AGENDA
BIG LAKE CITY COUNCIL MEETING
COUNCIL CHAMBERS

JANUARY 21, 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. Issuance and Sale of Big Lake Economic Development Authority (BLEDA) Lease Revenue Bonds, Series 2026A, and Authorize Execution and Delivery of a Lease Agreement with BLEDA

7B. Request Great River Regional Library to Conduct a Space Needs Assessment

7C. CMAR Contract with Bradbury Stamm Update

7D. Concept Plan Review for Parcel No's. 10-00122-1115, 10-00122-1117, and 10-00122-1116

7E. Receive Preliminary Engineering Report and Call for Public Hearing for the 2026 Street and Utility Project No. ST2026-01

7F. City Personnel Policy Amendments

8) ADMINISTRATOR'S REPORT

9) MAYOR & COUNCIL REPORTS AND COMMENTS/QUESTIONS

10) OTHER

11) ADJOURN

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

BIG LAKE CITY COUNCIL
CONSENT AGENDA
JANUARY 21, 2026

6A. Approve List of Claims

6B. Approve Council Workshop Minutes of December 10, 2025

6C. Approve Regular Council Meeting Minutes of December 10, 2025

6D. Approve Special Council Meeting Minutes of January 12, 2026

6E. Approve City Computer, Social Media, and Device Policies

6F. Approve 2026 AIS Watercraft Inspection Agreement with WaterGuards, LLC

6G. Accept Resignation of Chief of Police John Kaczmarek

6H. Approve Lift Station No. 6 Quote from Total Control Systems, Inc.

6I. Approve 2026 Planning Commission and BLEDA Officer Appointments

6J. Accept Project and Approve Final Payment for the 2024 Street and Utility Improvement Project No. ST2024-1

6K. Approve Resolution Accepting 2025 Donations

6L. Approve Cobblestone Second Addition Final Plat and Development Agreement

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6A**
Item Description: *List of Claims*	***Reviewed By:*** *Hanna Klimmek, City Administrator*		
	Reviewed By: *N/A*		

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would approve the List of Claims paid from December 4, 2025 through January 14, 2026, and approve Payrolls 25 and 26 for 2025 and Payroll 1 for 2026.

BACKGROUND/DISCUSSION

Claims and Payroll Report – Through January 14, 2026

Attached is the List of Claims paid through January 14, 2026, along with Payroll No. 25 paid on December 17, 2025, Payroll No. 26 paid on December 31, 2025, and Payroll No. 1 paid on January 14, 2026.

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

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

471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.
Except as authorized in section 123B.195 or 471.88, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

471.88 EXCEPTIONS.
Subdivision 1.**Coverage.**
The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.
Subd. 5.**Contract with no bids required.**
A contract for which competitive bids are not required by law.

