”), and **Corner Oaks Real Estate, L.L.C.**, Owner of Corner Oaks Dental. (hereinafter referred to as “Owner(s)”).

WITNESSETH:

WHEREAS, Owner(s) are/is the fee owner(s) of certain real property in the City of Big Lake, Sherburne County, Minnesota, legally described as follows (and hereinafter collectively referred to as the “Properties”):

PID #65-00584-0205 (hereinafter described as “Parcel A”); and

PID #XX-XXXXX-XXXX (hereinafter described as “Parcel B”); and

WHEREAS, Owner(s) intend to apply for a tax parcel combination of the Properties; and

WHEREAS, in Resolution 2026-XX adopted August 19, 2026, the City Council required combination of Parcel A and Parcel B as a condition of its approval of a Simple Subdivision dated August 19, 2026; and

WHEREAS, it is the intent of the Owner(s) and the City that Parcel A and Parcel B are and shall henceforth be continued in common ownership by the same person or persons, and further that Parcel A and Parcel B are intended to be used and/or developed in common by Owners as they were in fact one parcel instead of two.

NOW, THEREFORE, for valuable consideration, the sufficiency of which is hereby acknowledged, Owner(s) hereby covenant, grant, gift, quit claim and convey to the City the right to restrict, and Owner(s) hereby agree to restrict, limit and preclude the ownership, use,

improvement and development of the Properties according to and under the conditions and covenants herein contained, as follows:

1. The City and Owner(s) agree that the Properties shall henceforth be contained in common use and ownership even if recorded as a separate lot or parcel, and that the Properties will not be conveyed, sold, leased or otherwise encumbered except together as if they were a single parcel.
2. The City shall not issue any building permits, variances, or conditional use permits for any structure or use on the Properties inconsistent with the covenants contained herein.
3. In addition to any other remedy the City may have, the covenants and restrictions contained herein may be enforced by injunction. Owner(s) who are in possession of the Properties shall pay to the City all costs and expenses including attorney's fees incurred by the City in enforcing the terms of this indenture.
4. The parties may mutually agree that the terms and conditions of this indenture may be modified, amended, or extinguished and thereafter Parcel A and Parcel B may be separated.
5. Owner(s) agree that recording of this indenture shall not vest any property rights in the Properties and that any zoning of development authorities granted herein or hereinafter because of this indenture shall remain subject to future regulation, modification, and/or limitation by the City or other regulatory bodies in accordance with legally applicable and enforceable zoning or other ordinances of the City.
6. The City does not intend that the public should have any interest in the Properties by virtue of this indenture or otherwise, except as hereinabove set forth. This provision is not intended to affect the validity of the City's permanent easement for drainage and snow storage established upon the Property by the existing subdivision, filed for record _____, as document _____, as it may be amended, or any other easement for public purposes on the Properties.
7. All provisions hereof shall run with the land and shall extend to and bind the heirs, successors, representatives, grantees or assigns of the respective parties hereto.

OWNER(S):

Corner Oaks Real Estate, L.L.C.

Name of Second Owner

[illegible]

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by [insert owner's name and relationship to other owner, if applicable].

NOTARY PUBLIC

[illegible]

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by [insert second owner's name and relationship to first owner, if applicable].

NOTARY PUBLIC

CITY OF BIG LAKE

By: _____
Paul Knier, Mayor

Attest: _____
Gina Wolbeck, City Clerk

STATE OF MINNESOTA)
 (ss.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, 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

INSTRUMENT DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (612) 452-5000
SMM/PNA



AGENDA ITEM

Big Lake City Council

Prepared By: Kendra Lindahl, AICP Consulting Planner	Meeting Date: 8/19/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7D
Item Description: Concept PUD Plan for The Preserve of Big Lake (PID #65-00113-3000)		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Marie Popp, Community Development Director/EDA Executive Director	

60-DAY REVIEW DEADLINE: August 29, 2026

ACTION REQUESTED

The City Council is asked to give informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and development regulations.

Any comments given by the City Council are advisory in nature. While the comments are non-binding, the applicant will consider the comments from the City Council when they prepare their formal submittal.

BACKGROUND/DISCUSSION

PLANNING COMMISSION:

The Planning Commission reviewed and provided comments on this item on August 3, 2026. The Planning Commission was concerned over the small lot sizes, and the overall layout with how it relates to the surrounding neighborhoods. Commissioners commented that it was too much on this site and did not see a PUD benefit.

The applicant was present to speak on the item and said the PUD benefit is providing affordable homes; however, nothing has been provided to the City regarding this. The Planning Commission did request more information regarding the PUD benefit, and none has been received.

APPLICATION:

Scott Loomis, on behalf of SML Holdings LLC, has submitted a development application for a Concept Plan. The request is for a residential development on a 28.46-acre parcel located at PID #65-00113-3000. The property is located north of Norland Park 1st addition and south of County Road 81 as it begins to curve south.

The property is currently vacant agricultural land. There are no existing structures on the site. There is one wetland on the north of the property shown as 1.6 acres in size.

BACKGROUND:

On February 22, 2006, the City Council approved a conditional use permit, planned unit development and preliminary plat for "Berndt Ponds Estates 3rd" 40 single family homes and 35 attached homes.

On January 10, 2007, the City Council approved a Final Plat and Final Plan Planned Unit Development approval for Berndt Ponds Estates Third Addition. However, the plat was never recorded and the approvals have expired. This plan has been provided in ATTACHMENT H.

PROPOSED DEVELOPMENT:

The subject application is for a residential development that will provide two different single-family homes. The development is proposed to include 79 lots:

- Forty-six (46) 40-foot-wide single-family home lots;
- Thirty-three (33) 50-foot-wide single-family home lots.

The City Code defines lot width as “The horizontal distance between the side lot lines measured at right angles to the lot depth, at the minimum front building setback line.” Since the lots are measured at the street front, some of the lots are slightly larger than the minimums noted above.

The proposed gross density of the development area is 2.78 units per acre. The development includes 6.08 acres (21%) of open space in outlots, mostly for ponding and preservation of the existing wetland on site.

PROPERTY CHARACTERISTICS:

The existing 28.46-acre lot is currently vacant land. There are no existing structures on the site. The site contains a large wetland on the north side along County Road 81.

EXISTING ZONING AND LAND USE:

Zoning	PUD Planned Unit Development
Future Land Use	Future Neighborhood
Existing Land Use	Vacant Agricultural Land
Topography	Relatively flat with a wetland

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	R-1 Single Family Residential	Low Density Housing	Lake Ridge Additions
South	PUD Planned Unit Development	Low Density Housing	Norland Estates Additions
East	Currently located in Big Lake Township	Future Neighborhood	Berndt Pond Estates Additions
West	Currently located in Big Lake Township	Future Neighborhood	Agriculture

ANALYSIS OF REQUEST

PROPOSED CONCEPT PLAN

Access/Utilities

The applicant is proposing to connect to the existing street grid with a connection to Roy Street on the south, connecting to the current stubbed four-way intersection of County Road 81 and 206th Avenue on the west and a planned connection to a future Lake Ridge Drive on the northwest.

The plans show temporary or incorrect street names, such as “206th Street” and this will need to be corrected. Other streets are shown without names or extensions of other streets. The submission of the preliminary plat will need to have names for streets in compliance with the City’s street naming policy.

The concept shows 60-foot-wide right-of-way for the residential streets which complies with the right-of-way widths established in Subsection 1107.05, Subd 1(6) of the Zoning Ordinance. The City standard for residential street width measured from curb to curb is 32 feet with concrete sidewalk, and the applicant is showing 34 feet. A concrete sidewalk is required on one side of all residential streets, and this is shown on the concept at six-foot wide.

County Road 81 is shown as an “Minor Arterial” in the 2022 Functional Classification Map found in ATTACHMENT E. The Multi-use Path Plan from the 2018 Comprehensive Plan (Figure 14-2) found in ATTACHMENT F shows a future trail along the entirety of the site on County Road 81. The applicant shows a proposed trail extension from the south up to the intersection with 205th Ave, but no extension of the trail around the rest of the site. They will need to provide the trail along the entire frontage of Country Road 81.

The applicant’s submittal shows a ten-foot-wide trail extension from the intersection of County Road 81 and 206th Avenue going south to connect to the existing trail. The concept shows eight feet, but the plan note indicates ten feet for the width, this conflict will need to be resolved.

The Parks Advisory Committee will review the concept at a later meeting on August 24th to discuss the trail location and connections, as well as park dedication recommendations.

Development Standards

The following development standards are included below to inform both the developer and Planning Commission of the standards that will be evaluated at the time of a preliminary plat.

The applicant is proposing to develop this site as a PUD to achieve flexibility regarding lot area, lot width, and principal structure setbacks. The purpose of a PUD is to allow flexibility of site design and architecture for the conservation of land and open space through clustering of lots, buildings, and activities, which promote the goals outlined in the Comprehensive Plan or serve another public purpose. It is the applicant’s responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. The PUD is intended to encourage the following:

- 1. Provide a development pattern in harmony with the objectives of the Comprehensive Plan. The PUD process is not intended only as a means to vary applicable planning and zoning principles;*
- 2. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under this chapter;*
- 3. Preserve and enhance desirable site characteristics such as natural topography, wetlands, woodlands, scenic views, natural habitat, and geologic features and prevent soil erosion;*
- 4. Preserve and enhance open spaces to provide contiguous common open spaces for scenic enjoyment, recreational use, natural habitat protection, and community identity;*
- 5. Provide for flexibility to the strict application of the land use regulations in this chapter in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, and the like) that exceed the city’s standards to offset the effect of any deviations;*

6. *Promote a more creative and efficient approach to land use within the city, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the city;*
7. *Encourage innovations in development to the extent that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments;*
8. *Promote a desirable and creative environment that might be prevented through the strict application of zoning and subdivision regulations of the city;*
9. *Result in an efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments;*
10. *Ensure the establishment of appropriate transitions between differing land uses; and/or*
11. *Promote the creative use of the land and related physical development which allows a phased and orderly transition of varying land uses in close proximity to each other.*

Per Section 1003.18 of the Zoning Ordinance: Reductions of the underlying zoning district regulations may be approved by the City Council as part of the overall approval of the PUD if the following conditions are satisfied:

- a. *The reductions bear a demonstrable relationship to, and are consistent with, the goals and policies of the Comprehensive Plan.*
- b. *The reductions result in eliminating the adverse impact and effect of such uses by utilizing screening, landscaping, superior site and building design, and other features related to planning, design, and construction.*
- c. *Any reduction of ordinance requirements approved as part of a PUD shall be approved only upon a showing that the reduction does not adversely affect the surrounding properties because the PUD plan has provided screening, buffering, fencing, walls, or other site improvements which have eliminated the adverse effects of the reduction. Such reductions shall be approved as part of the overall PUD approval, and any reduction granted shall be written into the PUD development agreement.*

The applicant has not identified or proposed any PUD benefits and there is no narrative provided.

The City should not approve a PUD unless the applicant shows that it will “accomplish the purposes and the design criteria set forth herein and shall not simply be for the enhanced economic gain of the applicant. It shall be the applicant’s responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. Based on this documentation, the city shall determine that some benefit will be realized by the city if a PUD is permitted.”

A small portion of the southeastern corner is located within the Shoreland Overlay District for Blacks Lake, a Recreational Development Lake, and these lots are subject to those standards. This includes:

- *Lot Size of 15,000 square feet:* This is shown on the plans.
- *Lot width of 75 feet measured at midpoint of the building:* This is not shown on the plans.
- *Maximum Building Height of 25 feet:* This is not shown on the plans.
- *Maximum Impervious Surface Coverage of 25%:* This is shown on the plans.

Overall, the five lots shown in the shoreland only have four homes and they will need to demonstrate compliance with these additional standards beyond what is requested for PUD flexibility. The plans indicate that these five lots meet the 15,000 sq. ft. minimum lot size in the shoreland and the 25% impervious surface coverage limit, but lot width is not dimensioned.

County Road 81 is identified as a “Minor Arterial”, and this requires a 50-foot setback, this includes the normal 30-foot setback and a 20-foot landscape buffer. The lots on the north side appear to show this setback, however Lot 9, Block 4 does not show compliance, and it appears the home would not fit if meeting this requirement. The applicant should consider the buildability of corner lots and adjust the plans accordingly.

A PUD must be based on an underlying zoning district. The analysis is provided based on R-1 as the underlying zoning district to match with the surrounding developments to this proposed concept. The applicant also indicated the underlying zoning district should be R-1 on the provided concept.

The following table compares the flexibility indicated in the applicant’s concept to the standards within the R-1 (Single Family Residential) District:

SINGLE-FAMILY	R-1 Standards	The Preserve of Big Lake PUD
Maximum height principal structure	35 feet	35 feet
Minimum lot area	10,000 square feet	A: 6,500 square feet B: 8,125 square feet C: 15,000 square feet in shoreland overlay
Minimum lot width	75 feet	A: 40 feet (52 feet at setback) B: 50 feet (65 feet at setback)
Maximum Impervious Surface	35%	A: 40% B: 40% C: 25% in shoreland overlay
Principal Structure Setbacks		
Front	30 feet	A: 30 feet B: 30 feet
Rear	30 feet	A: 30 feet B: 30 feet
Side (Interior)	10 feet	A: 6 feet B: 7.5 feet
Side (Street)* <i>This is considered a front yard lot line in Big Lake</i>	30 feet	A: 20 feet B: 20 feet
Arterial road	50 feet	50 feet
Residential driveway setback	5 feet	5 feet
Wetland setback and buffer	30 feet (from delineated boundary)	30 feet (from delineated boundary)

The block and street designs are connecting to the existing development and must meet the design standards found in Section 1107. This requires the following:

- Blocks must be between 400 and 1,500 feet in length. Any block over 900 ft. long may require a 30-foot-wide pedestrian way. This is not shown. The applicant should dimension the street lengths, and any need for pedestrian ways should be considered with the parks and open space design of the concept.
- Corner lots are to be platted 20% wider than minimum lot size for proposed zone. The applicant shall provide lot dimensions with the formal application and consider setbacks from features such as collector streets.
- Corner lots abutting a collector or arterial street are required to have a 20-foot landscaped buffer yard. This is not shown on the concept plan.
- The maximum cul-de-sac length is 500 feet. The applicant should dimension the street lengths to ensure compliance.

