



AGENDA
BIG LAKE CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS

JANUARY 11, 2023

5:00 p.m.

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PROPOSED AGENDA**
- 4) BUSINESS**
 - 4A. Big Lake Freedom Rock Canopy Project Discussion
 - 4B. City-Owned Commercial/Retail Space Discussion
 - 4C. Discuss Bond Call Options
- 5) OTHER**
- 6) ADJOURN**

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



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Norm Michels, Streets/Parks/Fleet Superintendent</i>	Meeting Date: <i>1/11/2023</i>	Item No. 4A
Item Description: <i>Freedom Rock Canopy Project Discussion</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

COUNCIL DIRECTION REQUESTED

Council is asked to provide direction on completion of the Freedom Rock Canopy Project.

BACKGROUND/DISCUSSION

Bubba Sorenson, the artist who painted the Freedom Rock suggested that the Citizens for the Big Lake Freedom Rock consider some type of additional protection to preserve the painted surface of the rock from weather, bird droppings and leaves/branches that come from the oak tree setting. The group also would like to light the canopy so the rock will glow at night for public viewing as well as security reasons. Currently, the Freedom Rock has two coats of a protective sealant on the artwork should the rock ever receive graffiti. The group would also like to place a canopy structure over the rock to help other potentially damaging elements.

Citizens for the Big Lake Freedom Rock have consulted professionals to survey the area, structural engineers to assure stability and integrity of design, and a roof truss company to verify it could be built as the designers indicated. Structural Buildings Inc. have agreed to be the general contractor for the project and the Public Works Department has agreed to oversee the project. The surveying work was done by Bogart, Pederson & Associates, the Structural Engineering was done by Beckin & Whitney, and the roof truss drawings and estimates were done by Luttfen Truss/Country Lumber.

Citizens for the Big Lake Freedom Rock were given the following conditions from City Staff:

- Trees surrounding the Freedom Rock should be preserved and not removed.
- Do not place posts in the surrounding Pavers or sidewalk.
- The structure roof and four painted posts should be steel.
- The inside center of roof should be three feet above the rock

Staff confirms that per the attached preliminary construction plans, all City conditions will be met.

Staff presented the Freedom Rock Canopy Project to the Parks Advisory Committee at the Nov. 29th meeting and received Parks Advisory Committee support. Staff also had the City’s Building Official review the plans and he replied back with support for the project. Pending approval by City Council, the completion date for this project is set for the fall of 2023.

FINANCIAL IMPACT

The cost of the project will be funded by selling tickets for a fundraiser and selling pavers around the rock.