ATTACHMENTS

List of Claims

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ACE SOLID WASTE INC								
15	ACE SOLID WASTE INC	12631679T067	3067-23699-001 870 HUMBOLDT	12/01/2025	435.53	435.53	01/08/2026	
15	ACE SOLID WASTE INC	12631679T067	SEASONAL CREDIT	12/01/2025	526.91-	526.91-	01/08/2026	
15	ACE SOLID WASTE INC	12742743T067	3067-23699-001 JAN 2026 SERVI	01/01/2026	388.73	388.73	01/08/2026	
	Total ACE SOLID WASTE INC:				297.35	297.35		
AFLAC								
10394	AFLAC	489467	DEC 2025 PREMIUMS	01/05/2026	136.63	136.63	01/08/2026	
	Total AFLAC:				136.63	136.63		
ALLSTATE PARTS OF ST CLOUD								
11061	ALLSTATE PARTS OF ST CLOU	2704371915	SHOP SUPPLIES	12/02/2025	43.41	43.41	12/11/2025	
	Total ALLSTATE PARTS OF ST CLOUD:				43.41	43.41		
AM CRAFT SPIRITS								
11928	AM CRAFT SPIRITS	21797	MIX	12/08/2025	112.00	112.00	12/11/2025	
11928	AM CRAFT SPIRITS	21797	FRT	12/08/2025	4.30	4.30	12/11/2025	
	Total AM CRAFT SPIRITS:				116.30	116.30		
AMERICAN SOLUTIONS FOR BUSINESS								
2950	AMERICAN SOLUTIONS FOR B	INV08438181	MATT SALO CLOTHING	12/17/2025	98.64	98.64	12/19/2025	
2950	AMERICAN SOLUTIONS FOR B	INV08438181	JOHN KOLLER CLOTHING	12/17/2025	202.46	202.46	12/19/2025	
2950	AMERICAN SOLUTIONS FOR B	INV08438181	RANDRY BRANDT CLOTHING	12/17/2025	307.84	307.84	12/19/2025	
2950	AMERICAN SOLUTIONS FOR B	INV08587680	2025 COLD WEATHER - JOE KA	12/30/2025	20.47	20.47	01/14/2026	
2950	AMERICAN SOLUTIONS FOR B	INV08587680	2025 COLD WEATHER - JOE KA	12/30/2025	114.77	114.77	01/14/2026	
2950	AMERICAN SOLUTIONS FOR B	INV08650230	MARIE CLOTHING	12/31/2025	37.50	37.50	01/08/2026	
2950	AMERICAN SOLUTIONS FOR B	INV08650230	TARA CLOTHING	12/31/2025	37.50	37.50	01/08/2026	
2950	AMERICAN SOLUTIONS FOR B	INV08650230	MARIE CLOTHING - REIMBURS	12/31/2025	38.19	38.19	01/08/2026	
	Total AMERICAN SOLUTIONS FOR BUSINESS:				857.37	857.37		
AMERITAS LIFE INSURANCE CO (E-CHECK)								
10989	AMERITAS LIFE INSURANCE C	DEC 2025 VISI	DECEMBER 2025 VISION	12/01/2025	191.96	191.96	12/19/2025	
10989	AMERITAS LIFE INSURANCE C	JAN 2026 VISI	JANUARY 2026 VISION	01/13/2026	191.96	191.96	01/14/2026	
	Total AMERITAS LIFE INSURANCE CO (E-CHECK):				383.92	383.92		
ANDREEN, LORRAINE								
11928	ANDREEN, LORRAINE	570 HUMBOLD	TEMP SIGN ESCROW RELEASE	12/19/2025	100.00	100.00	12/23/2025	
	Total ANDREEN, LORRAINE:				100.00	100.00		
ANOKA-RAMSEY COMMUNITY COLLEGE								
11928	ANOKA-RAMSEY COMMUNITY	1335977	BACKFLOW ASSE 5110 TESTER	01/13/2026	575.00	575.00	01/14/2026	
11928	ANOKA-RAMSEY COMMUNITY	1335977	BACKFLOW ASSE 5110 TESTER	01/13/2026	575.00	575.00	01/14/2026	
	Total ANOKA-RAMSEY COMMUNITY COLLEGE:				1,150.00	1,150.00		
ARTISAN BEER COMPANY								
10864	ARTISAN BEER COMPANY	3815351	BEER	12/03/2025	396.75	396.75	12/11/2025	