Landscape and Tree Preservation

Section 1003.18 of the Zoning Ordinance regulates PUDs and requires common open space and appropriate complementary structures and improvements for the benefit of residents of the PUD to be included within the development. The applicant is proposing large outlots with ponding, and infiltration basin, and the preserved wetland. However, no other plans have been provided regarding landscaping benefits and plans across the development.

The concept plan does not quantify tree removal at this time. The site will be subject to the Tree Preservation requirements found in Section 1107.11 of the Subdivision Ordinance and the Landscaping requirements found in Section 1006.06 of the Zoning Ordinance.

There are very few trees on site, but the applicant will be required to submit a tree inventory and mark and account for all significant trees and unique species. The applicant will be required to preserve at least 40% of the significant trees or will need to follow the replacement schedule found in Section 1107.11. The definition of a significant tree is as follows:

Significant Tree. A healthy deciduous tree having a diameter of eight inches or greater when measured at diameter at breast height (DBH) or a coniferous tree measuring four inches in diameter or greater, when measured at DBH.

Section 1006.06 Subd. 3 of the Zoning Ordinance requires two front yard trees for each lot and this is not shown or discussed.

The preliminary plat will need to demonstrate tree preservation and show landscaping as required by Ordinance at the time of a formal application. Staff notes that there are several ordinance amendments being considered for September review by the Planning Commission and City Council and those changes could affect the tree preservation and landscape requirements on this site.

ENVIRONMENTAL REVIEW

The State requires certain projects to go through an environmental review process before proceeding. The standards for determining when a project requires an environmental review are provided in the Minnesota

Rules. Section 4410.4300. The site falls below the threshold required for an Environmental Assessment Worksheet (EAW) review.

DEVELOPMENT FEES

Park Dedication

The City's Subdivision Ordinance and Fee Schedule require residential subdivisions to dedicate 10% of the land being subdivided as parkland OR pay a fee equal to 10% of the value of the land. It is at the City's discretion whether to require a land donation or allow the fee to be paid in lieu of land. No City Parks are planned for this area.

STAFF COMMENTS:

Engineering and Public Works:

This application was sent to Engineering and Public Works for review. Engineering comments are included in ATTACHMENT G. The City Engineer provided comments regarding lot width as it pertains to driveway width, highlighting that the number of driveways accessing the road may lead to more driveway than grass boulevard area along the street, creating potential for issues with parking and placement of hydrants, mail boxes, and snow storage.

The Water and Wastewater Superintendent and Public works had no comment on the concept as presented.

Staff has some concerns regarding Lot 1, Block 2 and the half cul-de-sac bump out along the proposed concept "Street A". This does not meet ordinance standards for a cul-de-sac and staff has concerns about snow plowing and storage. The temporary cul-de-sac as shown would render Lot 1, Block 2 unbuildable until the street connection to future Lake Ridge Drive could be made.

Police and Public Safety Review:

No comment.

NEXT STEPS

The parcel was rezoned to PUD in 2006 prematurely as no final PUD application or Final Plat was ever recorded. Since no PUD exists for the site, the applicant will need to apply for a Development Stage PUD and Zoning Text Amendment to the new PUD to the City Code.

The property is currently guided "Future Neighborhood", and this will require a Comprehensive Plan Amendment to develop. The applicant has not proposed any change, and staff finds a re-guiding to "Low Density Residential" would meet the intended density and goals of the Comprehensive Plan for the proposed development.

The following applications will be needed:

- Comprehensive Plan Amendment to re-guide the area currently guided "Future Neighborhood" to "Low Density Residential"
- Development Stage PUD Plan
- Preliminary Plat
- Zoning Text Amendment to update PUD Table (this would be approved with the preliminary approvals but not adopted until a Final Stage PUD and Final Plat is approved)
- Final Plan PUD
- Final Plat

The Comprehensive Plan Amendment, Zoning Text Amendment, Development Stage PUD Plan, and Preliminary Plat may be processed together. If approved, the applicant could proceed with the Final Plat and Final Plan PUD.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

The City Council should provide feedback on the applicant's proposal and whether there are additional items that should be addressed by the applicant prior to the submittal of the next application. The applicant would take these comments under advisement as they prepare a formal submittal. Some of the larger issues the City Council may wish to comment on include:

- PUD Flexibility, especially related to the lots sizes, widths, and side yard setbacks
- PUD benefits, none of which have been provided
- Overall layout and uses

The City Council is asked to provide informal review and comment regarding the project's acceptability in relation to the proposed PUD.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan dated May 15, 2026
Attachment C:	Future Land Use Map
Attachment D:	Current Zoning Map
Attachment E:	Functional Classification Plan dated 2022
Attachment F:	Multi-Use Path Plan dated 2016
Attachment G:	Engineering Comments dated July 29, 2026
Attachment H:	Expired 2007 Plan

Attachment A
Location Map



65-00114-4201

0114-4200

0114-4300

0114-4301

0123-1201

65-00123-1201

10-00314-4100

65-00113-3000

65-00586-0010

65-00541-0020

65-00475-0020

10-00313-3000

10-00324-2105

10-00324-2100

10-00324-2100

65-00113-4314

65-00113-4305

8888

65-00124-1205

65-00483-0001

3

3

Attachment B
Concept Plan

PROPERTY DESCRIPTION

That part of the Southwest Quarter of Section 13, Township 33, Range 28, Sherburne County, Minnesota, that lies southwesterly of the centerline of Country Road No. 81, Less and except Parcel 9, Sherburne County Highway Right-of-Way Plat No. 31, according to the map or plat thereof on file and of record in the office of the Sherburne County Recorder.

Being part of W 1/2 of the SW 1/4 of Section 13, Township 133 North, Range 28 West.

SITE DATA

GROSS AREA	28.46 ACRES
LOTS	79 LOTS
40' WIDE PADS LOTS	(46 LOTS)
50' WIDE PADS LOTS	(33 LOTS)
LOTS	17.25 ACRES
40' WIDE PADS LOTS	(8.99 ACRES)
50' WIDE PADS LOTS	(8.26 ACRES)
R.O.W.	5.13 ACRES
OUTLOTS	6.08 ACRES
TOTAL	28.46 ACRES

EXISTING ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)
PROPOSED ZONING IS: R-1 (SINGLE FAMILY RESIDENTIAL)
PUD (PLANNED UNIT DEVELOPMENT)

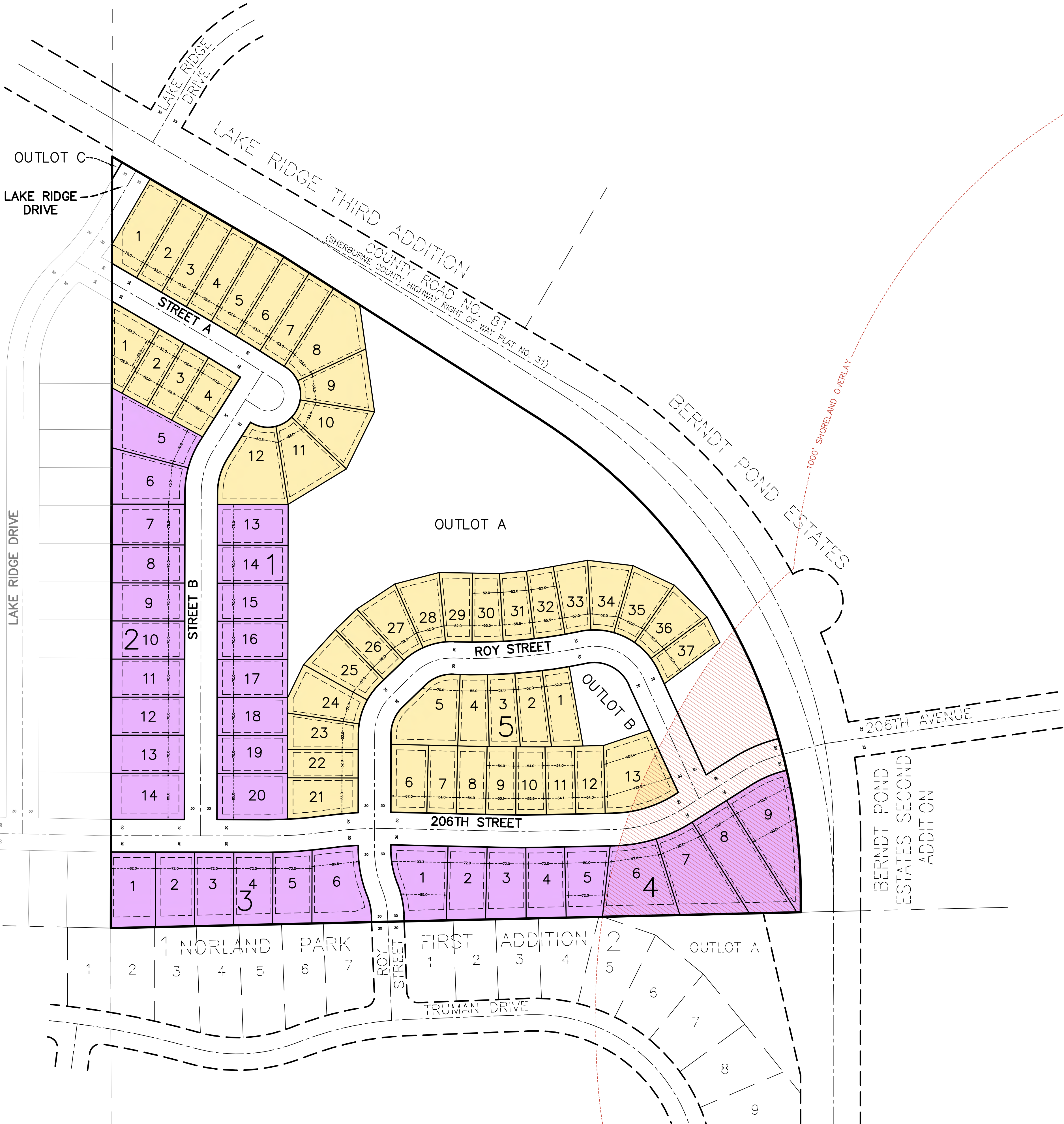
PROPOSED SINGLE FAMILY - 40' WIDE PADS	
(LOTS 1-12 & 21-36, BLOCK 1; LOTS 1-4 BLOCK 2; & LOTS 1-13, BLOCK 5)	
MIN. LOT AREA	6,500 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	52 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	66 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 40' WIDE PADS	
FRONT YARD SETBACK	30'
SIDEYARD SETBACK	6'
SIDEYARD STREET	20'
REAR	30'

PROPOSED SINGLE FAMILY - 50' WIDE PADS	
(LOTS 13-20, BLOCK 1; LOTS 5-14, BLOCK 2; LOTS 1-6, BLOCK 3; & LOTS 1-9, BLOCK 4)	
MIN. LOT AREA	8,125 S.F.
MIN. LOT WIDTH AT SETBACK (INTERIOR)	65 FEET
MIN. LOT WIDTH AT SETBACK (CORNER)	77.5 FEET
MIN. LOT DEPTH	125 FEET
MAXIMUM IMPERVIOUS SURFACE	40%

PROPOSED MINIMUM SETBACKS FOR SINGLE FAMILY- 50' WIDE PADS	
FRONT YARD SETBACK	30'
SIDEYARD SETBACK	7.5'
SIDEYARD STREET	20'
REAR	30'

1000 FOOT SHORELAND OVERLAY DISTRICT	
(LOTS 6-9, BLOCK 4 & LOT 13, BLOCK 5)	
MIN. LOT AREA	15,000 S.F.
MAXIMUM IMPERVIOUS SURFACE	25%



THE PRESERVE OF BIG LAKE
BIG LAKE, MINNESOTA
CONCEPT PLAN
FOR
SML HOLDINGS, LLC

DRAWN BY
PLM
DATE
6/23/2026
REVISIONS

CAD FILE
23963CP.dwg
PROJECT NO.
23963-00
SHEET 1 OF 3

I hereby certify that this survey, plan or map was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor in the State of Minnesota.
PRELIMINARY
Date: _____ Reg. No. _____