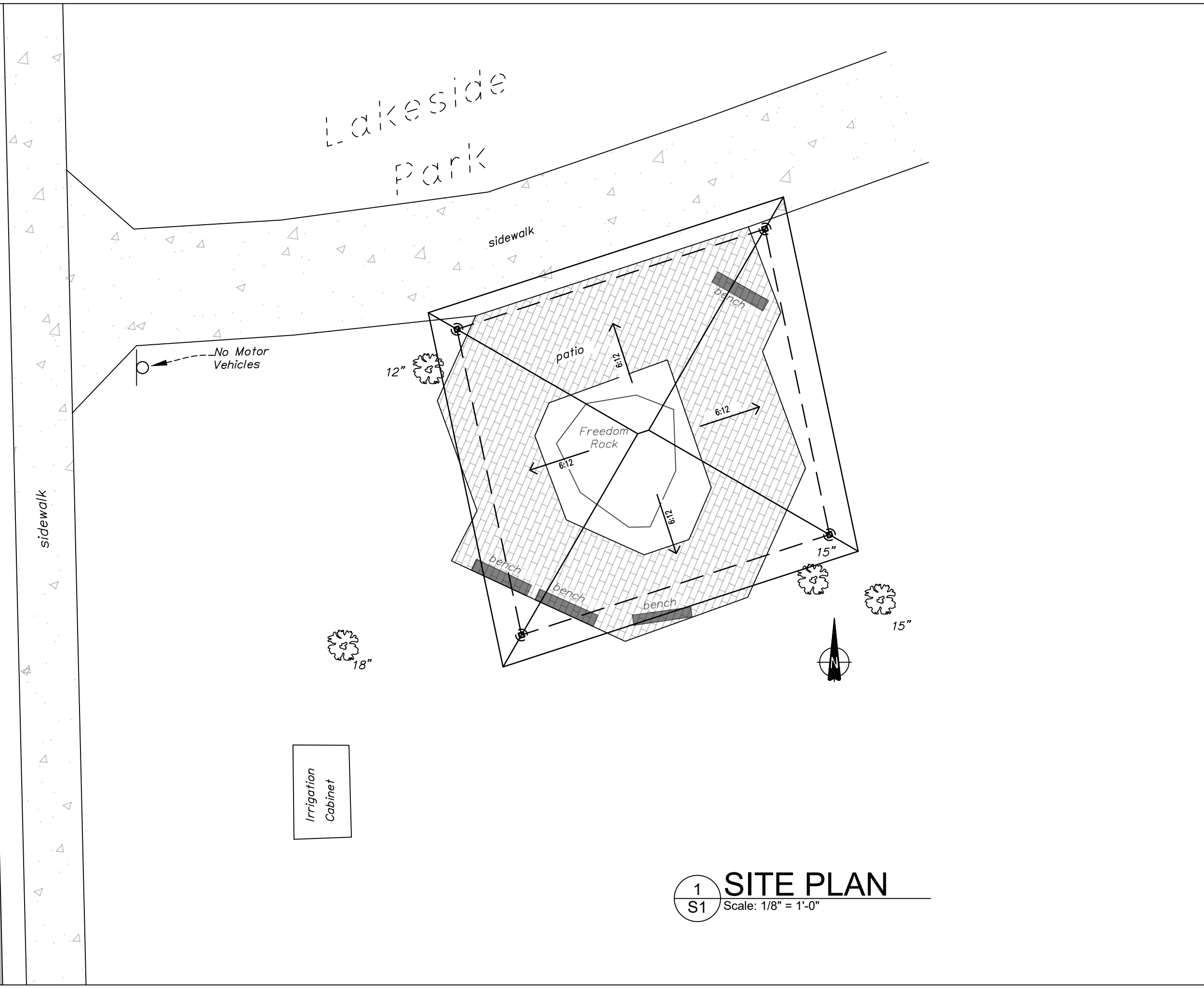
STAFF RECOMMENDATION

Staff recommends Council approve the Freedom Rock Canopy Project as presented.

ATTACHMENTS

Preliminary Construction Plans
Littfin Truss Quote dated 10.27.22

Lakeshore Dr.



PROJECT

BIG LAKE FREEDOM
ROCK

REVISIONS

PROJECT ADDRESS

ADDRESS

CUSTOMER INFORMATION

CUSTOMER NAME
PHONE
EMAIL



DATE 10/14/2022

DRAWN BY: TL CHECKED BY: WB

Becklin & Whitney
Consulting Engineers, Inc.
139 1st Ave. E, Suite 100
P.O. Box 471
Cambridge, MN 55008
Ph: 763-689-5631
office.becklinwhitney@gmail.com

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS PREPARED
BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY REGISTERED
PROFESSIONAL ENGINEER UNDER THE LAWS
OF THE STATE OF MINNESOTA.