10864	ARTISAN BEER COMPANY	3815352	THC	12/03/2025	69.20	69.20	12/11/2025	
10864	ARTISAN BEER COMPANY	3818417	BEER	12/17/2025	213.75	213.75	12/19/2025	
10864	ARTISAN BEER COMPANY	3820105	THC	12/23/2025	214.20	214.20	12/29/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10864	ARTISAN BEER COMPANY	3821262	BEER	12/30/2025	353.65	353.65	01/08/2026	
10864	ARTISAN BEER COMPANY	3822492	BEER	01/07/2026	408.00	408.00	01/08/2026	
10864	ARTISAN BEER COMPANY	439170	BEER	12/09/2025	15.36-	15.36-	12/19/2025	
	Total ARTISAN BEER COMPANY:				1,640.19	1,640.19		
ARVIG								
10974	ARVIG	3059394 DEC	POLICE INTERNET -DEC 2025	12/06/2025	382.18	382.18	12/19/2025	
	Total ARVIG:				382.18	382.18		
ASCAP								
10942	ASCAP	500823466 MU	2026 ASCAP MUSIC LICENSE	01/03/2026	458.00	458.00	01/08/2026	
	Total ASCAP:				458.00	458.00		
ASTECH CORPORATION								
11859	ASTECH CORPORATION	2024 STREET	2024 STREET PROJECT PAY ES	01/09/2026	5,890.75	5,890.75	01/14/2026	
	Total ASTECH CORPORATION:				5,890.75	5,890.75		
AUTO VALUE								
87362	AUTO VALUE	21247040	POLICE VEHICLE #2709	12/17/2025	8.99	8.99	12/19/2025	
87362	AUTO VALUE	21247762	SHOP SUPPLIES	01/12/2026	80.07	80.07	01/14/2026	
	Total AUTO VALUE:				89.06	89.06		
AXON ENTERPRISE INC								
10932	AXON ENTERPRISE INC	INUS410543	2026 NEW TASERS CAPITAL PA	01/01/2026	12,240.50	12,240.50	01/08/2026	
10932	AXON ENTERPRISE INC	INUS410543	2026 NEW TASERS CAPITAL PA	01/01/2026	370.07	370.07	01/08/2026	
	Total AXON ENTERPRISE INC:				12,610.57	12,610.57		
BELL BOY CORPORATION-1								
1032	BELL BOY CORPORATION-1	0110585200	MIX	12/02/2025	147.85	147.85	12/11/2025	
1032	BELL BOY CORPORATION-1	0110585200	FRT	12/02/2025	3.69	3.69	12/11/2025	
1032	BELL BOY CORPORATION-1	0110613700	SUPPLIES	12/09/2025	109.00	109.00	12/11/2025	
1032	BELL BOY CORPORATION-1	0110613700	FRT	12/09/2025	3.51	3.51	12/11/2025	
1032	BELL BOY CORPORATION-1	0110640200	SUPPLIES	12/16/2025	345.50	345.50	12/19/2025	
1032	BELL BOY CORPORATION-1	0110640200	MIX	12/16/2025	114.48	114.48	12/19/2025	
1032	BELL BOY CORPORATION-1	0110640200	FRT	12/16/2025	5.13	5.13	12/19/2025	
1032	BELL BOY CORPORATION-1	0110704100	MIX	12/31/2025	89.10	89.10	01/08/2026	
1032	BELL BOY CORPORATION-1	0110704100	FRT	12/31/2025	3.42	3.42	01/08/2026	
1032	BELL BOY CORPORATION-1	0110726200	MIX	01/08/2026	40.00	40.00	01/14/2026	
1032	BELL BOY CORPORATION-1	0110726200	FRT	01/08/2026	3.19	3.19	01/14/2026	
1032	BELL BOY CORPORATION-1	0209777900	LIQUOR	12/02/2025	694.19	694.19	12/11/2025	
1032	BELL BOY CORPORATION-1	0209777900	WINE	12/02/2025	80.00	80.00	12/11/2025	
1032	BELL BOY CORPORATION-1	0209777900	FRT	12/02/2025	10.46	10.46	12/11/2025	
1032	BELL BOY CORPORATION-1	0209859000	WINE	12/09/2025	56.00	56.00	12/11/2025	
1032	BELL BOY CORPORATION-1	0209859000	LIQUOR	12/09/2025	471.00	471.00	12/11/2025	