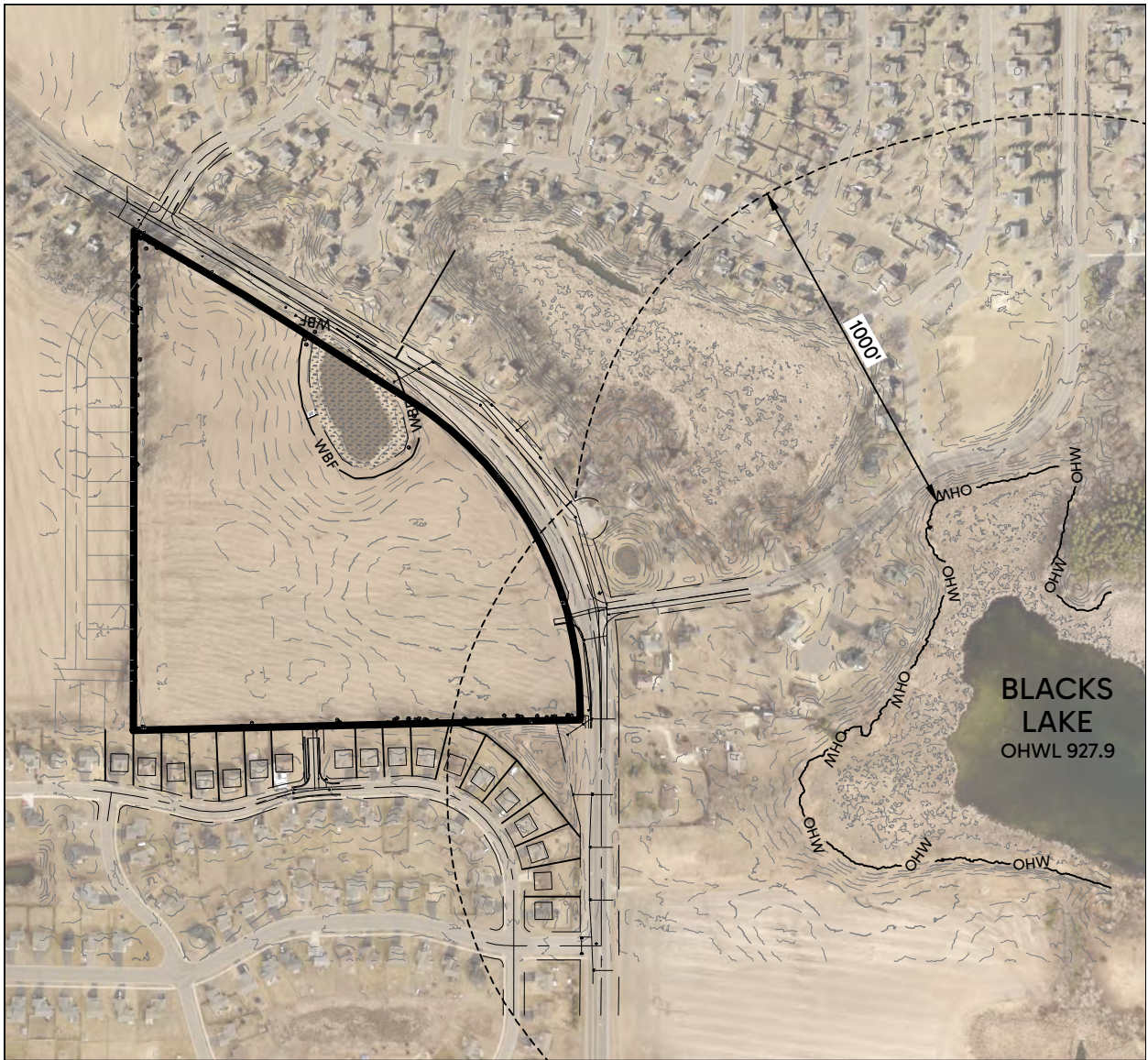
HILL
INCORPORATED
2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
marcus@mmhill.com
www.mmhill.com

F:\Civil 3D Projects\23963\PRE-PLAT PLANS\23963EXC.dwg - 6/30/2026 10:53AM



LEGEND

	EXISTING WATERMAIN
	EXISTING SANITARY SEWER
	EXISTING STORM SEWER
	EXISTING TELEPHONE PEDESTAL
	EXISTING VAULT
	EXISTING CURB & GUTTER
	EXISTING WETLAND EDGE
	EXISTING WETLAND BUFFER
	EXISTING SIGN
	EXISTING ASPHALT
	EXISTING CONCRETE
	EXISTING WETLAND



SHORELAND OVERLAY
SCALE: 1" = 500'



Know what's below.
Call before you dig.



SCALE IN FEET
0 100 200

THE PRESERVE OF BIG LAKE
BIG LAKE, MINNESOTA
EXISTING CONDITIONS

DRAWN BY
JSO
DATE
06/29/2026
REVISIONS

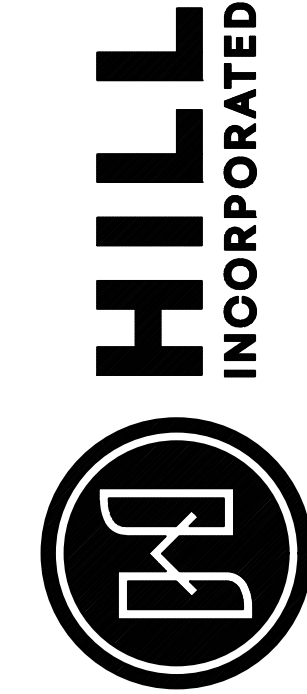
CAD FILE
23963EXC
PROJECT NO.
23963

SHEET 2 OF 3

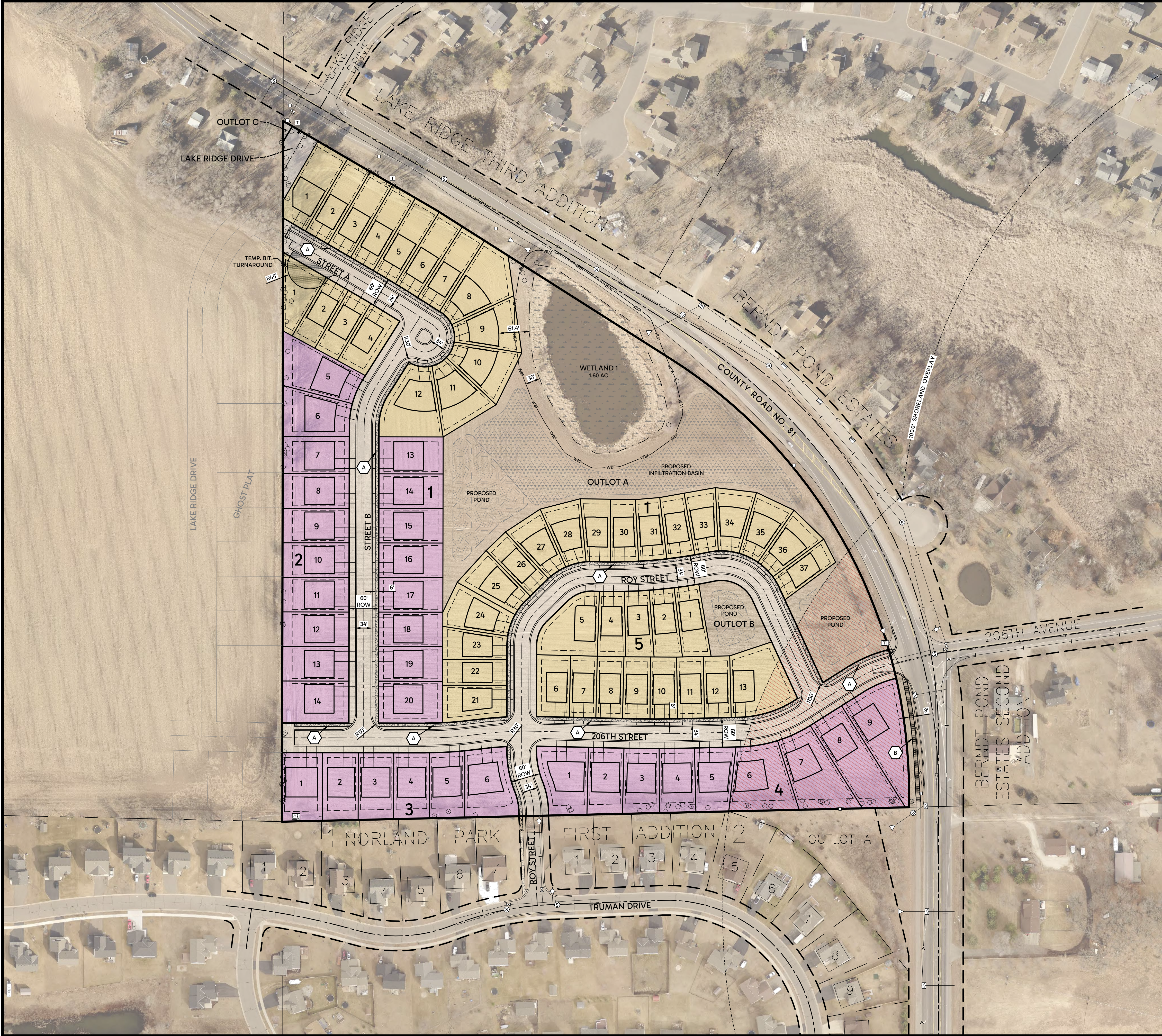
I hereby certify that this plan, by my profession or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PROFESSIONAL ENGINEER
Date: _____ Reg. No. _____

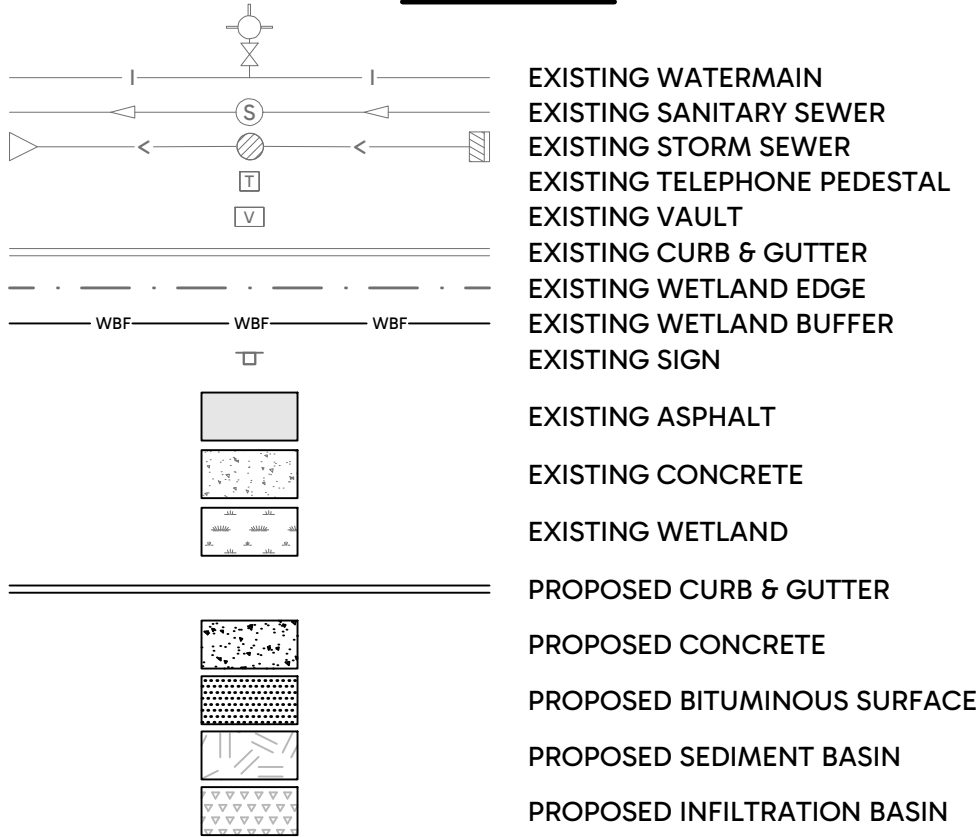
2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
rosberg@mmhill.com
www.mmhill.com



F:\Civil 3D Projects\23963\PRE-PLAT PLANS\23963SITE.dwg - 6/30/2026 10:54AM



LEGEND



KEY NOTES

- A 6' WIDE CONCRETE SIDEWALK
- B 10' WIDE BITUMINOUS TRAIL

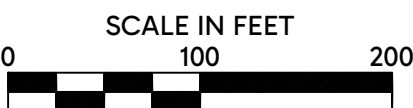
SITE DATA

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

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SIDEYARD STREET	20'
REAR	30'

1000 FOOT SHORELAND OVERLAY DISTRICT
(LOTS 6-9, BLOCK 4 & LOT 13, BLOCK 5)
MIN. LOT AREA 15,000 S.F.
MAXIMUM IMPERVIOUS SURFACE 25%



THE PRESERVE OF BIG LAKE
BIG LAKE, MINNESOTA
CONCEPT SITE PLAN

FOR
SML HOLDINGS, LLC
1458 WHITE OAK DR, CHASKA, MN 55318

DRAWN BY
JSO
DATE
06/29/2026
REVISIONS

CAD FILE
23963SITE
PROJECT NO.
23963

SHEET 3 OF 3

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 in the State of Minnesota.
DATE: _____ REG. NO. _____
PROFESSIONAL ENGINEER

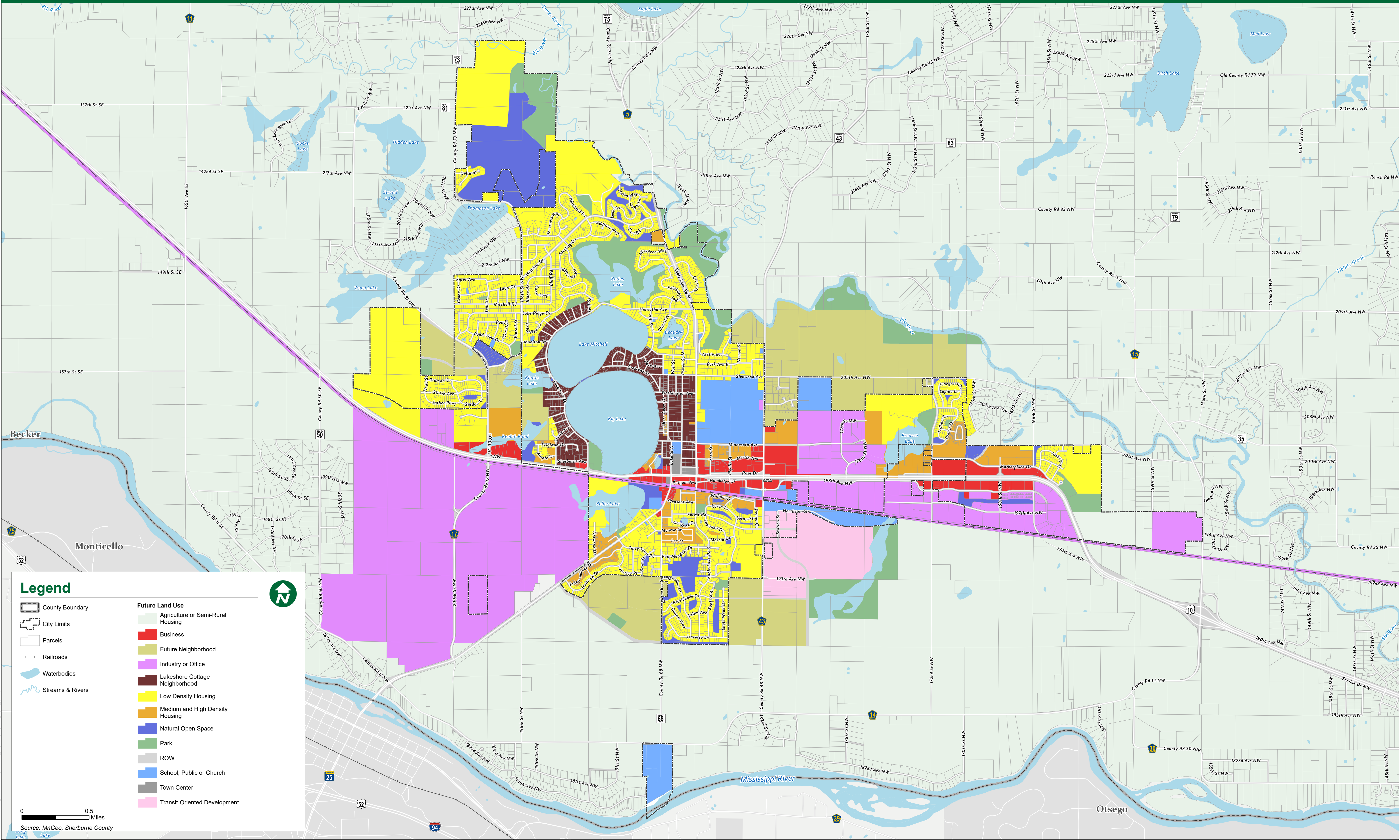
HILL INCORPORATED
2999 WEST C.R. 42, SUITE 100
BURNSVILLE, MN 55306
PHONE: 952-890-6044
rosberg@mmhill.com
www.mmhill.com