William A. Becklin, P.E. License # 18494
Date: October 14, 2022

SHEET NAME

SITE PLAN

SHEET NUMBER

51

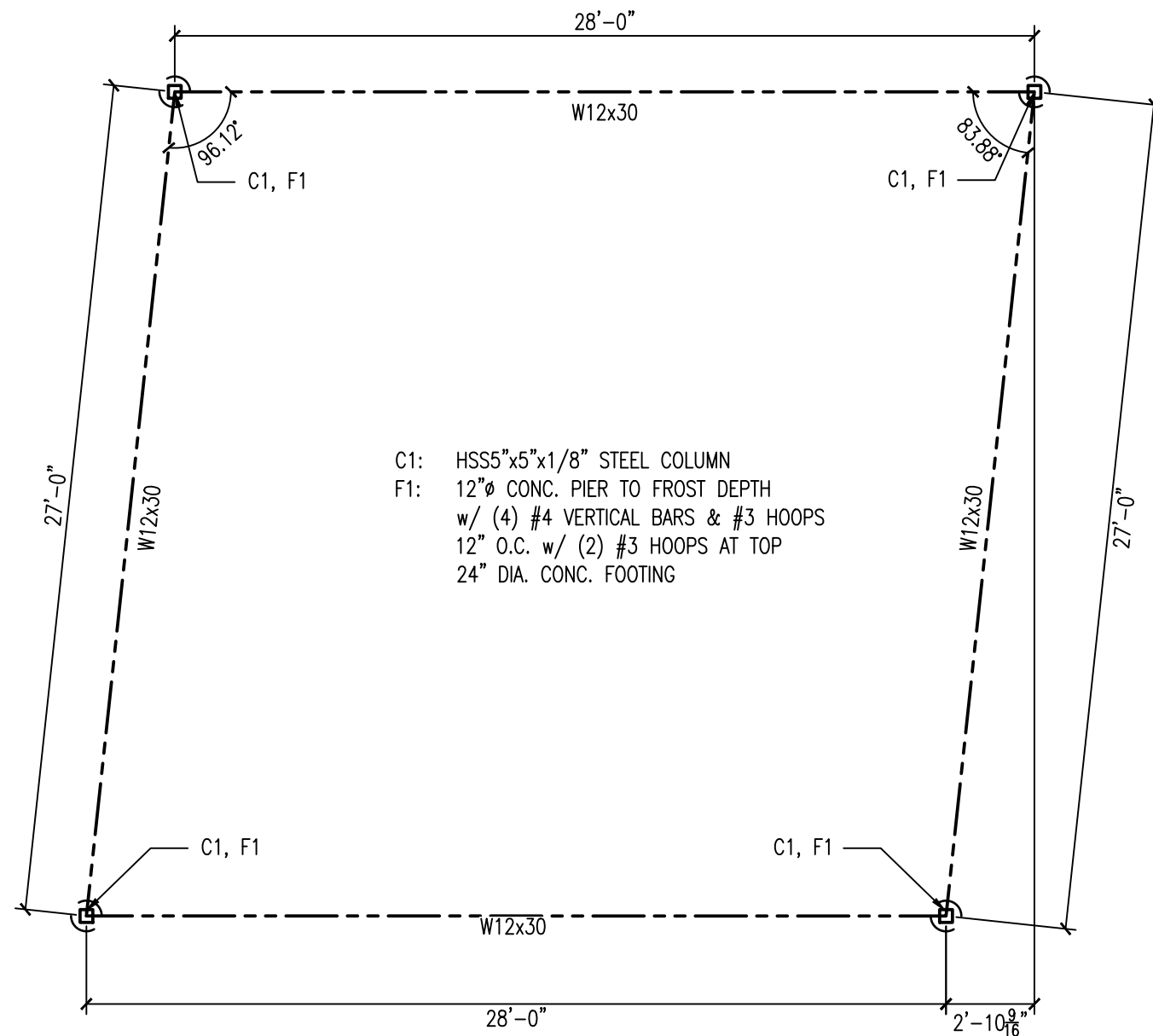
PRELIMINARY PLAN
NOT FOR CONSTRUCTION



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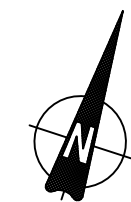
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C1: HSS5"x5"x1/8" STEEL COLUMN
F1: 12"Ø CONC. PIER TO FROST DEPTH
w/ (4) #4 VERTICAL BARS & #3 HOOPS
12" O.C. w/ (2) #3 HOOPS AT TOP
24" DIA. CONC. FOOTING