1032	BELL BOY CORPORATION-1	0209859000	FRT	12/09/2025	8.25	8.25	12/11/2025	
1032	BELL BOY CORPORATION-1	0209924000	WINE	12/16/2025	192.00	192.00	12/19/2025	
1032	BELL BOY CORPORATION-1	0209924000	LIQUOR	12/16/2025	503.00	503.00	12/19/2025	
1032	BELL BOY CORPORATION-1	0209924000	FRT	12/16/2025	11.55	11.55	12/19/2025	
1032	BELL BOY CORPORATION-1	0210089600	LIQUOR	12/30/2025	83.95	83.95	01/08/2026	
1032	BELL BOY CORPORATION-1	0210093900	LIQUOR	12/31/2025	998.00	998.00	01/08/2026	
1032	BELL BOY CORPORATION-1	0210093900	WINE	12/31/2025	420.00	420.00	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1032	BELL BOY CORPORATION-1	0210093900	FRT	12/31/2025	16.50	16.50	01/08/2026	
1032	BELL BOY CORPORATION-1	0210111500	MIX	01/05/2026	157.00	157.00	01/08/2026	
1032	BELL BOY CORPORATION-1	0210111500	LIQUOR	01/05/2026	444.00	444.00	01/08/2026	
1032	BELL BOY CORPORATION-1	0210111500	FRT	01/05/2026	6.60	6.60	01/08/2026	
1032	BELL BOY CORPORATION-1	0210151700	LIQUOR	01/08/2026	270.50	270.50	01/14/2026	
1032	BELL BOY CORPORATION-1	0210151700	FRT	01/08/2026	3.30	3.30	01/14/2026	
1032	BELL BOY CORPORATION-1	0300515000	THC	12/02/2025	334.00	334.00	12/11/2025	
1032	BELL BOY CORPORATION-1	0300515000	FRT	12/02/2025	8.25	8.25	12/11/2025	
1032	BELL BOY CORPORATION-1	0300536100	THC	12/09/2025	260.00	260.00	12/11/2025	
1032	BELL BOY CORPORATION-1	0300536100	FRT	12/09/2025	4.95	4.95	12/11/2025	
1032	BELL BOY CORPORATION-1	0300544600	THC	12/10/2025	21.50-	21.50-	12/19/2025	
1032	BELL BOY CORPORATION-1	0300553200	THC	12/16/2025	174.00	174.00	12/19/2025	
1032	BELL BOY CORPORATION-1	0300553200	FRT	12/16/2025	3.30	3.30	12/19/2025	
1032	BELL BOY CORPORATION-1	0300591300	THC	12/31/2025	374.00	374.00	01/08/2026	
1032	BELL BOY CORPORATION-1	0300591300	FRT	12/31/2025	8.25	8.25	01/08/2026	
1032	BELL BOY CORPORATION-1	0300608400	THC	01/08/2026	279.00	279.00	01/14/2026	
1032	BELL BOY CORPORATION-1	0300608400	FRT	01/08/2026	6.60	6.60	01/14/2026	
	Total BELL BOY CORPORATION-1:				6,722.02	6,722.02		
BERNICKS PEPSI								
350	BERNICKS PEPSI	10433373	MIX	12/05/2025	32.35	32.35	12/11/2025	
350	BERNICKS PEPSI	10433374	THC	12/05/2025	81.00	81.00	12/11/2025	
350	BERNICKS PEPSI	10433375	BEER	12/05/2025	1,991.90	1,991.90	12/11/2025	
350	BERNICKS PEPSI	10433375	NA BEER	12/05/2025	29.00	29.00	12/11/2025	
350	BERNICKS PEPSI	10433375	LIQUOR	12/05/2025	84.00	84.00	12/11/2025	
350	BERNICKS PEPSI	10433376	THC	12/05/2025	77.00-	77.00-	12/11/2025	
350	BERNICKS PEPSI	10433377	BEER	12/05/2025	18.45-	18.45-	12/11/2025	
350	BERNICKS PEPSI	10435615	MIX	12/12/2025	70.64	70.64	12/19/2025	
350	BERNICKS PEPSI	10435616	THC	12/12/2025	126.00	126.00	12/19/2025	
350	BERNICKS PEPSI	10435617	BEER	12/12/2025	1,250.35	1,250.35	12/19/2025	
350	BERNICKS PEPSI	10435618	BEER	12/12/2025	36.71-	36.71-	12/19/2025	
