



**AGENDA**  
**BIG LAKE CITY COUNCIL WORKSHOP**  
**COUNCIL CHAMBERS**

**JANUARY 21, 2026**  
**5:00 p.m.**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PROPOSED AGENDA**
- 4) BUSINESS**
  - 4A. Discuss Personnel Committee Recommendation for Appointment of the Chief of Police/Emergency Manager Position
  - 4B. Discuss DoorDash Delivery Service at Municipal Liquor Store
  - 4C. Lake Liquor Office Space Remodel Project Discussion
  - 4D. Review 2026 Management Team Work Plan
  - 4E. Discuss Updating Engineering and Private Development Standards
- 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

<b>Prepared By:</b> Personnel Committee (Ken Geroux and Paul Seefeld)	<b>Meeting Date:</b> 1/21/2026	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> Appointment of Chief of Police/Emergency Manager	<b>Reviewed By:</b> Hanna Klimmek, City Administrator	
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director/HR	

### **COUNCIL DIRECTION REQUESTED**

Discuss the Personnel Committee recommendation and provide direction.

### **BACKGROUND/DISCUSSION**

The Personnel Committee recommends the appointment of Captain Sam Olson as Chief of Police/Emergency Manager.

Captain Olson has served with the Big Lake Police Department since 2003, bringing in more than two decades of institutional knowledge, leadership experience, and a deep understanding of the community. This continuity is critical at a time of transition for the department and the city.

Captain Olson has committed to a minimum five-year term and will play a key leadership role in the planning and development of the new Public Safety Building. In addition, Captain Olson will evaluate the current and future needs of the Police Department, review organizational structure, and return to Council within six months with clearly defined goals and objectives to guide the department forward.

The Personnel Committee believes this appointment is the right move not only for the Police Department, but for the community of Big Lake, where Captain Olson has been actively involved and invested for many years.

For these reasons, the Personnel Committee strongly supports the appointment of Captain Olson as Chief of Police/Emergency Manager.

### **FINANCIAL IMPACT**

This is a budgeted position.

### **STAFF RECOMMENDATION**

Discuss the personnel committee’s recommendation and provide direction.

### **ATTACHMENTS**

Job Description



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> Greg Zurbey, Liquor Manager	<b>Meeting Date:</b> 1/21/2026	<b>Item No.</b> <b>4B</b>
<b>Item Description:</b> Discuss the Potential of Partnering with DoorDash for a Delivery Service at Lake Liquors	<b>Reviewed By:</b> Hanna Klimmek, City Administrator	
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director	

### COUNCIL DIRECTION REQUESTED

Staff is requesting a discussion and direction regarding the use of DoorDash as a delivery service at Lake Liquors.

### BACKGROUND/DISCUSSION

Staff has looked into offering delivery service at the municipal liquor store several times since the pandemic in 2020. It has not looked feasible with the cost of hiring drivers, a vehicle, added insurance and other potential costs. Since then, we have upgraded to an online store with City Hive, where delivery can be used within that platform.

DoorDash has reached out to Lake Liquors. After some discussion and questions, the attached email was received by management, explaining services they provide. Staff has discussed this service with a few other stores that currently use DoorDash, who have indicated they have seen sales growth using this delivery service. DoorDash would integrate with our current online system with a few minor adjustments. There would be some staff training involved, but the process is similar to what we currently do with online orders.

They are offering a 30-day free trial. This means no commission fees to start, as well as no activation or cancellation fees. DoorDash will also cover all credit card processing fees, will provide a free tablet to show when orders come in to the store, and will also collect and remit alcohol sales tax to the State and pay all THC tax (15% currently).

Deb Wegeleben contacted the League of MN Cities Insurance Trust to get feedback from them on the use of a delivery service such as DoorDash. The response from Deb is shown below:

*Chris Smith, Legal Counsel for LMCIT indicated that the City would be covered by its existing liability coverage and that the city would not need to purchase any additional coverages. However, Mr. Smith did indicate he is currently negotiating with DoorDash on a couple of municipal contracts and that things are not going particularly well but he is hopeful that the contracts he is dealing with will end up better than DoorDash standard contract. I would recommend that the City Attorney and possibly Mr. Smith review the contract for the City. I also reached out to Isanti and found out that yes, the city will still be responsible to collect and pay for the sales tax on each order. Our auditor also indicated that the markup would just be part of the sales and that I do not need a separate line item to record the markup.*

**FINANCIAL IMPACT**

Staff feels there will be an increase in sales and profits, and there will be minimal start-up costs on our end. We can also adjust the markup on products at any time to make sure that the relationship is profitable for the City of Big Lake. If staff chooses the “Plus Package” for example, we could set the markup to 15% to cover the 15% commission rate DoorDash would be collecting on the transaction. Lake Liquors would make the same as if the customer made the purchase on-site. Another added benefit is that Lake Liquors would not be paying any credit card fees on the transaction.

**STAFF RECOMMENDATION**

Staff recommends entering into an agreement with Door Dash if staff and the City Attorney agree that this is appropriate for the City of Big Lake.