1 CANOPY FRAMING PLAN
S2 Scale: 3/16" = 1'-0"



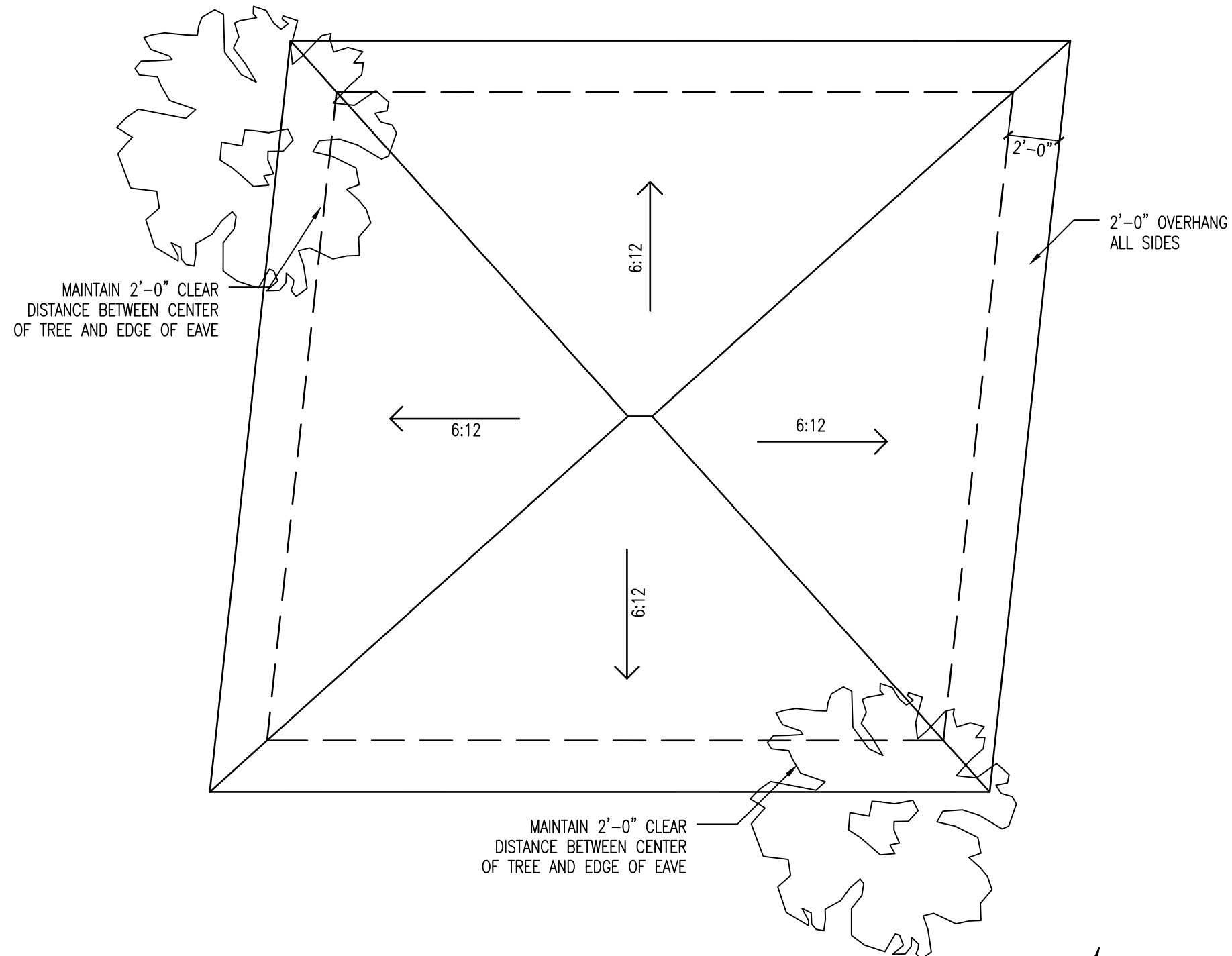
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1 ROOF PLAN
S3 Scale: 3/16" = 1'-0"





THIS IS A TRUSS PLACEMENT DIAGRAM ONLY. These trusses are designed as individual building components to be incorporated into the building design at the specification of the building designer. See individual design sheets for each truss design identified on the placement drawing. The building designer is responsible for temporary and permanent bracing of the roof and floor system and for the overall structure. The design of the truss support structure including headers, beams, walls, and columns is the responsibility of the building designer. For general guidance regarding bracing, consult "Bracing of wood trusses" available from the Truss Plate Institute, 583 D'Onifrio Drive, Madison, WI 53179



DESIGNER: Steve Auer

Freedom Rock
Big Lake, MN

Level: Roof

WO #

See Individual Truss
Drawings for Design Criteria

DESIGN DRAWING APPROVAL FORM:
THIS LAYOUT IS THE SOLE SOURCE FOR FABRICATION OF TRUSSES AND
VOIDS ALL PREVIOUS ARCHITECTURAL OR OTHER TRUSS LAYOUTS.
REVIEW AND APPROVAL OF THIS LAYOUT MUST BE RECEIVED BEFORE ANY
TRUSSES WILL BE BUILT. VERIFY ALL CONDITIONS TO INSURE AGAINST
CHANGES THAT WILL RESULT IN EXTRA CHARGES TO YOU.

Approved By: _____
Date: _____

INSTALLATION NOTES:
The labeled end of the truss on the layout represents the
LEFT end when looking at the truss profile drawing and the
painted end of the truss on the jobsite. Carefully compare
site conditions to the layout and truss profiles prior to
installation.
Do not install trusses backwards or upside down.