350	BERNICKS PEPSI	10438228	MIX	12/19/2025	98.82	98.82	12/23/2025	
350	BERNICKS PEPSI	10438229	THC	12/19/2025	232.80	232.80	12/23/2025	
350	BERNICKS PEPSI	10438230	NA BEER	12/19/2025	36.90	36.90	12/23/2025	
350	BERNICKS PEPSI	10438230	BEER	12/19/2025	2,277.65	2,277.65	12/23/2025	
350	BERNICKS PEPSI	10438231	BEER	12/19/2025	11.36-	11.36-	12/23/2025	
350	BERNICKS PEPSI	10440283	MIX	12/26/2025	57.25	57.25	12/29/2025	
350	BERNICKS PEPSI	10440285	LIQUOR	12/26/2025	60.00	60.00	12/29/2025	
350	BERNICKS PEPSI	10440285	NA BEER	12/26/2025	76.55	76.55	12/29/2025	
350	BERNICKS PEPSI	10440285	BEER	12/26/2025	2,215.60	2,215.60	12/29/2025	
350	BERNICKS PEPSI	10440286	THC	12/26/2025	3.33-	3.33-	12/29/2025	
350	BERNICKS PEPSI	10440287	BEER	12/26/2025	34.00-	34.00-	12/29/2025	
350	BERNICKS PEPSI	10442266	MIX	01/02/2026	70.65	70.65	01/08/2026	
350	BERNICKS PEPSI	10442267	THC	01/02/2026	598.50	598.50	01/08/2026	
350	BERNICKS PEPSI	10442268	NA BEER	01/02/2026	29.00	29.00	01/08/2026	
350	BERNICKS PEPSI	10442268	BEER	01/02/2026	6,184.95	6,184.95	01/08/2026	
350	BERNICKS PEPSI	10442269	BEER	01/02/2026	9.96-	9.96-	01/08/2026	
350	BERNICKS PEPSI	10444284	THC	12/26/2025	296.00	296.00	12/29/2025	
350	BERNICKS PEPSI	10445295	MIX	01/09/2026	38.40	38.40	01/14/2026	
350	BERNICKS PEPSI	10445296	THC	01/09/2026	199.76	199.76	01/14/2026	
350	BERNICKS PEPSI	10445297	BEER	01/09/2026	1,921.80	1,921.80	01/14/2026	
350	BERNICKS PEPSI	10445297	KEG DEPOSIT	01/09/2026	30.00	30.00	01/14/2026	
350	BERNICKS PEPSI	10445298	BEER	01/09/2026	25.92-	25.92-	01/14/2026	
	Total BERNICKS PEPSI:				17,873.14	17,873.14		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
BIG LAKE CAR WASH, INC.								
11925	BIG LAKE CAR WASH, INC.	1004	POLICE VEHICLE DETAIL	12/18/2025	424.00	424.00	12/19/2025	
	Total BIG LAKE CAR WASH, INC.:				424.00	424.00		
BIG LAKE CENTER OWNERS ASSOC								
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	LIGHTS	12/31/2025	41.63	41.63	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	WATER	12/31/2025	13.12	13.12	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	RESERVE	12/31/2025	639.96	639.96	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	LAWN	12/31/2025	39.37	39.37	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	SNOW	12/31/2025	693.75	693.75	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	P O BOX	12/31/2025	1.67	1.67	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	INSURANCE	12/31/2025	737.11	737.11	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	SPRINKLER	12/31/2025	78.74	78.74	01/08/2026	
10509	BIG LAKE CENTER OWNERS A	DECEMBER 2	MISC	12/31/2025	11.56	11.56	01/08/2026	
	Total BIG LAKE CENTER OWNERS ASSOC:				2,256.91	2,256.91		
BIG LAKE CHAMBER OF COMMERCE								