Attachment C
Future Land Use



Future Land Use Map
City of Big Lake, Minnesota

May 2026

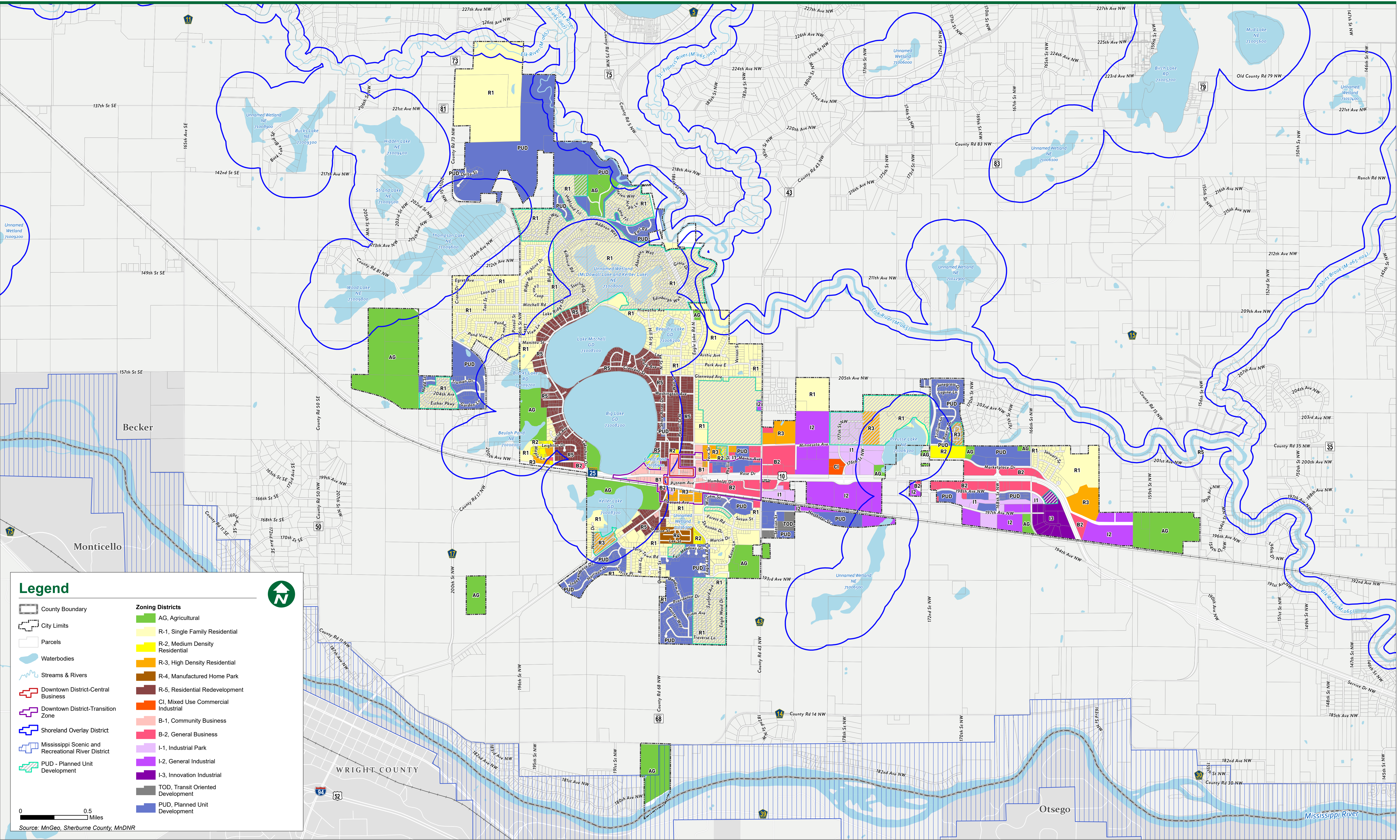


Attachment D
Current Zoning Map



Proposed Zoning Map
City of Big Lake, Minnesota

May 2026



Legend

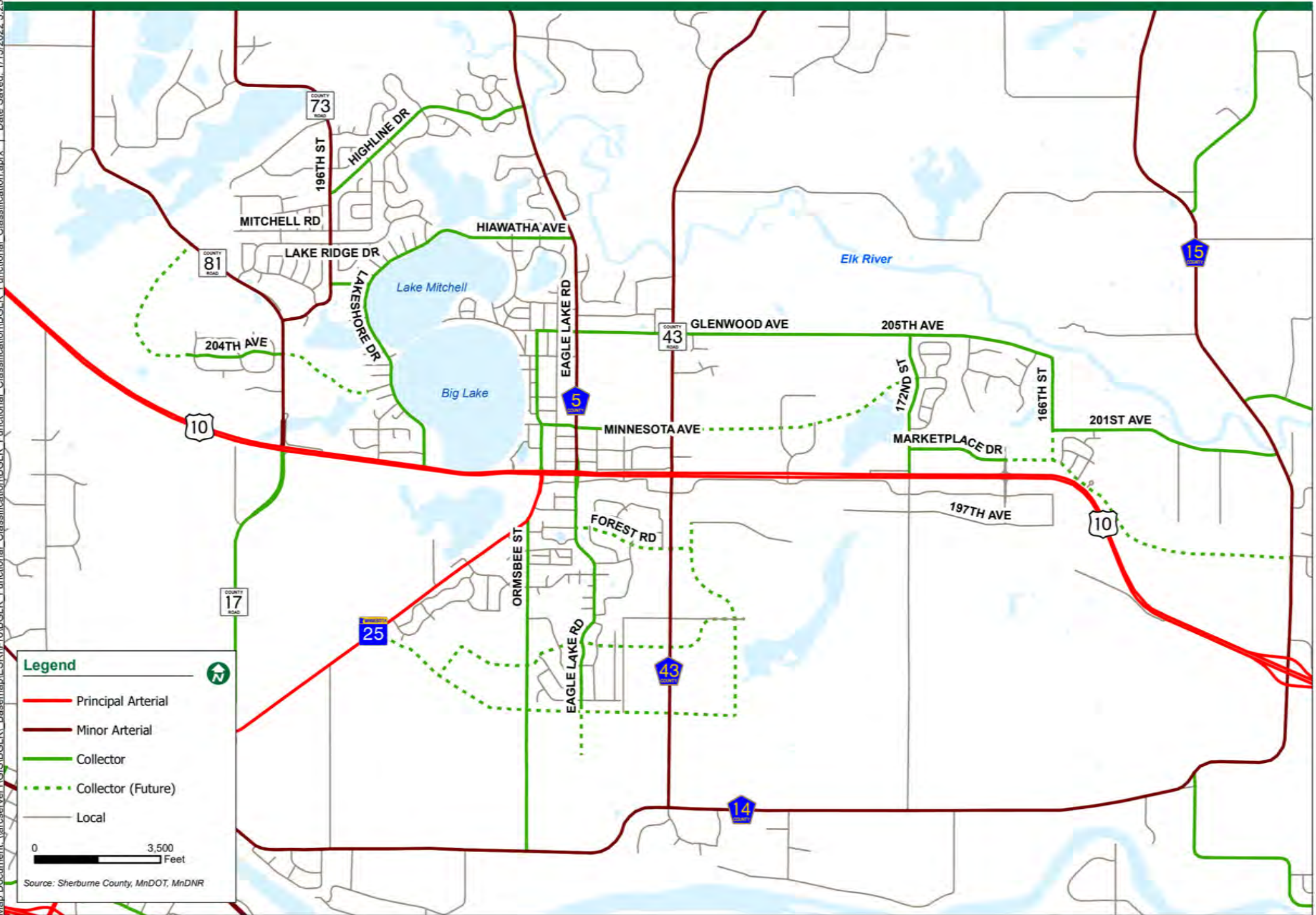
- County Boundary
- City Limits
- Parcels
- Waterbodies
- Streams & Rivers
- Downtown District-Central Business
- Downtown District-Transition Zone
- Shoreland Overlay District
- Mississippi Scenic and Recreational River District
- PUD - Planned Unit Development

AG, AgriculturalR-1, Single Family ResidentialR-2, Medium Density ResidentialR-3, High Density ResidentialR-4, Manufactured Home ParkR-5, Residential RedevelopmentCI, Mixed Use Commercial IndustrialB-1, Community BusinessB-2, General BusinessI-1, Industrial ParkI-2, General IndustrialI-3, Innovation IndustrialTOD, Transit Oriented DevelopmentPUD, Planned Unit Development

0 0.5 Miles

Source: MnGeo, Sherburne County, MnDNR

Attachment E
Functional Classification Plan



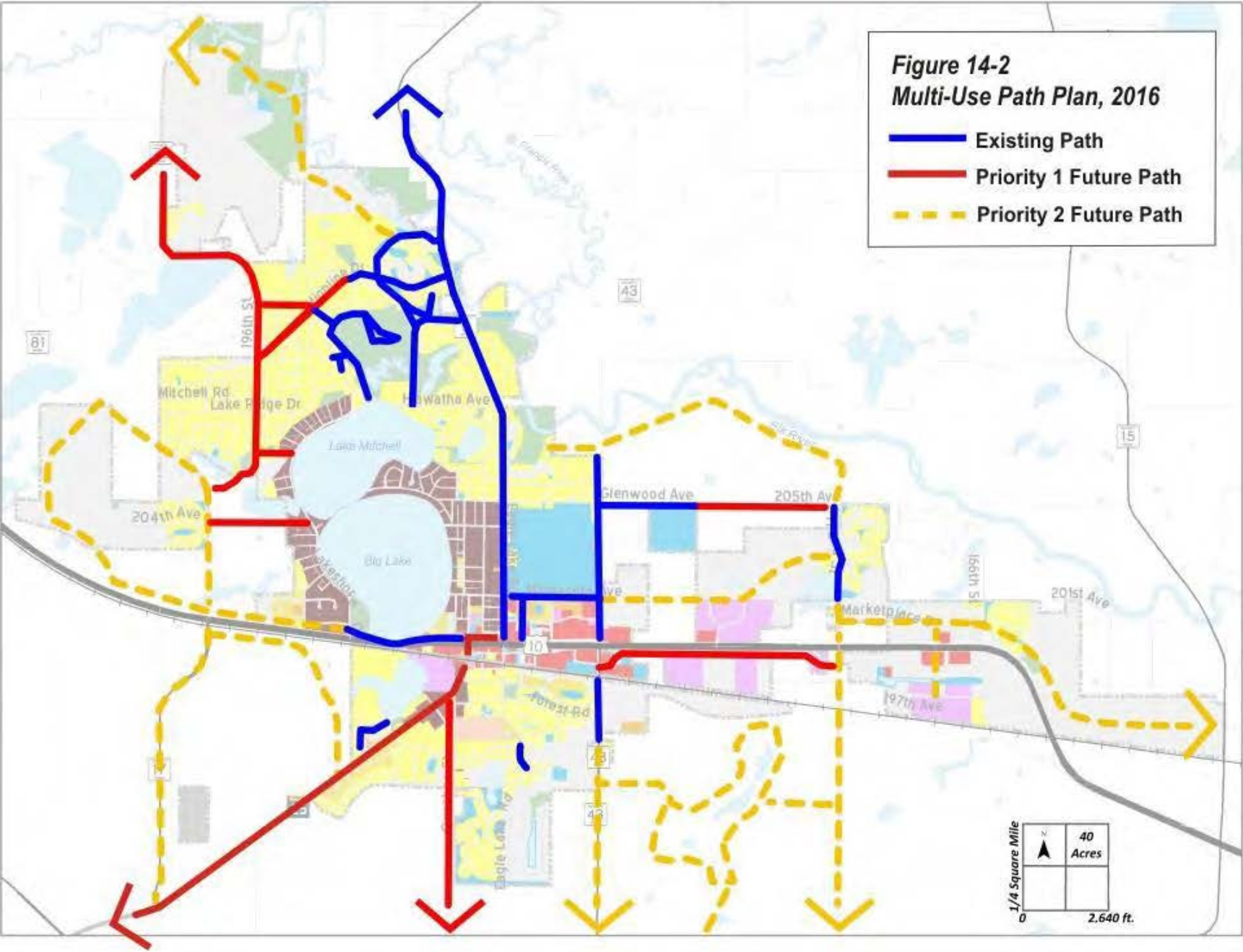
Legend

- Principal Arterial
- Minor Arterial
- Collector
- ... Collector (Future)
- Local

0 3,500
Feet

Source: Sherburne County, MnDOT, MnDNR

Attachment F
Multi-Use Path Plan



Attachment G
Engineering Comments



MEMORANDUM

To: Kendra Lindahl, City Planner **ENG26-040**
From: Layne R. Otteson, City Engineer
Date: July 29, 2026
Re: Engineering Comments for The Preserve of Big Lake Concept Plan

I received high level concept plans (3 sheets) dated 6/23/26 and 6/29/26 for review from Hill Incorporated with an unsigned engineer's certification block. City water and sanitary sewer is adjacent to the site and available. The property is not served by storm sewer and is required to accommodate all drainage on-site. Wetlands are located on property. The property is NOT located within the City's Drinking Water Supply Management Area (DWSMA). Property is adjacent to County Road 83 and subject to County plat review.