Staff is looking for direction from Council to:

Option 1 Continue to move forward with DoorDash as a potential delivery service.

Option 2 Discontinue research on this delivery service option at this time.

**ATTACHMENTS**

DoorDash email

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**Fw: DoorDash Alcohol/THC Delivery & Liability Info**

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**From** Gregory Zurbey <GZurbey@Biglakemn.org>

**Date** Mon 1/5/2026 9:12 AM

**To** Gregory Zurbey <GZurbey@Biglakemn.org>

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**From:** Cath Earley <catherine.earley@doordash.com>

**Sent:** Tuesday, December 2, 2025 2:15 PM

**To:** Gregory Zurbey <GZurbey@Biglakemn.org>

**Subject:** DoorDash Alcohol/THC Delivery & Liability Info

Hey Greg,

Thank you so much for taking the time to chat with me today! I really appreciate you considering working with us. I know how busy you are, so I am truly grateful for the chance to speak with you. I know we have customers requesting your store who would be so excited to see you on our platform! I will put as much information as possible in this email for you - please do not hesitate to reach out to me with any questions (my direct cell number is listed in my signature below). I will send along the sign-up sheet in a minute as well so you, your team, and the city council can take a look at it.

I would love to start you off with a 30 day free trial. That means a full month of no commission fees so you can make sure we are a good fit for your store with no risk. **We have no activation fee, no fee to simply be on our platform, and no cancellation fees.** You are welcome to stop working with us at any time if you're unhappy with the service. I also want to mention that the commission we take is PRE-tax and we also cover all credit card and processing fees. **There are no fees associated with DoorDash outside of an actual order coming through to your store.** We cover any integration costs and send you a free tablet as well. DoorDash will collect and remit alcohol sales tax to the state for you, and we pay the THC tax out of pocket.

We did receive approval to deliver CBD/THC products as well! **You can now offer BOTH alcohol and THC products on DoorDash;** no need to decide between the two to get you started. You would be one of the first liquor stores in your area to offer these items for delivery, which we would promote for you and help bring in initial sales. Commission fees are the exact same as they are for alcohol products.

I am attaching our Dasher Alcohol/THC training course for you to see. It says it is not required for MN, but that is for restaurant delivery sales. ALL of our Dashers who deliver alcohol/THC from liquor stores need to take this course and meet the requirements. They need to be 21+, work for us for a minimum of 2 years, maintain a 4.5 star rating, and take the attached course (which they need to do every year). They all receive a physical I.D. scanner once approved for controlled substance delivery and are required to scan the SAME I.D. that originally placed the order. We do pay our alcohol/THC Dashers quite a bit more, and we also make sure to pay them out on every sale (regardless of the

outcome). We do this so that we can ensure they are handling each sale with an objective point of view. They are also incentivized to return the product to your store, should something go wrong with the delivery.

I know liability is a huge concern and I want to assure you that we have taken every precaution possible to protect you and your store. We deliver alcohol in 46 states and if there is a single issue with liability in any of them, it could end our business entirely - so we take this incredibly seriously. Though it is still your liquor license that allows the delivery to happen, the number one person that can be held liable is the Dasher. The second party that can be held liable is DoorDash. Third party would be your store (solely because it is your license). You take the same risk with each sale inside of your store every day; the difference in working with us is that DoorDash has your back. In the 6 years we have been delivering alcohol, we have never had an issue that has affected a store's license or reputation.

### How does delivery work?

The way DoorDash works is pretty simple; We start by listing your store as an active partner on our app and website so DoorDash customers can place alcohol orders. We will send that order to your location on a DoorDash tablet where all you need to do is prepare it and click ready for pickup. Then, we will send a Dasher there to pick up the order and deliver it to the customer!

### What is the cost?

As far as cost & partnership goes, it's also very simple. We have **no activation fees, no monthly fees, no time commitment, and no cancellation fees!** The only time we charge anything is when you receive an order from DoorDash. At that point, we just work off of a revenue share model, which is basically a commission split per order. That's it! DoorDash will take care of processing payment for all orders and direct deposit the sales (minus commission) into your account every Thursday. We also cover all credit card processing fees too - saving you anywhere from 2-4% usually.

### What are the package options?

#### 1. Premier Package:

- Delivery orders: 17% commission fee
- Pickup orders: reduced to only 6% commission fee
- **Included for free:**
  - DoorDash tablet
  - **Expanded delivery** radius up to 12 miles (or 30 minutes one way)
  - **DashPass:** Priority on our marketplace by placing your store in front of our most loyal and high-ordering customers
  - **DoubleDash:** Customers ordering other products in your area will automatically receive a prompt to add alcohol delivery from your store (I noticed places like Dollar General and Dominos are close to your store - these stores are available on DoorDash and will prompt customers to add on alcohol delivery from your store as well).