4252	BIG LAKE CHAMBER OF COMM	4281	NOVEMBER 2025 CHAMBER M	11/05/2025	20.00	20.00	12/23/2025	
4252	BIG LAKE CHAMBER OF COMM	COMMUNITY F	COMMUNITY FAIR 2026	01/07/2026	83.33	83.33	01/08/2026	
4252	BIG LAKE CHAMBER OF COMM	COMMUNITY F	COMMUNITY FAIR 2026	01/07/2026	83.33	83.33	01/08/2026	
4252	BIG LAKE CHAMBER OF COMM	COMMUNITY F	COMMUNITY FAIR 2026	01/07/2026	83.34	83.34	01/08/2026	
	Total BIG LAKE CHAMBER OF COMMERCE:				270.00	270.00		
BIG LAKE FIRE DEPARTMENT								
10523	BIG LAKE FIRE DEPARTMENT	2026 1ST QUA	BLFD FIRE PROTECTION SERVI	01/08/2026	57,617.00	57,617.00	01/14/2026	
	Total BIG LAKE FIRE DEPARTMENT:				57,617.00	57,617.00		
BIG LAKE TOWNSHIP								
7675	BIG LAKE TOWNSHIP	PROP TAX SE	PROPERTY TAX COLLECTION #	12/08/2025	10,516.71	10,516.71	12/11/2025	
7675	BIG LAKE TOWNSHIP	PROP TAX SE	PROPERTY TAX COLLECTION #	12/08/2025	28,881.90	28,881.90	12/11/2025	
	Total BIG LAKE TOWNSHIP:				39,398.61	39,398.61		
BOLTON & MENK INC								
10400	BOLTON & MENK INC	0382399	2026-30 PMP MAP	12/16/2025	426.00	426.00	01/08/2026	
10400	BOLTON & MENK INC	0382399	MN AVE EXTENSION	12/16/2025	430.00	430.00	01/08/2026	
10400	BOLTON & MENK INC	0382399	LRIP GRANT	12/16/2025	151.50	151.50	01/08/2026	
10400	BOLTON & MENK INC	0382399	MARKETPLACE DR DEV TRAFF	12/16/2025	193.00	193.00	01/08/2026	
10400	BOLTON & MENK INC	0382399	M&M PRECISION	12/16/2025	142.00	142.00	01/08/2026	
10400	BOLTON & MENK INC	0382399	WHITE BEAR CLOTHING	12/16/2025	355.00	355.00	01/08/2026	
10400	BOLTON & MENK INC	0382399	AUTO ZONE PLAT REVIEW	12/16/2025	98.50	98.50	01/08/2026	
10400	BOLTON & MENK INC	0382402	2025 STREET PROJECT ENGIN	12/16/2025	7,128.50	7,128.50	01/08/2026	
10400	BOLTON & MENK INC	0382406	SMITH PROPERTY JULY - NOV	12/16/2025	5,475.50	5,475.50	01/08/2026	
	Total BOLTON & MENK INC:				14,400.00	14,400.00		
BOM FOODS								
11918	BOM FOODS	DEC 2025 FAR	CC TOKENS	12/23/2025	5.00	5.00	12/23/2025	
11918	BOM FOODS	DEC 2025 FAR	PROMOTION TOKENS	12/23/2025	16.00	16.00	12/23/2025	
	Total BOM FOODS:				21.00	21.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
BOURGET IMPORTS LLC								
11852	BOURGET IMPORTS LLC	223840	LIQUOR	12/23/2025	272.00	272.00	12/29/2025	
11852	BOURGET IMPORTS LLC	223840	FRT	12/23/2025	13.00	13.00	12/29/2025	
	Total BOURGET IMPORTS LLC:				285.00	285.00		
BRATZEL, IRA								
10939	BRATZEL, IRA	FARMERS MK	FARMERS MARKET 12/20/2025	12/18/2025	200.00	200.00	12/18/2025	
	Total BRATZEL, IRA:				200.00	200.00		
BRAUN INTERTEC CORPORATION								
168	BRAUN INTERTEC CORPORATI	IN1000616	421 FOLEY AVE - MDA CORRES	12/02/2025	2,025.00	2,025.00	12/11/2025	
168	BRAUN INTERTEC CORPORATI	IN1001512	421 FOLEY PHASE II ESA 11/21-	12/23/2025	2,887.75	2,887.75	12/23/2025	
	Total BRAUN INTERTEC CORPORATION:				4,912.75	4,912.75		
BREAKTHRU BEVERAGE								