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DESIGNER: Steve Auer

Freedom Rock
Big Lake, MN

Level: Roof

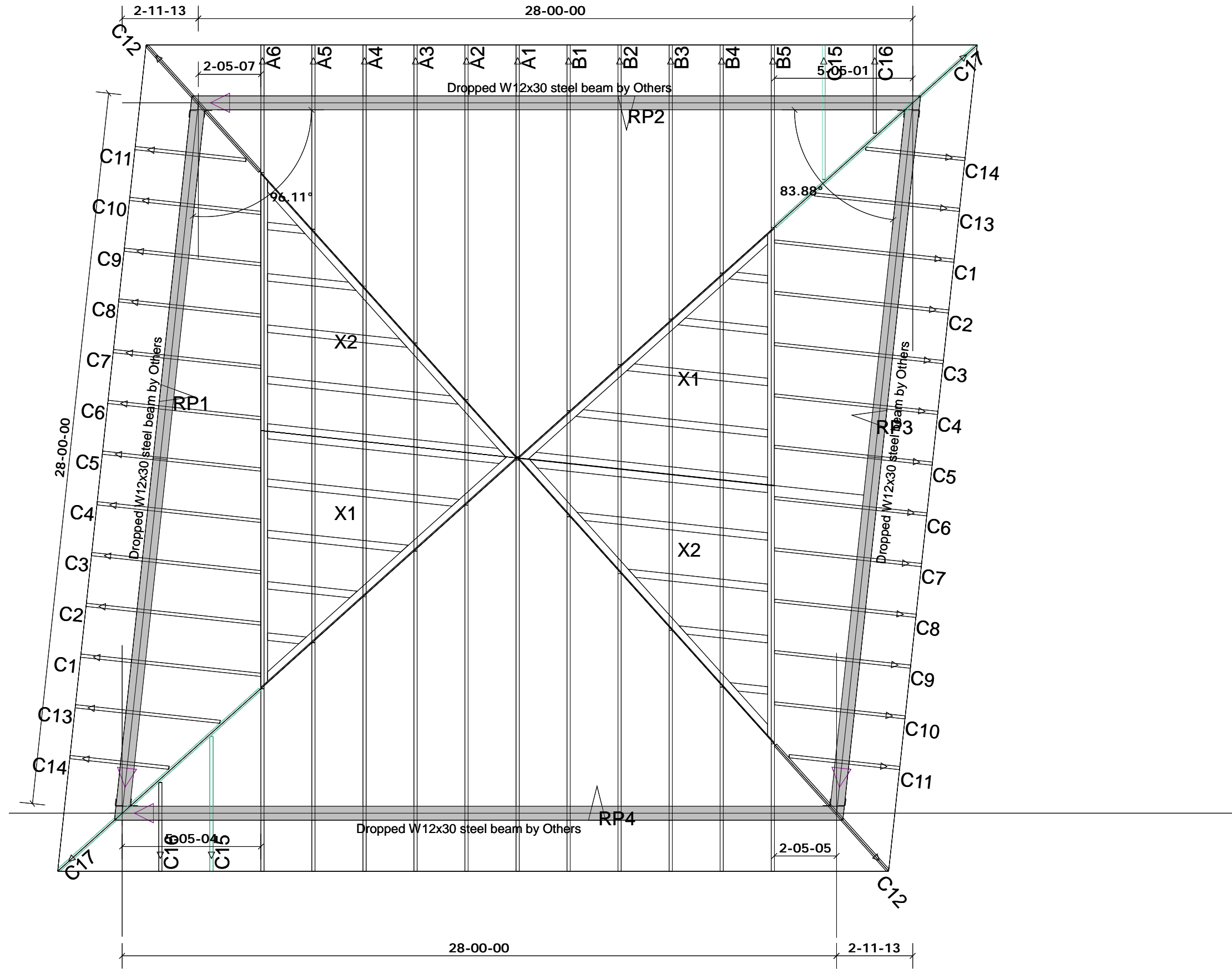
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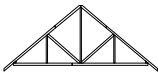
Customer Copy

Quote: 558932 QROOF

Table with job details: Job Name Freedom Rock, Group Name, Request By Jeff Knutson, Written By Steve Auer, Sales Info Matt Kuschel. Includes address: Country Lumber Inc., 12575 Oakview Avenue, Becker MN 55308. Building Location Big Lake MN. Entered Date: 10/13/2022, Valid Until 10/27/2022. Durations: Lmb'r 1.15, Plates 1.15.