#### **Plus Package: \*\*I think this would be the best fit for your store\*\***

- Delivery orders: 15% commission fee
- Pickup orders: reduced to only 6% commission fee
- **Included for free:**

- **DoorDash tablet**
- **Expanded delivery** radius up to 12 miles (or 30 minutes one way)
- **DashPass:** Priority on our marketplace by placing your store in front of our most loyal and high-ordering customers
- **DoubleDash:** Customers ordering other products in your area will automatically receive a prompt to add alcohol delivery from your store

Basic Package:

- Delivery orders: 13% commission fee
- Pickup orders: reduced to only 6% commission fee
- **Included for free:**
  - **DoorDash tablet**
  - **Delivery** radius up to 9 miles

**Helpful Tips To Consider:**

- No time commitment, no cancellation fees
- \$0 to get started with DoorDash Delivery
- All credit card and processing fees paid by DoorDash!
- Free DoorDash tablet
- All packages come with marketing material (pop-ups, window stickers, togo cards)
- We do require 500 menu items or more in order to go live with DoorDash
- You can simply send us a list of your inventory and we will take care of building your menu and adding pictures to your products.
- You will have the option to deactivate items, update menu & prices, and edit store hours through the merchant portal
- You are able to pause your store at any time
- Lastly, check out these [testimonials](#) from a few Alcohol Merchants that gave us a chance!

Again, I really appreciate you taking time out of your day to consider working with us. My personal cell number is listed below; please do not hesitate to call or text me any time! I will always answer your call.

I will give you a shout tomorrow if I don't hear from you! Please let me know if there is anything else I can do to help you present this to your team and the city council.

Thank you,  
Catherine



**Catherine Earley**  
Account Executive, New Verticals  
763.528.8767  
1615 California St,  
Denver, CO 80202

[DoorDash.com](http://DoorDash.com)



# WORKSHOP ITEM

## Big Lake City Council

<b>Prepared By:</b> <i>Greg Zurbey, Liquor Manager</i>	<b>Meeting Date:</b> <i>1/21/2026</i>	<b>Item No.</b> <b>4C</b>
<b>Item Description:</b> <i>Discuss CIP Project at Lake Liquors</i>	<b>Reviewed By:</b> <i>Hanna Klimmek, City Administrator</i>	
	<b>Reviewed By:</b> <i>Deb Wegeleben, Finance Director</i>	

### **COUNCIL DIRECTION REQUESTED**

Staff is requesting a discussion and direction regarding a remodeling project at Lake Liquors.

### **BACKGROUND/DISCUSSION**

Staff has looked to improve the office and breakroom spaces at Lake Liquors for several years. The current design and layout does not make the best use of space or provide a private and secure location for the manager.

Currently there is one office shared by up to four full-time staff members. There is also steady traffic from staff, vendors, and customers within this one shared space. Staff has attempted to use some of the space in the breakroom, but this has proven to be inefficient as it is another multi-use space used frequently by other staff. The current office also has poor heating and cooling due to its design and location. Staff feels this project is needed for space, privacy, security, and efficiency.

Staff received two quotes for this project. Quote #1 is \$88,800, and Quote #2 is \$58,679.38. Both quotes are included as attachments.

### **FINANCIAL IMPACT**

Funds to be used will come from the Liquor CIP fund and/or Liquor reserves.

### **STAFF RECOMMENDATION**

Staff recommends accepting the \$58,679.38 quote submitted by Ken Geroux Construction and begin work when convenient for staff and the contractor.

Staff is looking for direction from Council to:

- Option 1 Move forward with the low quote of \$58,679.38, or
- Option 2 Do nothing and leave the spaces in their current configuration.

### **ATTACHMENTS**

- Email from Jake Geroux
- Construction Proposal from Ken Geroux Construction
- Construction Proposal from Len’s Custom Remodeling, Inc.

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**RE: Preliminary Designs**

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**From** Jake Geroux <jake@kgccorp.com>  
**Date** Mon 12/1/2025 3:07 PM  
**To** Gregory Zurbey <GZurbey@Biglakemn.org>

 1 attachment (66 KB)  
Office Remodel Design.pdf;

Greg,

Here is the revised design based on what we talked about earlier today. The space with the 2 work stations is scaled to size and there is a lot of room in there with this lay out. Overall this lay out provides more room for your office and the office with the 2 work spaces. I will start putting together an estimate and provide you with a formal proposal once I have my numbers put together.