10671	BREAKTHRU BEVERAGE	124613016	BEER	12/05/2025	570.00	570.00	12/11/2025	
10671	BREAKTHRU BEVERAGE	124613865	LIQUOR	12/05/2025	4,392.05	4,392.05	12/11/2025	
10671	BREAKTHRU BEVERAGE	124613865	WINE	12/05/2025	1,284.00	1,284.00	12/11/2025	
10671	BREAKTHRU BEVERAGE	124613865	FRT	12/05/2025	84.80	84.80	12/11/2025	
10671	BREAKTHRU BEVERAGE	124723863	LIQUOR	12/12/2025	150.00	150.00	12/19/2025	
10671	BREAKTHRU BEVERAGE	124725064	FRT	12/12/2025	114.55	114.55	12/19/2025	
10671	BREAKTHRU BEVERAGE	124725064	LIQUOR	12/12/2025	4,098.84	4,098.84	12/19/2025	
10671	BREAKTHRU BEVERAGE	124725064	MIX	12/12/2025	336.00	336.00	12/19/2025	
10671	BREAKTHRU BEVERAGE	124725064	POP/MIX	12/12/2025	174.25	174.25	12/19/2025	
10671	BREAKTHRU BEVERAGE	124838160	LIQUOR	12/19/2025	410.05	410.05	12/23/2025	
10671	BREAKTHRU BEVERAGE	124838160	FRT	12/19/2025	1.44	1.44	12/23/2025	
10671	BREAKTHRU BEVERAGE	124843148	LIQUOR	12/19/2025	4,906.40	4,906.40	12/23/2025	
10671	BREAKTHRU BEVERAGE	124843148	WINE	12/19/2025	452.00	452.00	12/23/2025	
10671	BREAKTHRU BEVERAGE	124843148	MIX	12/19/2025	69.00	69.00	12/23/2025	
10671	BREAKTHRU BEVERAGE	124843148	FRT	12/19/2025	86.48	86.48	12/23/2025	
10671	BREAKTHRU BEVERAGE	124944174	LIQUOR	12/26/2025	697.30	697.30	12/29/2025	
10671	BREAKTHRU BEVERAGE	124944174	WINE	12/26/2025	344.00	344.00	12/29/2025	
10671	BREAKTHRU BEVERAGE	124944174	NA WINE	12/26/2025	224.00	224.00	12/29/2025	
10671	BREAKTHRU BEVERAGE	124944174	MIX	12/26/2025	72.00	72.00	12/29/2025	
10671	BREAKTHRU BEVERAGE	124944174	FRT	12/26/2025	24.65	24.65	12/29/2025	
10671	BREAKTHRU BEVERAGE	125048412	LIQUOR	01/02/2026	580.35	580.35	01/08/2026	
10671	BREAKTHRU BEVERAGE	125048412	WINE	01/02/2026	728.00	728.00	01/08/2026	
10671	BREAKTHRU BEVERAGE	125048412	MIX	01/02/2026	104.00	104.00	01/08/2026	
10671	BREAKTHRU BEVERAGE	125048412	FRT	01/02/2026	20.30	20.30	01/08/2026	
10671	BREAKTHRU BEVERAGE	125138588	LIQUOR	01/09/2026	2,342.90	2,342.90	01/14/2026	
10671	BREAKTHRU BEVERAGE	125138588	WINE	01/09/2026	752.00	752.00	01/14/2026	
10671	BREAKTHRU BEVERAGE	125138588	MIX	01/09/2026	97.25	97.25	01/14/2026	
10671	BREAKTHRU BEVERAGE	125138588	FRT	01/09/2026	59.45	59.45	01/14/2026	
10671	BREAKTHRU BEVERAGE	414279015	LIQUOR	12/15/2025	9.01-	9.01-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279015	FRT	12/15/2025	.12-	.12-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279016	LIQUOR	12/15/2025	21.50-	21.50-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279016	FRT	12/15/2025	.24-	.24-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279017	WINE	12/15/2025	72.00-	72.00-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279017	FRT	12/15/2025	1.45-	1.45-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279018	WINE	12/15/2025	144.00-	144.00-	12/19/2025	