My engineering comments reflect submitted high level concept layout as follows and are not all inclusive at this time:

1. Change naming designation of 206th Street to 206th **Avenue**.
2. Construct Lake Ridge Drive entrance off of County Road 83. Consider completing to Street A in order to provide watermain looping and through street.
3. If a PUD, is the added public benefit related to infrastructure or Public Works maintenance?
4. Engineering plans by a licensed engineer will be reviewed upon submittal for specific design criteria and compatibility.
5. Identify lot width at street right of way. Narrow lot widths provide challenges for parking, mail boxes and snow plowing.
6. Civil site design shall include, but not limited to, grading, utility, street, signage, pavement marking, pedestrian facilities, details, lighting, landscaping, irrigation, phasing, SWPPP, soil reports, drainage reports, etc.
7. Civil site design shall meet current City Code and governing specifications including MnDOT, City of Big Lake Development Standards, Americans with Disability Act, Minnesota Rural Water Association for Trace Wire and City Engineer's Association of MN (CEAM).
8. Any imported fill shall be free draining granular soil (sand) acceptable to City Engineer and meeting material testing requirements.
9. Traffic study may be required due to lot density or Sherburne County.
10. Design shall meet ADA/PROWAG requirements for pedestrian facilities in the right of way subject to current MNDOT Standard Plans.
11. Street vertical and horizontal curve design shall meet State Aid requirements.
12. City Code allows cul-de-sacs to be a maximum of 500 feet long. This also applies to dead end streets.
13. Home building construction will be limited to 500 feet from the intersection of Roy Street and 206th Street unless connection to Lake Ridge Drive is made (emergency vehicle circulation and watermain looping).
14. Driveway location with respect to intersection needs to be closely reviewed.
15. All street widths shall be identified as face of curb to face of curb.
16. Extend bituminous trail to the Norwest along County Road 81 to Lake Ridge Drive.

17. Soil types and water table (mottled soil) elevation is unknown.
18. All building structure lowest openings shall be at least 3-feet above 100-year flood/pond elevation (HWL). Lowest floor shall be at least 2-feet above 100-year flood/pond elevation (HWL).
19. With no offsite outlet to river or lake, accommodate back to back 100 year ponding.
20. Sanitary manhole spacing maximum is 400 feet.
21. Provide wetland buffer signage.
22. Incorporate adjacent topography and drainage into storm sewer design.
23. Southern property line area may allow for use of Norland Park pond adjacent to County Road 83.

LO/lo

Cc: File

Attachment H
Expired 2007 Plan

PRELIMINARY PLAT OF BERNDT POND ESTATES THIRD ADDITION

BIG LAKE, MINNESOTA

EXISTING ZONING: AGRICULTURAL
PROPOSED ZONING: R1 AND R3
TOTAL AREA = 32.10 ACRES +/-

LEGAL DESCRIPTION
That part of the Southwest Quarter of Section 13, Township 33 North, Range 28 West, Sherburne County, Minnesota, that lies southwesterly of the centerline of County Road No. 81.
Abstract property

NOTES:
-Total Area = 32.10 Acres +/-
-Total Wetland Area = 1.35 Acres +/-
-Total Upland Area = 30.75 Acres +/-
-Current vegetation on property = Agricultural farmland

LOT AREA SF +/-

BLOCK 1	
LOT 1	19707
LOT 2	17074
LOT 3	13745
LOT 4	12897
LOT 5	16682
LOT 6	13088
LOT 7	11230
LOT 8	10472
LOT 9	11264
LOT 10	12853
LOT 11	13569
LOT 12	14492
LOT 13	19022
LOT 14	22027
LOT 15	22623

BLOCK 2

LOT 1	14022
LOT 2	12628
LOT 3	14327
LOT 4	13069
LOT 5	10026
LOT 6	10006
LOT 7	10612

BLOCK 3

LOT 1	12052
LOT 2	10486
LOT 3	12385
LOT 4	14048
LOT 5	17223

BLOCK 4

LOT 1	13000
LOT 2	10791
LOT 3	10592
LOT 4	10948
LOT 5	12030
LOT 6	12793
LOT 7	12064
LOT 8	12269
LOT 9	21603
LOT 10	18991
LOT 11	14955
LOT 12	12801
LOT 13	12792
LOT 14	17796

BLOCK 5

LOT 1	2240
LOT 2	2240
LOT 3	2240
LOT 4	2240
LOT 5	2240
LOT 6	2240
LOT 7	2240
LOT 8	2240
LOT 9	2240
LOT 10	2240
LOT 11	2240
LOT 12	2240
LOT 13	2240
LOT 14	2240
LOT 16	102420

BLOCK 6

LOT 1	2240
LOT 2	2240
LOT 3	2240
LOT 4	2240
LOT 5	2240
LOT 6	2240
LOT 7	2240
LOT 8	2240
LOT 9	2240
LOT 10	2240
LOT 11	2240
LOT 12	2240
LOT 13	2240
LOT 14	2240
LOT 15	2240
LOT 16	2240
LOT 17	2240
LOT 18	2240
LOT 19	2240
LOT 20	2240
LOT 21	2240
LOT 22	2240
LOT 23	162274

OUTLOT A
72,645 SF

OUTLOT B
145,462 SF

OUTLOT C
8,488 SF

OUTLOT D
1,379 SF

- LEGEND
- HYDRANT
 - MANHOLE
 - GATEVALVE
 - SANITARY SEWER
 - WATERMAIN
 - CONTROLLED ACCESS

OUTLOT D

LAKE RIDGE DRIVE

NOT PLATTED
ZONED AGRICULTURAL

TREE LINE

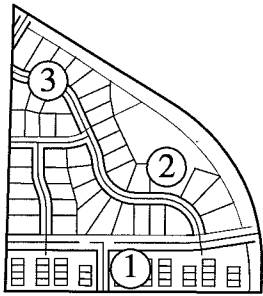
SW corner of the SW 1/4 of Section 13, T 33, R 28
Sherburne County Monument

NORLAND PARK OF BIG LAKE LLC

NORLAND PARK OF BIG LAKE LLC
BLACKS LAKE RECREATIONAL DEVELOPMENT
LAKE (RD) SHORELAND
BOUNDARY DNR#71-97

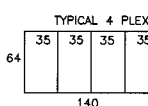
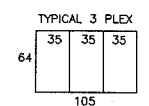
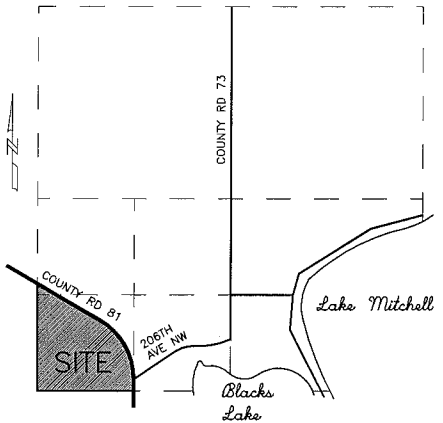
NOTE: AN 8 FT TRAIL WILL BE CONSTRUCTED ALONG COUNTY ROAD 81

ZONED R1



PHASING

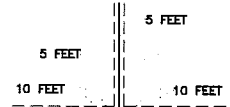
VICINITY MAP
SECTION 13, T33N, R28W
NOT TO SCALE



OWNER AND DEVELOPER
GARY BERNDT
45861 COUNTY ROAD 18
BROOKTON, MN 55316
(320) 352-2484

BENCHMARK ELEVATION = 946.71
HORIZONTAL CONTROL DISK
BEULAH 1991

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING STREET LINES, AS SHOWN ON THE PLAT.

Surveying & Engineering Professionals Inc.
60 10th Ave. South
Mahtomedi, MN 55347
(320) 259-8888



- DENOTES IRON MONUMENT SET
- DENOTES IRON MONUMENT FOUND

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

LINDA H. BROWN
DATE 01/09/2006 LICENSE NO. 23682

03264



AGENDA ITEM

Big Lake City Council

Prepared By: Kendra Lindahl, AICP Consulting Planner	Meeting Date: 8/19/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7E
Item Description: Request for Building Permits prior to installation of public improvements for the Prairie Rose Subdivision		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: Marie Popp, Community Development Director/EDA Executive Director	

60-DAY REVIEW DEADLINE: N/A

ACTION REQUESTED

The City Council is asked to consider Capstone Homes' request to authorize building permits for four homes in Prairie Rose before all public improvements required by the Development Contract and City Code have been completed.

BACKGROUND/DISCUSSION

At the July 27, 2022 City Council meeting, the Council approved a rezoning, preliminary plat, and development stage PUD for Prairie Rose.

On June 14, 2023, the Council approved the applicant's request for a two-year extension of the Preliminary Plat and development stage PUD approval for Prairie Rose.

On July 23, 2025, the Council approved an additional two-year extension for the development approvals.

The City Council approved the Final Plat and Final Stage PUD with modifications at the July 15, 2026 meeting.

On August 11, 2026, the applicant submitted a narrative and plans detailing the request.

Application

Heather Lorch of Capstone Homes, Inc. has requested early building permits be issued for Lots 7-10, Block 4, Prairie Rose prior to installation of all public improvements. The subdivision ordinance prohibits issuance of building permits until the requirements of the approving resolution and development contract have been met. One of those items is compliance with the subdivision ordinance, which prohibits building permits prior to street and utility construction. This is a public safety issue to ensure access to the home is available.

Analysis

The City Council reviewed a similar request at the February 14, 2024, City Council Meeting for early permits for two twinhomes in Prairie Meadows Fourth Addition. Community Development, Engineering, the Building Official, Law Enforcement, and the Fire Department provided feedback on their request, and recommended

denial of the request due to safety concerns with the access to the two units should an emergency occur. However, the City Council did recommend approval of the developer's request.

Capstone Homes, Inc. did not request early building permits with their final plat application, and the request could not be included in their development contract; therefore, Council action is required to allow the request.

The applicant has provided a narrative and an exhibit showing the location of the four lots where the early permits are requested. In this case, 165th Street has been constructed to provide access to the rear of the four homes where the early building permit is requested. Additionally, the developer is proposing a temporary gravel turn around for emergency vehicles.

Planning staff notes that many cities include standard language in the development contracts to allow early permits for one model home provided utilities shall be installed and reasonable access to the lot from a public street is provided on lots acceptable to the City. Based on the circumstances of this development, staff has no safety concerns for early permits on these four lots.

STAFF COMMENTS:

Engineering and Public Works:

The City Engineer has reviewed the request and would like more detailed plans from the developer but does not object to the request.

Police and Fire:

The Police and Fire have reviewed the request and have no objection.

Building:

The Building Official has requested additional information regarding the proposed homes before building review can be completed.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

The City Council is asked to consider the request from Capstone Homes, the developer of Prairie Rose, to allow building permits for four homes prior to installation of public improvements as required by the Development Contract and City Code.

No formal resolution is required. The Council has two options:

1. Approve the request to authorize early building permits for four homes on Lots 7-10, Block 4, Prairie Rose, subject to City Engineer approval of a final exhibit showing acceptable access, utility availability, and the temporary turn-around for emergency vehicles.
2. Deny the request for early building permits.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Applicant's narrative and exhibit dated August 11, 2026
Attachment C:	Approved Preliminary Plat
Attachment D:	Approved Final Plat

Attachment A
Site Location Map



Attachment B
Applicant's Narrative

Big Lake 648-1 Land, LLC
Heather Lorch
14015 Sunfish Lake Blvd. NW
Ramsey, MN 55303

August 11, 2026

Mayor Paul Knier and Big Lake City Council
160 Lake Street North
Big Lake, MN 55309

RE: Four Early Building Permits at Prairie Rose

Dear Mayor Knier and City Council,

Please accept this narrative requesting early permits for four (4) building permits at Prairie Rose.

As requested by City Staff, the attached site map identifies the locations of the requested early permits and emergency access to the lots. Please see the accompanying site map for clarification.

Early building permits are requested for Lots 7–10, Block 4. These lots are adjacent to existing pavement on 168th Ave NW, and construction access will be constructed at the rear of each lot.

We are requesting these early permits to be available upon completion of the construction access.

Emergency vehicle access to Lots 7–10, Block 4 is available from the existing, already-paved 168th Street.

The 56-foot street width on 168th Street meets and exceeds the City's 55-foot turnaround radius requirement, allowing emergency vehicles to enter, turn around, and exit the site safely and efficiently. In addition, and at City Staff's request, we will provide a gravel "T" turnaround on Patriot Circle for larger emergency vehicles. Parking will not be permitted in front of future Lots 101–102 and 117–118 or on the east side of 168th Street.

Gravel will also be placed along future Patriot Circle Lots 103–106 and 113–116, as well as along the private drive, Outlot E, to allow parking for construction trades during construction.

Lots 6 and 11, Block 4 will be utilized as the construction staging areas for materials and equipment.

Our production team is hoping to begin construction on 10–12 homes before frost sets in this fall. Four early permits would enable this goal to be achieved.

Thank you in advance,

A handwritten signature in cursive script, appearing to read "Heather Lorch", written in dark ink on a light background.