Thank you,

**Jake Geroux**

Ken Geroux Construction Corporation

763-263-6878 Office

763-280-4319 Cell

763-263-5686

[www.KGCCORP.com](http://www.KGCCORP.com)

*"A CUT ABOVE EXCELLENT SINCE 1989"*

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**From:** Gregory Zurbey <GZurbey@Biglakemn.org>  
**Sent:** Monday, December 1, 2025 10:48 AM  
**To:** Jake Geroux <jake@kgccorp.com>  
**Subject:** Re: Preliminary Designs

Great

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**From:** Jake Geroux <jake@kgccorp.com>  
**Sent:** Monday, December 1, 2025 9:58 AM  
**To:** Gregory Zurbey <GZurbey@Biglakemn.org>  
**Subject:** RE: Preliminary Designs

I will head up at 11 today if that works. Thanks Greg

**Jake Geroux**

Ken Geroux Construction Corporation

763-263-6878 Office

763-280-4319 Cell



# Ken Geroux Construction Corporation

Lic.# 2257

17211 198th Avenue NW P.O. Box 677 Big Lake, MN 55309

Office: 763-263-6878 Fax: 763-263-5686

## Construction Proposal

December 23, 2025  
Office Remodel  
615 Rose Drive  
Big Lake, MN 55309  
ATTN: Greg (763) 251-1527

Ken Geroux Construction Corporation  
17211 198<sup>th</sup> Ave NW  
Big Lake, MN 55309  
763-263-6878

## **SCOPE OF WORK TO INCLUDE: Office Remodel**

### **Demo**

- Cover floor and other objects as required
- Remove existing doors and windows
- Remove dropped ceiling
- Remove carpet
- Remove tile floor where required
- Remove office wall per plan
- Clean up and dispose of all construction debris

### **Frame**

- Frame new wall per plan
  - 3 ½" metal stud framing
- Frame partition wall between offices
- Modify window and door openings per plan
- Install hollow metal door and window frames

### **Electrical**

- Supply and install (4) RAB LED panel lights in offices
- Add outlets at desk locations
- Move data jacks as required
- Install occupancy sensor in each office

### **HVAC**

- Modify supply locations
- Modify return locations as required
- Install transfer grills
- Install duct booster fans in supply ducts

### **Sprinkler System**

- Modify sprinkler head location as required

### **Drywall/Paint**

- Hang/tape/sand ½" drywall on new walls
- Patch/tape/sand drywall patches as required
- Prime all new drywall
- (2) coats of Emerald interior paint (egg shell finish)
  - Interior of offices
  - Exterior wall of offices
- Paint hollow metal door/window frames

**Finishes**

Install new ceiling grid and tile in offices (to match existing)

Modify ceiling grid on exterior office walls as required

Install commercial grade carpet in office

Install vinyl base

Install solid core doors (selection and finish TBD)

Install Schlage commercial hardware

**BASE PRICE:**

**\$58,679.38**

**SPECIAL CONDITIONS:**

Estimate is for scope of work as listed. Any additions or deletions to the scope of work if requested or required may affect final costs.

**Payment Agreement: Full payment upon reasonable completion**

**Acceptance of Agreement**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Owner Signature

# *Len's Custom Remodeling INC.*

Estimate

**Lake Liquor Big Lake  
615 Rose Drive  
Big Lake, MN 55309**

## **Work to be done at the address to make 2 offices out of 1**

Remove and reuse the door in the break room and demo wall out and move it over to make room for a new wall approximately 5 feet over, down the length of the break room that way we have a new spot to relocate the entire electrical panel and circuits. Rework the ceiling tiles and install 2 new lights in the breakroom remove the carpet that is in there right now and grind the floor smooth to install new luxury vinyl plank in the breakroom. Bump out the entry area to the current office approximately a 5x5 area and chip out the tiles and frame in the walls area for the new door way location and a new 4x4 steel framed window to match the rest. Rework the ceiling tiles and install 2 new lights and rework the switch and outlets to work for new office. Build a new wall to divide the big area to make 2 offices. One office will be approximately 22'x10' the other will be 16'x6' both rooms to get new commercial carpet tiles. New smaller office will need a new entry door to be installed where the breakroom door was remove the big double window and install a 4x4 steel frame one to match the current ones. Rework the new smaller office electrical with 2 new lights and needed outlets and switches as needed. All sheet rock and taping to be done in steps to keep the working clean as best as possible. There will be a dust wall set up as long as needed to keep everything as clean as possible. All walls to be painted 2 coats of color to be selected by manger. LVP and Carpet color to be selected by owner

All labor materials provided to complete the work. There will be over night work to be done when needed either be shutting the power off or really noisy or over powering smell from flooring adhesives. Permit allowance \$1,500

**Total \$88,800 eighty-eight thousand eight hundred dollars**

16713 County Road 14 □ Elk River □ Minnesota □ 55330  
□ cell 763-238-6264 □  
[lenscustomremod@gmail.com](mailto:lenscustomremod@gmail.com) □ Contractor's License #BC417712



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Hanna Klimmek, City Administrator</i>	<b>Meeting Date:</b> <i>1/21/2026</i>	<b>Item No.</b> <b>4D</b>
<b>Item Description:</b> <i>2026 Management Team Work Plan</i>	<b>Reviewed By:</b> <i>Management Team</i>	
	<b>Reviewed By:</b> <i>N/A</i>	

### **COUNCIL DIRECTION REQUESTED**

Staff recommend that the City Council review the 2026 Management Team Work Plan, which was created for the 2026 Calendar Year and based on the City's Strategic Plan.