Comments: Commercial

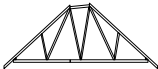
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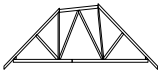
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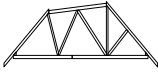
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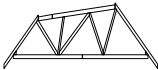
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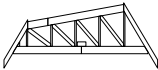
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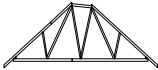
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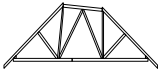
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Quote: 558932 QROOF

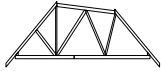


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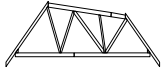


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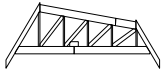


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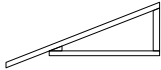


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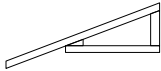


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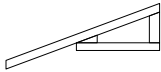


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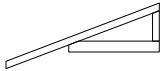


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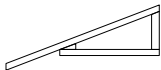


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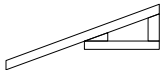


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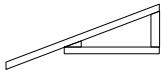


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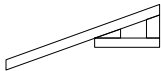


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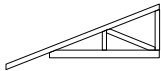


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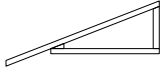
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Qty	Span	TC 1 Slp 2	BC 1 Slp 2	Family	TC BC	Left-OH Right-OH	L-Endhgt R-Endhgt	L-Brg R-Brg	L-Snub R-Snub	Set Back	Price Each	Extended Price	Label
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Lateral Web Braces Required: 0

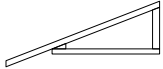
Comments: [Imported From TRE. See Drawing for Complete Information.]



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Lateral Web Braces Required: 0

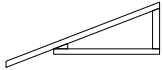
Comments: [Imported From TRE. See Drawing for Complete Information.]



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Lateral Web Braces Required: 0

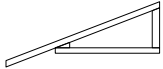
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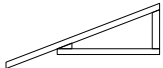
Comments: [Imported From TRE. See Drawing for Complete Information.]



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Lateral Web Braces Required: 0

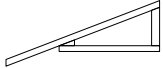
Comments: [Imported From TRE. See Drawing for Complete Information.]



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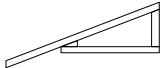
Comments: [Imported From TRE. See Drawing for Complete Information.]



2	03-09-09	6.00 6.00		SPEC	4 4	02-00-00 P	00-07-06 02-06-02	06-08 01-08			\$33.29	\$66.58	C7
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Lateral Web Braces Required: 0

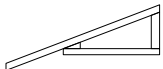
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Lateral Web Braces Required: 0

Comments: [Imported From TRE. See Drawing for Complete Information.]



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Lateral Web Braces Required: 0

Comments: [Imported From TRE. See Drawing for Complete Information.]



2	09-11-13	12.05 12.05	1.44 1.44	SPEC	4 4	P P	11-02-15				\$93.78	\$187.56	X1
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Lateral Web Braces Required: 2

Comments: [Imported From TRE. See Drawing for Complete Information.]



2	09-11-13	14.93 14.93	1.44 1.44	SPEC	4 4	P P	00-00-04 11-02-15				\$97.69	\$195.38	X2
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Lateral Web Braces Required: 2

Comments: [Imported From TRE. See Drawing for Complete Information.]

60				RT7A		HGRS					\$0.72	\$43.20	ZH42
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042 RT7A Reversible hurricane anchor
 USP Lumber Connectors



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Quote: 558932 QROOF

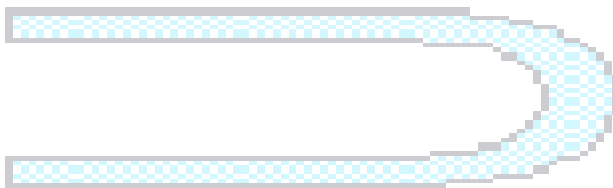
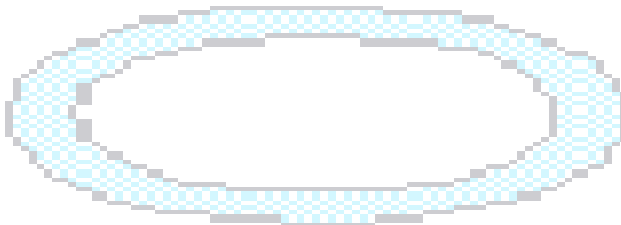
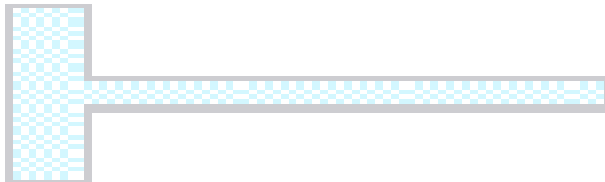
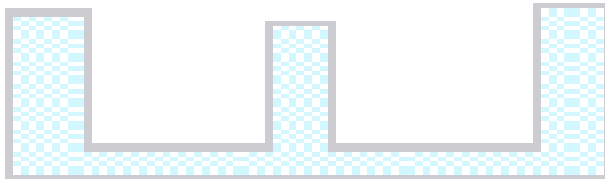
Qty	Span	TC 1 Slp 2	BC 1 Slp 2	Family	TC BC	Left-OH Right-OH	L-Endhgt R-Endhgt	L-Brg R-Brg	L-Snub R-Snub	Set Back	Price Each	Extended Price	Label
34		MP5	HGRS								\$4.30	\$146.20	ZH88
088 MP5 2-1/4" x 4-5/8" Framing Angle USP Lumber Connectors													