Heather Lorch
Land Manager, on behalf of Big Lake 648-1 Land, LLC

Construction Access

Lots 7-10 early permits

Construction Parking

No Parking

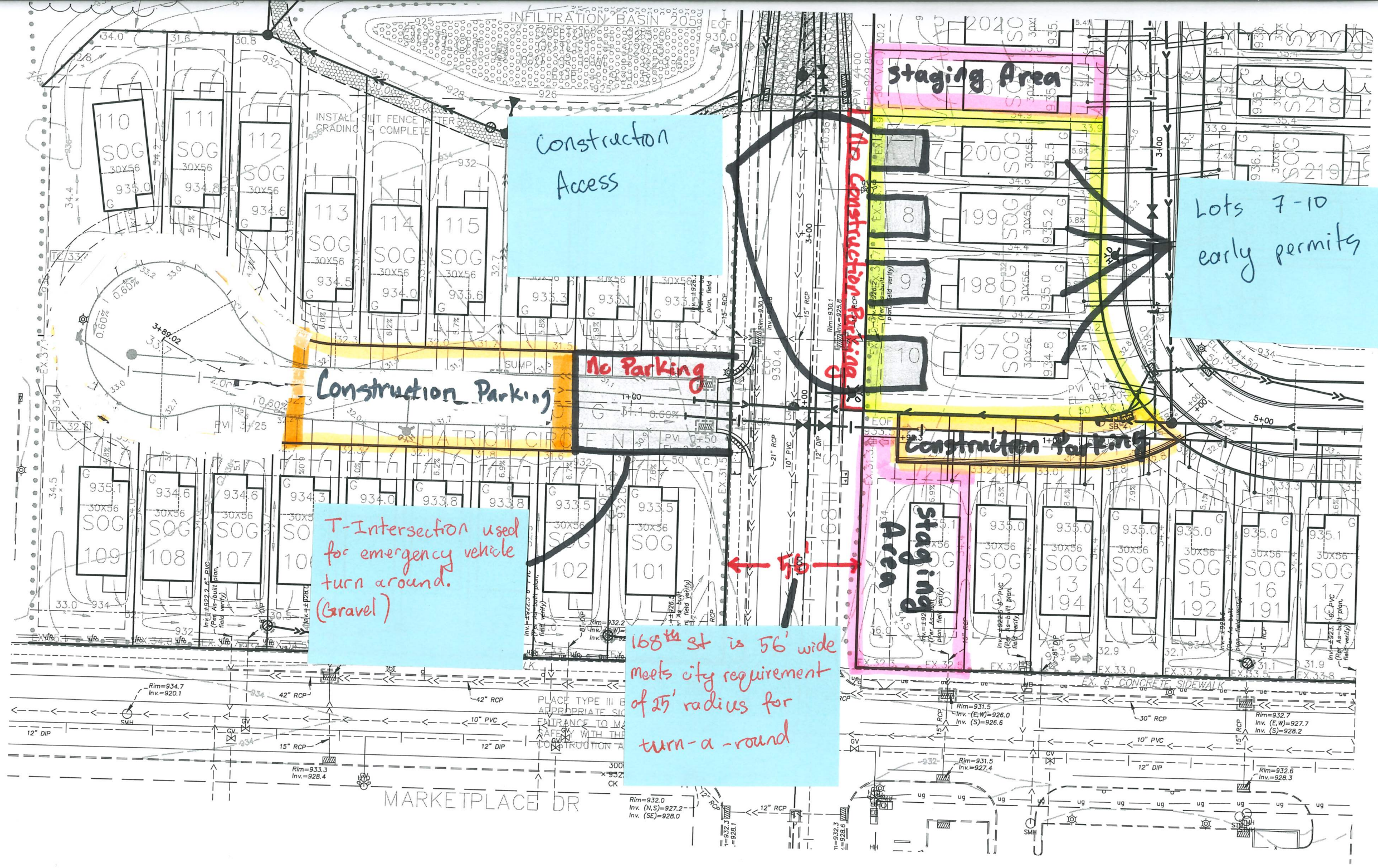
Staging Area

Construction Parking

Staging Area

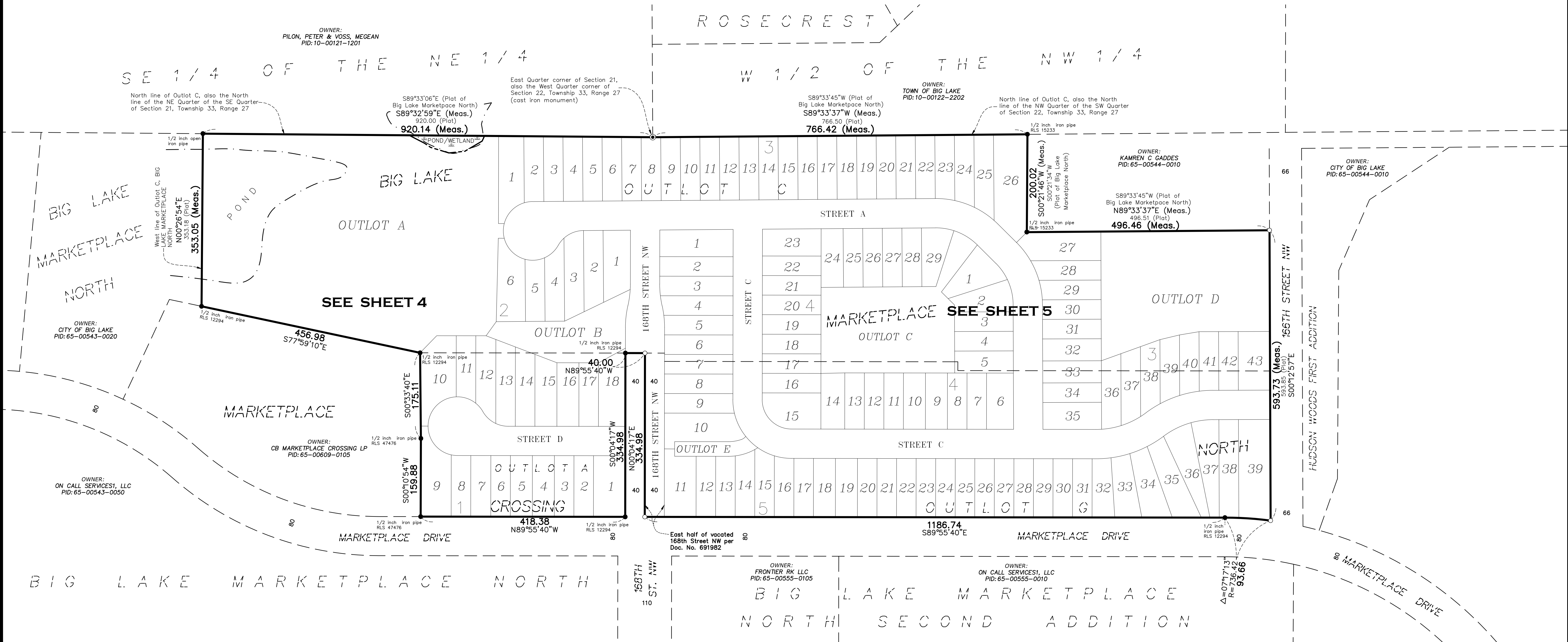
T-Intersection used for emergency vehicle turn around. (Gravel)

168th St is 56' wide meets city requirement of 25' radius for turn-a-round



Attachment C
Preliminary Plat

PRAIRIE ROSE



PARCEL DESCRIPTION:

Outlot C, BIG LAKE MARKETPLACE NORTH, Sherburne County, Minnesota.

Together with that part of the vacated 168th Street which accrued thereto by reason of vacation thereof.

AND

Outlot G, BIG LAKE MARKETPLACE NORTH, Sherburne County, Minnesota.

Together with that part of the vacated 168th Street which accrued thereto by reason of vacation thereof.

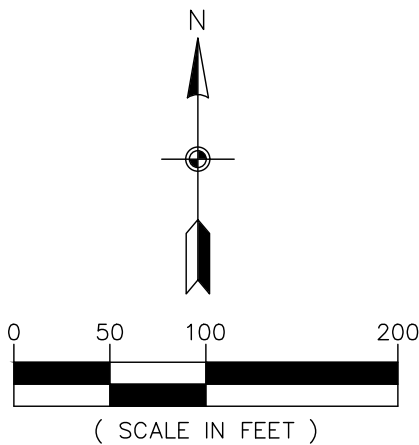
AND

Outlot A, MARKETPLACE CROSSING, Sherburne County, Minnesota.

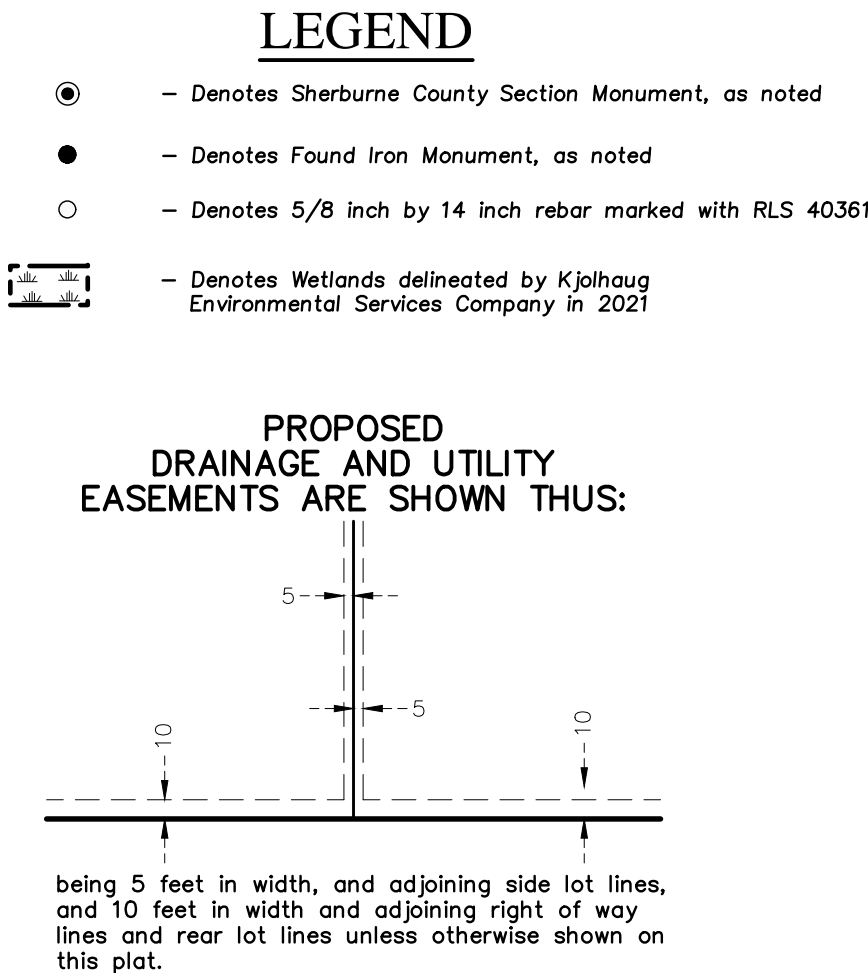
(abstract property)

GENERAL NOTES:

1) Bearings shown are based on the West line of Outlot C, BIG LAKE MARKETPLACE NORTH, which is assumed to bear N00°26'54"E.



SITE DATA			
TOTAL SITE AREA	±32.66 AC.	EXISTING ZONING	R-2/R-3
TOTAL ROW AREA	±5.50 AC.	PROPOSED ZONING	PUD
TOTAL OUTLOT AREA	±9.17 AC.	UTILITIES	AVAILABLE
OUTLOT A	±5.59 AC.	MINIMUM RESIDENTIAL SETBACK DATA:	
OUTLOT B	±0.53 AC.		
OUTLOT C	±1.19 AC.		
OUTLOT D	±1.75 AC.		
OUTLOT E	±1.11 AC.		
TOTAL LOT AREA	±17.99 AC.	FRONT	20 FT.
SMALLEST LOT	±4,600 S.F.	SIDE	5 FT.
LARGEST LOT	±13,763 S.F.	SIDE CORNER	20 FT.
AVERAGE LOT	±6,074 S.F.	REAR SETBACK	20 FT.
TOTAL NUMBER OF LOTS	135		
GROSS DENSITY	4.13 LOTS/AC.		



PRAIRIE ROSE

S89°33'06"E (Plat of
Big Lake Marketplace North)
S89°32'59"E (Meas.)
920.00 (Plat)
920.14 (Meas.)

North line of Outlot C, also the North
line of the NE Quarter of the SE Quarter
of Section 21, Township 33, Range 27

OWNER:
PILON, PETER & VOSS, MEGEAN
PID: 10-00121-1201

East Quarter corner of Section 21,
—also the West Quarter corner of
Section 22, Township 33, Range 27
(cast iron monument)

S89°33'45"W (Plat of
Big Lake Marketplace North)
S89°33'37"W (Meas.)
766.50 (Plat)
766.42 (Meas.)

OUTLOT A
±243,481 sq.ft.
Drainage and Utility Easement
over all of Outlot A

OUTLOT B
±23,087 sq.ft.

OUTLOT C
±51,706 sq.ft.

PROPOSED
DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:

LEGEND

- - Denotes Sherburne County Section Monument, as noted
- - Denotes Found Iron Monument, as noted
- - Denotes 5/8 inch by 14 inch rebar marked with RLS 40361
- Denotes Wetlands delineated by Kjolhaug Environmental Services Company in 2021.

being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

G L A K E M A R K E T P L A C E N O R T H

OWNER:
ON CALL SERVICES1, LLC
PID: 65-00543-0050

168TH
110
ST. NINA

BIG LAKE MARKETPLACE
NORTH SECOND ADDITION

OWNER:
FRONTIER RK LLC
PID: 65-00555-0105

4 of 12



**3890 PHEASANT RIDGE DR NE
SUITE 100
BLAINE, MN 55449
TEL 763.489.7900
FAX 763.489.7959
CARLSON-ENGINEERING.COM**

I hereby certify that this survey, plan
or report was prepared by me or under my
direct supervision and that I am a duly
Licensed Land Surveyor under
the laws of the State of Minnesota

Print Name: Thomas R. Balluff, L.S.
Signature: *Thomas R. Balluff*
Date: 1/07/22 License #: 40361

DRAWN BY: kcm/bjs/npc
ISSUE DATE: 1/07/22
FILE NO: 2375

Revisions:
1. 4/14/22 - Revise Layout per Owner
2. 5/15/26 - Per city comments

BIG LAKE 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

PRAIRIE ROSE
Big Lake, Minnesota

PRELIMINARY PLAT

PRAIRIE ROSE

OWNER:
PILON, PETER & VOSS, MEGEAN
PID: 10-00121-1201

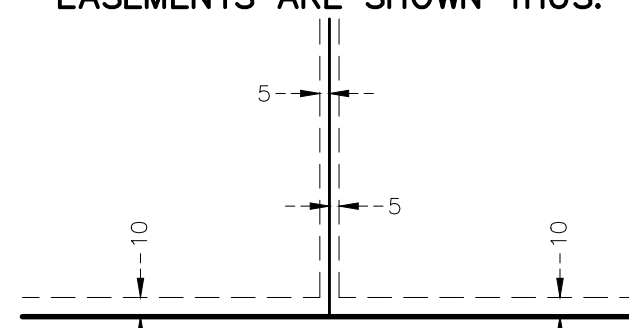
East Quarter corner of Section 21,
—also the West Quarter corner of
Section 22, Township 33, Range 27
(cast iron monument)

S89°33'45"W (Plat of
Big Lake Marketplace North)
S89°33'37"W (Meas.)
766.50 (Plat)
766.42 (Meas.)