### **BACKGROUND/DISCUSSION**

To improve efficiency and coordination, the Management Team has developed a 2026 Work Plan for City Council review and acknowledgment. The Work Plan identifies projects that go beyond the City's routine, day-to-day services. Staff believe the goals outlined in the Work Plan align with the City's Strategic Plan objectives. While many initiatives will be led by a single department head, most will involve multiple departments and require time and effort from staff across the organization.

The Work Plan will be brought back to the City Council for a mid-year review during the June 17, 2026, City Council Workshop. It is important to note that the delivery of core services remains the City's top priority. As a result, some goals identified in the Work Plan may be delayed, modified, or not initiated in 2026 due to time and capacity constraints.

### **FINANCIAL IMPACT**

N/A

### **STAFF RECOMMENDATION**

Staff recommend that the City Council review the 2026 Management Team Work Plan, which was created for the 2026 Calendar Year and based on the City's Strategic Plan.

### **ATTACHMENTS**

- 2026 Management Team Work Plan
- 2026 Staff Mission
- City of Big Lake Strategic Plan 2024-2026

# CITY OF BIG LAKE – 2026 WORK PLAN



## ADMINISTRATION

Goal	Goal Completion Date
Elections (August and November)	12.31.26
Repeal and Replace Tobacco Ordinance	06.30.26
Amend Liquor Ordinance: <ul style="list-style-type: none"> <li>• Update Violation Language</li> <li>• Rewrite Liquor License Application Form</li> </ul>	10.31.26
Lead the Public Safety Facility Project Team	12.31.26
Complete a City Council Strategic Plan (current Plan ends on 12/31/26)	10.31.26

## COMMUNITY DEVELOPMENT

Goal	Goal Completion Date
Hire Community Development Coordinator	03.31.26
Update All Planning and Zoning Applications to Align with City Code and Ease of Use	06.30.26
Complete Community Development Internal Procedures & Cross-Train	04.30.26
Increase Marketing/Communication Outreach	12.31.26
Implement Online Permitting	12.31.26
Prioritize Big Lake Business Visits – Business Expansion and Retention Efforts	12.31.26
Complete the R5/Shoreland Update	06.30.26
Serve on the Public Safety Facility Project Team	12.31.26

## ENGINEERING

Goal	Goal Completion Date
Hire Engineering Technician	03.31.26
Update “Private Development Standards” within Engineering Specifications	02.28.26
Upgrade City Mapping	03.31.26
Review Street Lighting Standards Citywide	08.31.26
Identify and Pursue Grants for Lake Channel Reconstruction and Peninsula Erosion Protection	12.31.26
Shared Road Maintenance Agreement with Big Lake Township	06.30.26
Minnesota Avenue Extension	09.30.26

## FINANCE/HUMAN RESOURCES

Goal	Goal Completion Date
Finish Phase 1 of the Laserfiche Project – (Building and Property Files)	05.31.26
Begin Phase 2 of the Laserfiche Project – (Administration Files)	09.30.26
Launch Online Permit Application System	08.31.26
Coordinate Office 365 Training for All Staff	03.31.26
Continue Exploring New/Engaging Options for Wellness Programming	04.30.26

**LEAD WITH EXCELLENCE**

Complete Cybersecurity Plan	12.31.26
WWTF Expansion Funding	12.31.26
Serve on the Public Safety Facility Project Team	12.31.26

## LAKE LIQUORS

Goal	Goal Completion Date
Cross-Train all Full-Time Staff Members For all Shifts	12.31.26
Continue Shared Responsibilities and Building Department Culture	12.31.26
Schedule Site Visits for Other Municipal Stores to Learn from Others	12.31.26
Create a New Business Plan that Reflects Customer Preferences	12.31.26
Expand Marketing Using New and Existing Formats	12.31.26

## POLICE

Goal	Goal Completion Date
Retention – Continue to Build Positive Morale in the Department	12.31.26
Policy Overhaul with Either Lexipol or Eckberg/Emmers	12.31.26
Provide Training for Officers and Staff	12.31.26
Improve Reserve Program	12.31.26
Evaluate K-9 Program	06.30.26
Work on #2 Position, Approval, Post, and Hire	03.31.26
Recruit a 3 <sup>rd</sup> Sergeant, Daytime Position	06.30.26
Work with Sherburne County Sheriff's Department on Partnering with ERU and Crisis Negotiations	03.31.26
Enhanced Communication with Staff, City Hall, and Other Departments	12.31.26
Serve on the Public Safety Facility Project Team	12.31.26

## STREETS/PARKS/FLEET

Goal	Goal Completion Date
Create a Park/Trail Comprehensive Analysis for Council to Review	02.28.26
Work with CEDA on Grant Opportunities for Mitchell Farms Park, Lakeside Park Skate Park, Lakeside Park, Shores of Lake Mitchell, and Lake Ridge Park	06.30.26
Complete the Water Meter Replacement Project	06.30.26
Design On-Site Fuel at Public Works	12.31.26
Work on a Potential Compost Site Relocation Project	12.31.26