Trusses will be manufactured to these specifications.
Please examine carefully for any errors.

Total Net Price \$4,394.79

Thanks from all of us at LITTFIN TRUSS - Serving the Construction Industry since 1962.

----- END OF QUOTE -----





WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Hanna Klimmek, City Administrator</i>	Meeting Date: <i>1/11/2023</i>	Item No. 4B
Item Description: <i>City-Owned Commercial/Retail Space Discussion</i>	Reviewed By: <i>Greg Zurbey, Lake Liquors Manager</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

COUNCIL DIRECTION REQUESTED

Staff recommends that the City Council discuss the four options presented for future use of city-owned commercial/retail space and provide direction.

BACKGROUND/DISCUSSION

The City of Big Lake currently owns 3,694 square feet of commercial/retail space located at 616 Rose Drive, PID 65-556-0002 (next door to Lake Liquors). Since September 1, 2011, the space was leased by The Jerky Shoppe. Prior to that, the space was privately owned by a grocery store.

City staff were notified of The Jerky Shoppe’s intentions of vacating the space on August 31, 2022; The Jerky Shoppe was completely moved out as of October 1, 2022 and the security deposit (\$913.90) was released on October 23, 2022. The lease agreement was based on a monthly lease amount of \$1,064.04, which covered the debt owed on the space as well as the taxes payable, which were \$3,146.00 in 2022.

Staff would like the City Council to discuss options for the future use of the space and provide direction.

Option 1: Lease the space to a commercial/retail use.

- The City Council can set the monthly lease amount to any amount they desire as the debt has been paid off. Estimated average monthly lease amount for the area is \$3,694, which equates to \$12.00 SF/year (NNN).
- Property taxes will still apply.

Option 2: Sell the space to a commercial/retail use.

Option 3: Absorb the space for city use. Below are some options for Lake Liquors as the store could use some or all of the space for a wide range of uses (taxes payable would no longer be connected to space):

- Keep the front portion of the space as a retail area to sell tobacco, lottery, pull-tabs, cannabinoids, and other products.
 - Lake Liquors currently sells some tobacco products and is currently priced higher than other tobacco stores due to the fact that other stores order in volume and get special programming from vendors. Lake Liquors cannot take advantage of volume and special programming due to lack of storage space/retail space.
 - Lake Liquors does not currently sell lottery or pull-tabs, but could with more space. This is mainly due to the time customers spend in the store with the focus solely on these items. Currently, if Lake Liquor sold lottery, the clerks would have to stay at the register to sell and re-

sell these products. This would not allow for time to stock the store or assist other customers within the store. The customers who focus on lottery options could also “hold up” customers wishing to purchase mainstream products (beer, wine, and spirits).

- This option would be an added cost for the Finance Department due to tracking.
- Legally, liquor stores cannot sell cannabinoids. This may change if legislation approves a change in the current list of items that can be sold at off-premise liquor stores. Our understanding is that cannabinoids and potential future products could be sold at a separate location if it has a separate entrance.
- Moving and expanding into the space would provide Lake Liquors greater sales potential, space for a wider selection of current products, and space to decrease congestion at the registers. Depending on how the location was set-up, there would be other staffing and overhead costs.
- Use a portion on the space for an office for the store Manager. Currently, the Manager shares an office with the Assistant Manager. The full-time clerk has a work station in the break room.
- Use some of the area for storage. Lake Liquors would benefit from more storage space.
- Create an entryway from the Lake Liquors side-wall to expand the sales floor:
 - Fine wine room
 - Craft beer area
 - Tasting room
- Use the entire space to expand the liquor store to add more sales floor space, coolers, display area, etc.