OWNER:
TOWN OF BIG LAKE
PID: 10-00122-2202

North line of Outlot C, also the North
-line of the NW Quarter of the SW Quarter
of Section 22, Township 33, Range 27

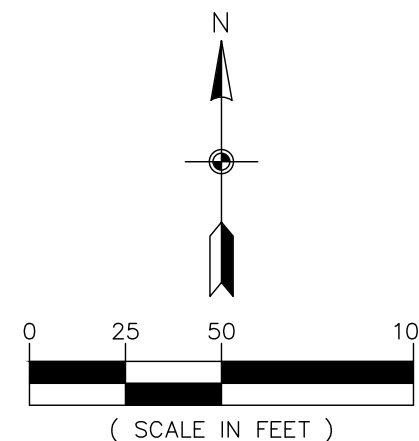
PROPOSED
DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

LEGEND

- - Denotes Sherburne County Section Monument, as noted
- - Denotes Found Iron Monument, as noted
- - Denotes 5/8 inch by 14 inch rebar marked with RLS 40361



OWNER:
CITY OF BIG LAKE
PID: 65-00544-0010

OWNER:
KAMREN C GADDES
PID: 65-00022-3205

N89°33'45"E (Plat of
Big Lake Marketplace North)
N89°33'37"E (Meas.)
496.51 (Plat)
496.46 (Meas.)

OUTLOT D
±76,199 sq.ft.

OUTLOT
±23,087 sq.ft.

OUTLOT
±51,706 sq.ft.

OUTLOT E

1186.73
S89°55'40"E

MARKETPLACE DRIVE

OWNER:
ON CALL SERVICES1, LLC
PID: 65-00543-0050

168TH
110
ST. ALVA

BIG LAKE MARKETPLACE
NORTH SECOND ADDITION

OWNER:
FRONTIER RK LLC
PID: 65-00555-0105

OWNER:
ON CALL SERVICES1, LLC
PID: 65-00555-0010

BIG LAKE MARKETPLACE NORTH SECOND ADDITION

BIG LAKE 648-1, LLC
14015 Sunfish Lake Blvd. NW, Suite 400
Ramsey, MN 55303

PRAIRIE ROSE
Big Lake, Minnesota

PRELIMINARY PLAT

5 of 12

Attachment D
Final Plat

PRAIRIE ROSE

KNOW ALL PERSONS BY THESE PRESENTS:

That Big Lake 648-1 Land LLC, a Minnesota limited liability company, owner of the following described property situated in the County of Sherburne, State of Minnesota, to wit:

Outlot C and Outlot G, BIG LAKE MARKETPLACE NORTH, Sherburne County, Minnesota.

Together with that part of the vacated 168th Street which accrued to the subject property by reason of vacation per Document No. 691982

AND

Outlot A, MARKETPLACE CROSSING, Sherburne County, Minnesota.

Has caused the same to be surveyed and platted as PRAIRIE ROSE and does hereby dedicate to the public for public use forever the thoroughfares as shown on this plat. Also dedicating to the public for public use forever the drainage and utility easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Big Lake 648-1 Land LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer to be hereunto affixed this ____ day of _____, 20____.

BIG LAKE 648-1 LAND LLC

Stephen A. Bona, Vice President

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by Stephen A. Bona, Vice President of Big Lake 648-1 Land LLC, a Minnesota limited liability company, on behalf of the company.

(Signed)

(Printed)

Notary Public, _____

My commission expires _____

I, Thomas R. Balluff, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____.

Thomas R. Balluff, Licensed Land Surveyor
Minnesota License No. 40361

STATE OF MINNESOTA

COUNTY OF _____

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of _____, 20____ by Thomas R. Balluff, Land Surveyor, Minnesota License No. 40361.

(Signed)

(Printed)

Notary Public, _____

My commission expires _____

This plat of PRAIRIE ROSE was approved and accepted by the City Council of the City of Big Lake, Sherburne County, Minnesota at a regular meeting held the ____ day of _____, 20____.

_____, Mayor

Attest: _____, Clerk

Pursuant to Sherburne County Ordinance Number 006, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

_____, Sherburne County Surveyor

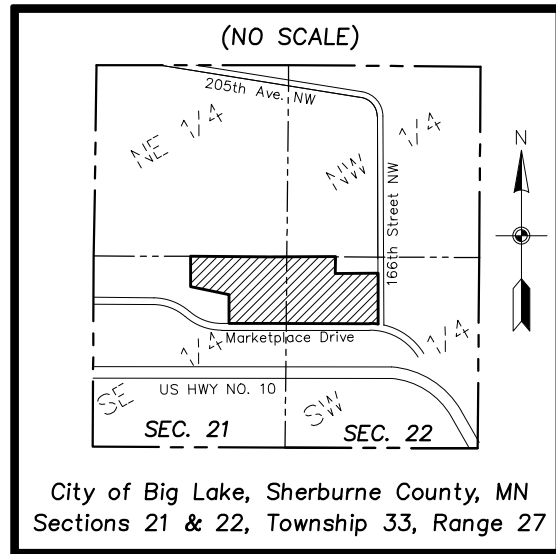
I hereby certify that taxes payable in the year ____ on lands herein described are paid in full, and there are no delinquent taxes, and that transfer was entered this ____ day of _____, 20____.

_____, Sherburne County Auditor/Treasurer

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at ____ o'clock ____M., and was duly recorded as Document No. _____.

_____, Sherburne County Recorder

VICINITY MAP



Orientation of the bearing system is based on the West line of Outlot C, BIG LAKE MARKETPLACE NORTH, which is assumed to bear North 00 degrees 26 minutes 54 seconds East.

Denotes Sherburne County Cast Iron Section Monument

Denotes Found 1/2 inch Iron Pipe marked with license number 12294, unless otherwise noted

Denotes 5/8 inch by 14 inch rebar, to be set within one year of recording of this plat and marked with license number 40361

Denotes 5/8 inch by 14 inch rebar, set and marked with license number 40361

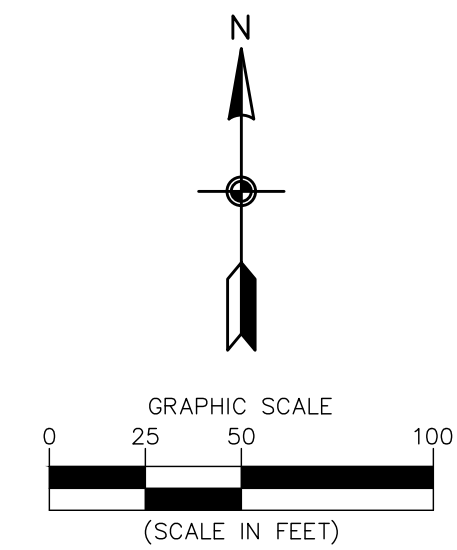
Denotes Wetlands delineated by Kjolhaug Environmental Services Company in 2021

Denotes plot bearing and distance per BIG LAKE MARKETPLACE NORTH

Denotes plot bearing and distance per MARKETPLACE CROSSING



INSET





AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/2026	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 7F
Item Description: Student Liaison Bi-Monthly Report		Reviewed By: Hanna Klimmek, City Administrator	
		Reviewed By: N/A	

ACTION REQUESTED

No Action Required.

BACKGROUND/DISCUSSION

Student Liaison Adelyn Gosewisch provides bi-monthly reports to the City Council in the months of February, April, June, August, October and December. Adelyn will be in attendance at the meeting to provide an update on happenings at Big Lake Schools.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/2026	☒ 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

- 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
- Parks Advisory Committee

Council Member Seefeld

- Planning Commission Meeting

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A



AGENDA ITEM

Big Lake City Council

Prepared By: Gina Wolbeck, City Clerk	Meeting Date: 8/19/26	☒ Regular Agenda Item ☐ Consent Agenda Item	Item No. 11
Item Description: CLOSED SESSION – Labor Negotiations Strategy for the Law Enforcement Labor Services Contract		Reviewed By: N/A	
		Reviewed By: N/A	

ACTION REQUESTED

NO ACTION WILL BE TAKEN DURING CLOSED SESSION.

BACKGROUND/DISCUSSION

Council is being asked to go to Closed Session for Labor Negotiations for the LELS Contract.

No Documentation included in packet.

MN Statute allowing Closed Session: 13D.03 – Closed Meeting for Labor Negotiations Strategy.

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. Procedure.

- (a) Section [13D.01, subdivisions 1, 2, 4, 5, and section 13D.02](#) do not apply to a meeting held pursuant to the procedure in this section.
- (b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#).
- (c) The time of commencement and place of the closed meeting shall be announced at the public meeting.
- (d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. Meeting must be recorded.

- (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.
- (b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

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:

- **July 27, 2026 Parks Advisory Committee – draft minutes attached**
- **August 3, 2026 Planning Commission Minutes – draft minutes attached**
- **August 10, 2026 BLEDA Meeting – draft minutes attached**

**PARKS ADVISORY COMMITTEE
MEETING MINUTES**

JULY 27, 2026

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Committee Members present: Scott Creighton, Mark Lieberman, Kim Noding, and Doug Peterson. Committee Members absent: Kameron Hanson, Lisa Odens, and Megan Weber. Also present: Streets, Parks, and Fleet Superintendent Norm Michels and Recreation and Communication Coordinator Corrie Scott.

5. OPEN FORUM

Chair Peterson opened the open forum at 6:01 p.m. No one came forward. Chair Peterson closed the open forum at 6:01 p.m.

4. ADOPT AGENDA

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

6. APPROVAL OF MINUTES

Committee Member Creighton motioned to accept the June 22, 2026 Parks Advisory Committee minutes as presented. Seconded by Committee Member Noding, unanimous ayes, motion carried.

7. BUSINESS

7A. EAGLE SCOUTS ARCHERY RANGE PROJECT

Michels reviewed that staff was approached by Eagle Scout Vincent Kaczor regarding the creation of an archery range in an existing park. He stated that staff was directed by City Council in 2024 to research installation of an archery range in an existing park, and staff began researching options in

2025, but due to playground equipment replacement, the archery range project was tabled until 2026.

Kaczor reviewed that the archery project is proposed to be at River Oaks Park with two 20-yard targets, two 40-yard targets, and two 60-yard targets with six-foot dirt berms for safety. He stated that the berms will need to be at least 55 feet apart. Creighton asked if there would be berms behind each target. Kaczor stated that after researching ranges in the area, not all of them have a berm behind the targets. He stated that there aren't walking trails or any other amenities behind the targets, but if the Council decides that a berm is needed, it can be added.

Kaczor recommended using carabiners on the targets for ease of replacement and digging the posts two feet into the ground so that concrete doesn't need to be poured to secure them. He stated that he is planning to contact Menards and some area archery clubs to request lumber and targets. He reviewed that there would be signage in the area to deter people from walking near the range. Creighton asked where the signage will be posted. Kaczor recommended putting signage on each post near where people will be shooting as well as the entrance or anywhere else that could help with safety.

Michels asked Kaczor to expand on the location recommendation. Kaczor stated that River Oaks Park doesn't have as much through traffic or homes directly near it. He stated that there aren't already trees or structures that need to be moved, and it could bring more people to the park as it isn't as heavily used as others. He stated that the other park that could be large enough is Sanford Select Acres, but it would require moving the RC Track and it is heavily used along with having homes close by.

Michels stated that there is plenty of room for an archery range at River Oaks Park. He stated that he visited a lot of archery ranges and there were plenty that didn't have berms behind the targets. He stated that the space between the proposed range and disc golf course is large enough that safety isn't a concern of his. He stated that due to the magnitude of the proposed project, Public Works staff will need to assist with heavy equipment operating and some funding. He stated that he has been accumulating dirt over the last couple of years so that the cost of building the berms would be mainly labor and gas.

Creighton asked about maintenance of an archery range. Michels stated that the benefit to crushed concrete over class 5 is that crushed concrete doesn't track when it is wet and it is considered accessible for wheelchairs. Michels stated that crushed granite is a good material, but it is significantly more expensive.

Peterson asked about classes or events at the archery range. Michels stated that the schools reached out in previous seasons asking if an archery range would be installed. Scott stated that the schools currently are limited with how long and often they can offer archery classes and leagues

due to their limited space. She stated that they would use the archery range often for classes and other programs.

Michels stated that he has collaborated with the Police Department, and they have no concerns about safety. Noding asked about backstops behind the targets. Michels stated that he doesn't feel it is necessary. He stated that Monticello doesn't have berms behind targets and Becker has 26 sets of ranges that hosts high level competitions, and they do not have backstops. Michels stated that the average archer will shoot 20-yards to 40-yards and the 60-yard target will be for those who are more advanced and/or have higher caliber equipment.

Creighton asked about a timeline for the project. Kaczor stated that he ages out of the program in May and he would like to see the project completed before winter of 2026 when the ground freezes. He stated that he needs approval from the Eagle Scouts Board, then he can seek approval from the City Council in August. His goal is to break ground in the beginning of September if everything receives approval. Michels stated that Kaczor will present at the August 19 City Council meeting and if it is approved his staff will start preparing the site right away at the end of August. He stated that it will likely require two Public Works staff for about 10 days to complete. He hopes that the range will be completed right after the archery range season begins in mid-September.

Peterson asked if there is any reason the Eagle Scout Board wouldn't approve the project. Kaczor's Scout Master stated that typically a project will be denied because it isn't involving enough work on the Scout's end. He stated the goal of these projects is to promote leadership skills and he feels this project has a lot of leadership opportunities.