## WATER/WASTEWATER

Goal	Goal Completion Date
Complete the 10-Year Water Supply Plan	09.30.26
Update Emergency Response Plan	06.30.26
Continue Work on the Well Head Protection Plan w/ MRWA	09.30.26
Continue Work on the Wastewater Treatment Expansion Project	12.31.26
Search for and Write Grant Applications for Additional Generators	04.30.26

**LEAD WITH EXCELLENCE**

Search for and Write Grant Applications for Water Plant Fencing Project	04.30.26
Finish Development of Water Main Break Step-by-Step Emergency Procedure w/ Norm Michels and Conduct a Roundtable Discussion w/ Staff	03.31.26

## **2026 STAFF MISSION**

### **THE EXPECTATION IS TO LEAD WITH EXCELLENCE:**

*(ALL CITY OF BIG LAKE EMPLOYEES ARE LEADERS)*

#### **1. FOCUS ON WELL-BEING.**

- Take care of yourself.
- Check-in with team members and colleagues.

#### **2. MODEL KINDNESS, RESPECT, GENEROSITY, GRACE, AND UNDERSTANDING.**

#### **3. BUILD POSITIVE NORMS.**

- Pro-actively recognize the “positive” in challenging situations.
- Be pro-actively helpful to others – We. Are. A. Team!

#### **4. CLARITY IS KINDNESS.**

- Communicate – Be direct.
- Involve all who are affected.
- Provide CLEAR expectations/requests/direction/information.

#### **5. HOLD YOURSELF AND YOUR TEAMMATES ACCOUNTABLE.**

#### **6. MAKE SPACE FOR CANDID CONVERSATION.**

- Take the time to engage in real conversations with each other; the intention is to build relationships and understand one another.





# City of Big Lake Strategic Plan

## Community Slogan

Live Big!

## Vision Statement

Big Lake is a vibrant, active, and safe community that focuses on excellence in service while promoting balanced growth through responsible leadership.

## Core Strategies and Strategic Objectives

The City of Big Lake is committed to leading and guiding the City towards the following long-term Core Strategies and Strategic Objectives:

### **1. Fiscally Responsible**

- a. Look at every expenditure with a critical eye.
- b. Strategic decisions performed in the most cost-effective manner.
- c. Stick to basic core government responsibilities.
- d. Logical, transparent, prudent decisions not based on emotion.
- e. Short-term decisions that support long-term planning.

### **2. Safe, Welcoming Community**

- a. Support Public Safety personnel wellness.
- b. Provide opportunities for training and professional development.
- c. Retain and attract public safety personnel.
- d. Positive engagement – community outreach.
- e. Prioritize the equipment needed to serve to the best of our ability.

### **3. Engaged, Community-Centric**

- a. Promote engagement opportunities for members of the community.
- b. Promote and encourage volunteerism.
- c. Provide opportunities for philanthropic actions and donations.
- d. Encourage connections with local organizations.
- e. Promote block parties and neighborhood gatherings.

### **4. Vibrant, Natural, and Variety of Amenities**

- a. Maintain and improve the quality of parks, lakes, and trails.
- b. Develop new uses and activities using parks and trails.

- c. Promote and encourage community organizations and activities.
- d. Promote beautification efforts and public art to complement natural resources.
- e. Develop more year-round activities.

**5. Balanced Growth, Thriving Economy**

- a. Continued support of existing businesses and their needs while seeking new business development.
- b. Well-balanced commercial, industrial, and residential development.
- c. Thoughtful zoning to meet desire for balanced growth.
- d. Be proactive and flexible in community planning.

**6. Responsible Leadership**

- a. Expect excellence and act with integrity.
- b. Base decisions on policy.
- c. Be prepared, work as a team, disagree well, be flexible, and lead by example.
- d. Empower others and be accountable.
- e. Communicate often and be transparent.
- f. Cast a BIG vision and continue to champion progress.



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> Layne Otteson P.E. City Engineer ENG26-005	<b>Meeting Date:</b> 1/21/2026	<b>Item No.</b> <b>4E</b>
<b>Item Description:</b> Discuss Updating the Engineering and Private Development Standards	<b>Reviewed By:</b> Hanna Klimmek, City Administrator	
	<b>Reviewed By:</b> Deb Wegeleben, Finance Director	

**COUNCIL DIRECTION REQUESTED**

Staff requests Council provide direction regarding updating the Private Development Standards document with engineering and zoning information.

**BACKGROUND/DISCUSSION**

**2013 Private Development Standards for City of Big Lake**

In 2013, the Council adopted the Private Development Standards which provide for consistent construction of infrastructure and development as the City grows. The document includes acceptable materials, construction summaries, checklists, specifications, standard details, reference specifications from other entities (i.e. City Engineer’s Association of Minnesota, MnDOT) and other guidance for construction. In the past 13 years construction practices, materials and municipal operations have changed and it is time to review and update the document to be reflective of current times. A vast majority of the document is still current. **The document is 390 pages and available upon request.**

**Chapter 10 Zoning Streamline**

The City reduced the zoning chapter by removing many items that are related to engineering and Public Works. Staff was directed to incorporate removed information into an engineering document. These items are typically design requirements related to platting, infrastructure construction or impacts to Public Works operations.