Option 4: Hybrid of any of the prior three (3) options.

FINANCIAL IMPACT

Financial impact will be defined after discussion and once direction is provided by the City Council.

STAFF RECOMMENDATION

Staff recommends that the City Council discuss the four options presented for future use of city-owned commercial/retail space and provide direction.

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Deb Wegeleben, Finance Director</i>	Meeting Date: <i>1/11/2023</i>	Item No. 4C
Item Description: <i>2016B GO Bonds that are now callable</i>	Reviewed By: <i>Hanna Klimmek, City Administrator</i>	
	Reviewed By: <i>N/A</i>	

COUNCIL DIRECTION REQUESTED

Provide direction to move forward or not on calling the 2016B GO Bonds.

BACKGROUND/DISCUSSION

When the City issues debt, the bonds each have a call date which allows the City to call the bonds prior to their maturity date. This is called a Cash Call and in the event the City has sufficient cash to do so, can result in an interest savings. Currently, 2016B is callable as of 02/01/2023 and the details are listed below:

- 2016 General Obligation CIP Bonds, Series 2016B, (fund 224) this bond was issued to refund original debt that was used for the purchase of the Library/Police building. If the City chooses to Cash Call the 2016B bonds, there would be a savings of \$16,081.25 in interest and for the 2024 Levy there would be a savings of approximately 1% as the City would no longer have to levy for the yearly payments.
 - The Debt Service fund would pay in cash \$260,456.25. This fund does not have enough cash to cover, so a transfer would need to be done from the CIP fund 196 or 198 for approximately \$239,547.56.
 - The 2016B bonds are scheduled to be paid in full 2/1/2028 and by calling the bonds early this would eliminate any tax issues or other issues if the City would decide to sell or utilize the building in a different manner than currently, which is as the Police Station and City Library.
 - The CIP fund would lose interest earned on the funds transferred to pay off the debt, therefore the overall saving on interest between the two funds would be zero.

If Council directs staff to move forward with the Cash Call, staff will bring back a resolution for approval at the January 25, 2023 meeting and then the bonds would be called on March 1, 2023.

FINANCIAL IMPACT

Savings to the levy as well as removing any liens on the building pertaining to the outstanding GO CIP Bond, Series 2016B. However, there would be a need for a transfer. This transfer could come from the CIP funds or general fund.

STAFF RECOMMENDATION

Move forward with the calling of bond.

ATTACHMENTS

2023 Proposed Cash Call Go Bond 2016B breakdown

City of Big Lake, Minnesota

G.O. CIP Bonds, Series 2016B

Cash Call

Debt Service To Maturity And To Call

Date	Principal to Call Date	Interest to Call Date	Principal and Interest to Call Date	Principal	Coupon	Interest	Principal and Interest to Maturity	Fiscal Total
03/01/2023	260,000.00	456.25	260,456.25	-	-	-	-	-
08/01/2023	-	-	-	-	-	2,737.50	2,737.50	-
02/01/2024	-	-	-	50,000.00	1.500%	2,737.50	52,737.50	55,475.00
08/01/2024	-	-	-	-	-	2,362.50	2,362.50	-
02/01/2025	-	-	-	50,000.00	2.250%	2,362.50	52,362.50	54,725.00
08/01/2025	-	-	-	-	-	1,800.00	1,800.00	-
02/01/2026	-	-	-	55,000.00	2.250%	1,800.00	56,800.00	58,600.00
08/01/2026	-	-	-	-	-	1,181.25	1,181.25	-
02/01/2027	-	-	-	55,000.00	2.250%	1,181.25	56,181.25	57,362.50
08/01/2027	-	-	-	-	-	562.50	562.50	-
02/01/2028	-	-	-	50,000.00	2.250%	562.50	50,562.50	51,125.00
Total	\$260,000.00	\$456.25	\$260,456.25	\$260,000.00	-	\$17,287.50	\$277,287.50	-

Cash Call Information

The total remaining payments if not paid off early	\$277,287.50
The payment due on March 1, 2023 to prepay the 2016B Bonds	\$260,456.25
Northland Trust Call Fee	\$250.00
Northland Securities Fee	\$500.00
Total Savings by prepaying the 2016B Bonds (after fees)	\$16,081.25