Peterson asked if a permit is needed to shoot archery and if shooting to the East will be an issue with the sun in people's eyes. Michels stated that no permit is needed and the trees are tall enough where the area will be shaded. Peterson asked about the hours for the park and if they are listed on the 'Rules' sign. Kaczor stated that the hours can easily be added to the signage.

Noding asked about estimated costs to the City. Michels stated that the total would be around \$15,000. Noding asked how the project compares to Michel's original plans for an archery range. Michels stated that he recommended the addition of the two 60-yard ranges, but aside from that everything Kaczor proposed is very much in line with his original thoughts for the project.

Committee Member Creighton motioned to recommend to City Council support of the Archery Range Project. Seconded by Committee Member Noding, unanimous ayes, motion carried.

7B. STAFF UPDATES

Scott reviewed the status of various programs and recreation taking place in the community's parks. She stated Movie in the Park will take place on Friday, September 4th showing Hocus Pocus. She stated that due to air quality and heat advisories, the July 16th Music in the Park was

rescheduled to August 13th. She stated that there has been some serious rain in June and severe heat in July which has affected the vendor attendance and brought it closer to the numbers from 2025, but that there have still been roughly 20-28 vendors every week so far. She stated that the market is open rain or shine and typically only cancels when weather becomes dangerous, which is then posted on the Big Lake Farmers Market Facebook page. She stated that the Winter Farmers Market season planning begins in August and this will be the last year for the market at City Hall in the winter. Peterson asked if staff needs help with parking for Movie in the Park. Scott stated that there should be Reserve Officers available, but if they aren't she will reach out to Parks Members to see if they are available to help.

Michels reviewed the status of current park projects and maintenance in the community. He stated that even with the extended dry weather, the parks are doing okay, and irrigation is holding up. Michels stated that the final grading at Lake Ridge Park is complete, but they haven't seeded yet as they are still working on the irrigation system. He stated that they will be pouring a concrete pad for the picnic table so that it is accessible. Michels stated that a rough final grading has been done at Shores of Lake Mitchell. He stated that once Lake Ridge has been completed, staff will start working on irrigation and seeding at Shores of Lake Mitchell.

Michels stated that the sand berms around the fishing pier and Public Works staff plan to add another section to the pier so that the ramp is more accessible. He stated that the project won't need a permit and it will cost about \$2,500. Michels stated that he is working with Layne to update trail conditions in the Strategic Plan and include more accurate costs for replacement. He stated that mowing has been minimized as the season has had less rain.

Lieberman asked about downed trees on walking trails and what staff does with them. Michels stated that if the trees are not on the trail, staff will usually leave them until the winter to avoid doing any damage to the trail or disrupting traffic. Michels stated that with the recent wind and storms they have seen quite a few trees come down.

7C. STRATEGIC PLAN STANDING ITEM

Michels reviewed the Strategic Plan and asked for the PAC to recommend revisions as needed. Peterson asked if any new projects will be added to the strategic plan. Scott stated that any new projects in the strategic plan would need to be City Council directed, but that staff will be updating the park playground and trail replacement plans hopefully before the next meeting.

Noding asked about the grant not going through for the skate park and what the next steps are. Michels stated that he is working with Elk River and doing some other research before he puts together a specification sheet that will be included in the bidding process. Noding asked about CEDA. Michels stated that CEDA goes through the City Administrator and that he hasn't heard any updates at this time.

8. **COMMITTEE MEMBERS' REPORTS** – None.

9. **OTHER** – None.

10. **ADJOURN**

Committee Member Lieberman motioned to adjourn the meeting at 6:48 p.m. Seconded by Committee Member Creighton, unanimous ayes, meeting adjourned.

**BIG LAKE PLANNING COMMISSION
MEETING MINUTES**

AUGUST 3, 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, Bryce Tradewell, Mason Busch, Tony Velishek, Paul Seefeld and Jake Geroux. Commissioners Absent: Alan Heidemann. Also present: City Administrator Hanna Klimmek, Community Development Director Marie Popp, Community Development Coordinator Tara Kohl, Community Development Technician Martha Dougherty, and Planning Consultant Kendra Lindahl from Landform Professional Services LLC.

4. ADOPT AGENDA

Commissioner Velishek 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 6:02 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF JULY 6, 2026

Commissioner Geroux motioned to approve the July 6, 2026 Planning Commission meeting minutes as presented. Seconded by Commissioner Busch, unanimous ayes, motion carried.

7. BUSINESS

7A. CONCEPT PUD PLAN FOR THE PRESERVE OF BIG LAKE (PID #65-00113-3000)

Kendra Lindahl reviewed the staff memo for a concept plan for the Preserve of Big Lake submitted by SML Holdings LLC for a 79 residential units on 28.46 acres. The property is located to the west of county road 81 and north of 206th Street. The site was previously platted as Berndt Pond Estates 3rd addition in 2006/2007 and zoned PUD but never implemented. The approvals have expired. The concept plan shows 46 40-foot-wide lots and 33 50-foot-wide lots. There will be a future connection to the west to what would be an extension of Lake Ridge Drive. The SE corner of the site is in the shoreland overlay district. Lindahl shared that the applicant requested PUD flexibility for lot area, lot width, impervious surface area and setbacks. The R-1 district has a minimum lot width of 75 feet and the applicant asked for 40- and 50-foot-wide lots. The R-1 district allows for 35% impervious surface coverage and the application shows 40%. The R-1 district requires a 10-foot side yard setback and the applicant requested between 6 and 7.5 foot side yard setbacks. The R1 district requires 30-foot front yard setbacks, the applicant requested 20-foot front yard setbacks. Some of the lots on County Road 81 would comply with front yard setbacks. No PUD benefits have been identified. Lindahl shared that there must be some sort of public benefit in exchange for flexibility on lot standards. Lindahl shared that the streets as laid out connect well with planned and existing streets and that there is a sidewalk shown on one side of the street as is required. Lindahl shared a concern identified by the City Engineer that the cul-de-sac does not meet the turnaround standard. There is a proposed trail on County Road 81, Lindahl stated that would be a PUD benefit if constructed.

Chair Odens asked if there was a zoning district more similar to the size the applicant is proposing that could be used as a frame of reference. Lindahl said that the R-1 classification was primarily determined by density of the project. Chair Odens asked if the length of street with the cul-de-sac was compliant with the 900-foot block length. Lindahl shared that because the street plans to extend it does not have to comply with the 900-foot block length.

Commissioner Seefeld asked about the effects on 206th Street traffic. Lindahl shared that the City Engineer had no concerns but noted that a traffic study may be required.

Commissioner Geroux commented that the lots are not compatible with the R-1 District.

Commissioner Busch commented that the southern portion is well planned.

Commissioner Velishek commented that the 2007 plan could serve as a guide and would like to know the PUD benefits.

Commissioner Odens commented that the Planning Commission is willing to have some flexibility with standards, but to be flexible on this many standards is not ideal.

Scott Loomis with SML Holdings LLC shared that the primary PUD benefit for this development is affordable homes, which is achieved through smaller lot sizes.

7B. Comprehensive Plan Compliance - Sale of Property, Lot 2, Block 1, Big Lake Industrial Park East Plat Six, PID: 65-00590-0110

Community Development Director Marie Popp reviewed the staff memo for the sale of property in Big Lake Industrial Park East Plat Six located north of HWY 10 and Industrial Drive, off 177th Street. State statute requires that the Planning Commission review land transactions in relationship to their conformity with the City Comprehensive Plan. A cannabis cultivation and processing business is proposing to purchase Lot 2, Block 1 to build a facility. Popp shared that the property is permitted for the proposed use and that it would be in compliance with the City's Comprehensive Plan.

Commissioner Tradewell asked what businesses are around the property. Popp responded that Arrow Components is to the north and White Bear Clothing is to the south of the property.

Chair Odens asked why this property sale is being presented to the Planning Commission. Popp responded that the property is currently owned by the City of Big Lake and the Big Lake Township and when the City sells a property, the Planning Commission must determine if it follows the Comprehensive Plan.

Commissioner Tradewell asked if a notification has been sent to businesses near the property or if neighboring businesses provided feedback. Popp responded that there was no notification requirement due to the business being a permitted use within that zoning district.

Commissioner Velishek motioned to recommend approval of Resolution 2026-01 finding the property sale to be in compliance with the City Comprehensive Plan. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update. Popp shared updates on Preusse Lake Preserve, Prairie Rose, a potential Big Lake Industrial Park East parcel sale, and an Environmental Assessment Worksheet and Tax Increment Financing application for an industrial project on recently annexed land on the West side of the City. Popp shared the permit numbers and shared that development interest is still high. There is over \$15 million in total valuation and over 460 permits.

9. COMMISSIONERS' REPORTS

Commissioner Seefeld shared updates from the July 15th City Council meeting. There will be trash can enclosures built at River Oaks as part of an Eagle Scout project. Council acknowledged the 250th anniversary of the founding of the United States.

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10. **OTHER** - None.

11. **ADJOURN**

Commissioner Seefeld motioned to adjourn the meeting at 6:29 p.m. Seconded by Commissioner Tradewell unanimous ayes, motion carried.

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, AUGUST 10, 2026

1. CALL TO ORDER

President Alan Heidemann called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Donna Clarksean, Ken Geroux, Alan Heidemann, Paul Knier, Kristopher Knodle, Kathryn Parsons, and Jake Rohrbeck.

Also present: City Administrator Hanna Klimmek, BLEDA Assistant Treasurer Deb Wegeleben and Community Development Coordinator Tara Kohl.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MINUTES OF JUNE 08, 2026

Commissioner Geroux motioned to approve the BLEDA minutes of June 08, 2026 as presented. Seconded by Commissioner Clarksean, unanimous ayes, motion carried.

**6A. MODIFICATION TO DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT
DISTRICT NO. 1 AND ADOPTION OF TAX INCREMENT FINANCING PLAN FOR TAX
INCREMENT FINANCING DISTRICT NO. 1-8**

Deb Wegeleben reviewed that Packaging Corporation of America (PCA) has requested Tax Increment Financing (TIF) assistance to construct a major manufacturing facility on recently annexed property within the City of Big Lake. The proposed project represents an estimated

private investment of approximately \$250 million and is anticipated to include 550,000 square feet manufacturing facility. The project is expected to create approximately 125 new jobs, expand Big Lake's manufacturing and industrial capacity, redevelop a currently underutilized site, and significantly increase the City's taxable market value. The property currently has an estimated taxable market value of approximately \$796,500 and is projected to increase to approximately \$50 million following development. The primary public purpose for the proposed TIF assistance is the creation of new jobs and the resulting long-term economic growth. Existing property taxes generated by the current tax base will continue to be distributed to all taxing jurisdictions, including the City, Sherburne County, and the Big Lake School District. Only the new tax increment generated by the increased property value will be captured and used to reimburse the developer through a Pay-As-You-Go Tax Increment Revenue Note for eligible costs.

Commissioner Knier motioned to Adopt Resolution of Support recommending the City Council approve the Modification to Municipal Development District No. 1 and adopt the Tax Increment Financing Plan for Tax Increment Financing District No. 1-8 for the Packaging Corporation of America project. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

6B. 2027 BLEDA Budget and Proposed Special Benefit Levy

Deb Wegeleben reviewed the 2027 Big Lake Economic Development Authority (BLEDA) Budget Summary. The proposed 2027 Special Benefit Levy is \$10,000, representing a \$150,000 reduction from the 2026 levy. Staff is also proposing to maintain the levy at \$10,000 for 2028, with a planned increase to \$100,000 annually beginning in 2029 through 2032. The temporary reduction in the Special Benefit Levy during 2027 and 2028 reflects BLEDA's contribution toward the City's Public Safety Facility debt service by reducing its portion of the overall property tax levy during the first two years of debt repayment. Beginning in 2029, the proposed increase to \$100,000 annually will allow BLEDA to resume contributing toward the Public Safety Facility debt service while continuing to support its economic development mission.

BLEDA Commissioners discussed the EDA's current financial position and priorities. It was noted that the organization has available funds in reserve, and the primary focus at this time is marketing and promoting the City Hall property/location rather than acquiring additional properties. Commissioners agreed that neither the EDA nor the City is currently in a position to purchase other properties, making partnerships and low-cost marketing efforts the preferred strategy. The discussion also addressed taxpayer impact and previous financial planning decisions. Commissioners reviewed how prior funding allocations and tax levy adjustments have affected current finances, noting that increases are expected to diminish significantly after the current year. It was further noted that the original allocation of

approximately \$600,000 was intended for any land acquisition if needed and BLEDA used a portion of it to purchase the old school building and the Smith Property. To move forward with the current action, a resolution authorizing the proposal is required, which will be presented to and considered by the City Council.

Commissioner Knier motioned to approve the 2027 Budget and Resolution 2026-04 authorizing the proposed levy of a special benefit levy. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

6C. BLEDA FINANCIAL REPORT AND LIST OF CLAIMS FOR JUNE AND JULY 2026

Deb Wegeleben reviewed the BLEDA financial report and list of claims for June and July 2026.

BLEDA Commissioners reviewed the current financial status and noted that expenditures have remained manageable with no significant unexpected costs. Current obligations total approximately \$538,000. The EDA received the first half of property tax revenues at 100% of the budgeted amount, contributing positively to the fund balance. Staff reported that the fund balance remains in a stable position and will continue monitoring and updating financial information as needed.

Commissioner Rohrbeck motioned to approve the BLEDA Financial Report and List of Claims for June and July 2026. Seconded by Commissioner Parsons, unanimous ayes, motion carried.

6D. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Hanna Klimmek reviewed the Community Development Department update. Klimmek shared updates on Preusse Lake Preserve, Prairie Rose, Prairie Meadows 5th Addition, The Preserve at Big Lake, 421 Foley Avenue, an industrial park lot sale, and industrial manufacturing project, and upcoming code updates.

7. OTHER

No other.

8. ADJOURN

Commissioner Knier motioned to adjourn the meeting at 5:44 p.m. Seconded by Clarksean, unanimous ayes, meeting adjourned.