**2026 Engineering and Private Development Standards for City of Big Lake**

Staff is considering consolidating development standards and the Chapter 10 Zoning items into one document. The goal is to provide efficient and clear direction to engineers, developers, property owners, and contractors. The document is in early draft form and will advance with Council direction. Over the years, Staff has collected input from contractors, maintenance staff, operators, suppliers, inspectors, consultant engineers and other City’s construction standards. The document is likely to include but not limited to:

- updates to existing development standards;
- Chapter 10 Zoning information related to engineering and Public Works;
- survey, mapping and civil site plan clarity;
- removal of outdated development standards;
- identifying newer materials and manufactured products as acceptable;
- revisions to construction details that address failures;
- right of way specifications for small utility installation (catv, gas, fiber, etc);
- Minnesota Rural Water Association Trace Wire Specifications; and

- other applicable specifications and details.

Two attachments to this memorandum provide examples of typical revisions. Please find a brief summary of each.

1. The page with a summary of standards delete non-applicable information and add acceptable pipe and trace wire requirements.
2. The page with a rock construction detail reduce the size and remove a hump which is not applicable to Big Lake soils.

#### ***FINANCIAL IMPACT***

The completion of this new document will be a collaboration between the City Engineer and the City's consultant engineering company. The consultant will provide an engineering technician who will revise the detail drawings and create new details (computer aided drafting) as directed by the City Engineer. The consultant has previously shared updated specifications and draft details for consideration by the City Engineer. The City Engineer intends to perform a majority of the editing and rewrite of the specifications. The estimated cost to provide this assistance is \$10,000 to \$15,000. This will be paid for out of the general fund.

#### ***STAFF RECOMMENDATION***

Staff recommends Council discuss and direct City Engineer to move forward with updating the Private Development Standards with engineering/zoning information.

#### ***ATTACHMENTS***

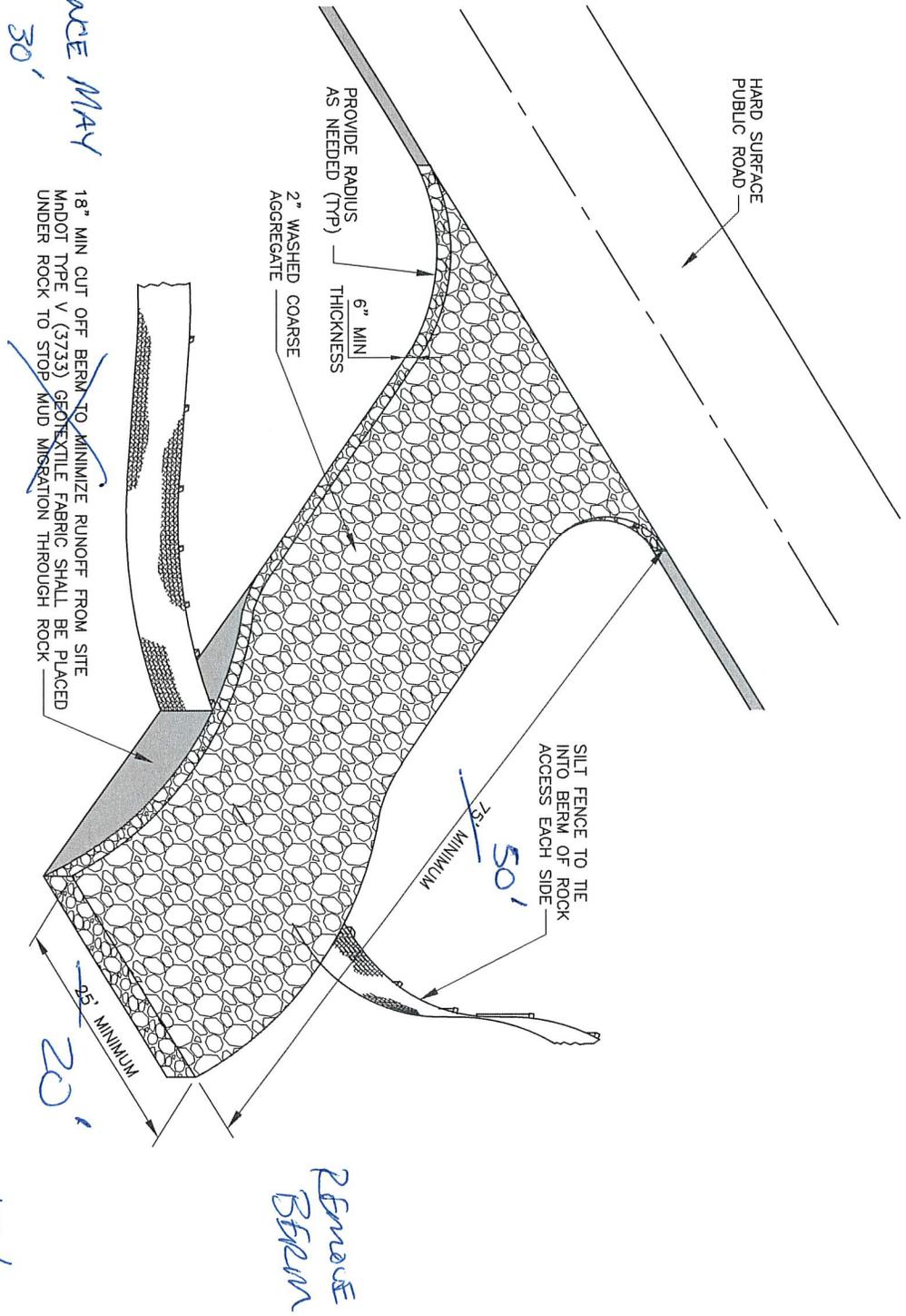
Example of a Detail Revision

Example of a Summary of Standards Revision

\* RESIDENTIAL ENTRANCE MAY BE SHORTENED TO 30' UPON APPROVAL OF CITY ENGINEER.

**ROCK CONSTRUCTION ENTRANCE**

NOT TO SCALE



18" MIN CUT OFF BERM TO MINIMIZE RUNOFF FROM SITE  
 MHDOT TYPE V (3733) GEOTEXTILE FABRIC SHALL BE PLACED UNDER ROCK TO STOP MUD MIGRATION THROUGH ROCK

SILT FENCE TO THE INTO BERM OF ROCK ACCESS EACH SIDE

REMOVE BERM

NEW 1260

**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRBANK, MN SLEEPY EYE, MN BURNSVILLE, MN  
 WILLMAR, MN CHASMA, MN RAMSEY, MN MAPLEWOOD, MN  
 BAYTER, MN ROCHESTER, MN AMES, IA SPENCER, IA

**ROCK CONSTRUCTION ENTRANCE**



DATE: 04/2013  
 STD. DETAIL 3-502

# CITY OF BIG LAKE STANDARDS

## SUMMARY

### SANITARY SEWER

- Provide full depth to plat line or beyond for future. Set manhole at plat line.
- SDR 35 PVC or better pipe.
- Manhole depth shall not exceed 35 feet.
- Precast manholes with integral base and plastic coated steps required. ~~All manholes shall include a PVC liner cast integral with the invert.~~
- Casting assembly shall be Neenah R-1733 self seal lid lettered “Sanitary Sewer” with two concealed pick holes and no lug.
- All sanitary sewer manhole castings shall be adjusted with ~~Ladtech~~ H.D.P.E. adjusting rings.
- Green space crossings shall begin and end in Roadways unless otherwise approved. Avoid locating manholes in green space.
- Maximum distance between manholes shall be 400 LF unless otherwise approved.
- ~~Service pipes shall be stubbed to 10 LF beyond the R.O.W. line.~~
- Depth at end of service line shall be a maximum of 10 ft.
- Mark service with a steel fence post with the top painted green. Install 2”x2” wood marker with locating rod from pipe invert to within 6-inches of finished grade.
- All new sanitary sewer mains shall be jetted, vacuumed, and televised after manholes have been adjusted to bituminous base course elevation and prior to acceptance by the City. City shall be provided with 2 copies of televising DVDs.
- All sanitary sewer forcemain shall be hydrostatically tested at 100 PSI for two (2) hours.
- GREEN tracer wire is required along the sanitary sewer main and service lines **per MRWA Trace Wire specifications.**

### WATERMAIN

- Standard water main pipe material shall be **C900 or ductile iron CL-52.** ~~Larger watermains may be required to meet pressure and flow requirements.~~
- All fire hydrants shall be Waterous® WB 67-250 with 24” break off section. The hydrant lead shall contain a 6” gate valve. Color and threads shall match City of Big Lake Standards. A Hydrafinder® red and white stripe shall be included. 8’6” bury depth typical.
- **All hydrants leads shall be 6” ductile iron CL-52.**
- Watermain shall have 8’ of cover, standard.
- Residential services (1”) for Copper Pipe shall be 1” Type K Copper; Ford EM2-80-56 or A.Y. McDonald 5614 8-foot curb box with 78” rod; Ford B22-444M-NL or A.Y. McDonald 76104 curb stop, (ball type), Ford FB600-4- NL or A.Y. McDonald 74701B corporation stop. Services 1.5” and larger shall include a saddle.
- Residential services (1”) for Polyethylene Pipe shall be 1” IPS ; Ford EM2-80-56 or A.Y. McDonald 5614 8-foot curb box with 78” rod; Ford B66-444M-Q-NL or A.Y. McDonald 76104-3Q curb stop, (ball type), Ford FB1001-4-Q-NL or A.Y. McDonald 74701B-3Q corporation stop. Services 1.5” and larger shall have a saddle.