10671	BREAKTHRU BEVERAGE	414279018	FRT	12/15/2025	2.90-	2.90-	12/19/2025	
	Total BREAKTHRU BEVERAGE:				22,924.84	22,924.84		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
BRENTESON COMPANIES INC								
11012	BRENTESON COMPANIES INC	50938	EXCAVATOR FOR COMPOST FI	12/18/2025	3,100.00	3,100.00	01/08/2026	
	Total BRENTESON COMPANIES INC:				3,100.00	3,100.00		
C&L DISTRIBUTING COMPANY								
550	C&L DISTRIBUTING COMPANY	2215569	ICE/WATER	12/03/2025	28.75	28.75	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2215569	MIX	12/03/2025	34.45	34.45	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2215570	LIQUOR	12/03/2025	1,900.64	1,900.64	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2215571	THC	12/03/2025	226.44	226.44	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2215571	NA BEER	12/03/2025	90.05	90.05	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2215571	BEER	12/03/2025	3,744.70	3,744.70	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2215571	MIX	12/03/2025	52.80	52.80	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2219232	LIQUOR	12/10/2025	54.00	54.00	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2219233	MIX	12/10/2025	125.50	125.50	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2219234	LIQUOR	12/10/2025	682.35	682.35	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2219235	THC	12/10/2025	150.96	150.96	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2219235	NA BEER	12/10/2025	222.25	222.25	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2219235	BEER	12/10/2025	12,736.95	12,736.95	12/11/2025	
550	C&L DISTRIBUTING COMPANY	2222780	LIQUOR	12/18/2025	54.00	54.00	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222780CM	LIQUOR	12/17/2025	54.00-	54.00-	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222783	BEER	12/17/2025	60.20-	60.20-	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222783CM	BEER	12/17/2025	60.20	60.20	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222853	WINE	12/17/2025	33.60	33.60	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222853	LIQUOR	12/17/2025	1,400.60	1,400.60	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222854	THC	12/17/2025	246.00	246.00	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222854	NA BEER	12/17/2025	267.25	267.25	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2222854	BEER	12/17/2025	5,986.03	5,986.03	12/19/2025	
550	C&L DISTRIBUTING COMPANY	2224957	LIQUOR	12/24/2025	54.00	54.00	12/29/2025	
550	C&L DISTRIBUTING COMPANY	2224958	LIQUOR	12/24/2025	47.50	47.50	12/29/2025	
550	C&L DISTRIBUTING COMPANY	2224959	MIX	12/24/2025	37.00	37.00	12/29/2025	
550	C&L DISTRIBUTING COMPANY	2224960	THC	12/24/2025	141.48	141.48	12/29/2025	
550	C&L DISTRIBUTING COMPANY	2224960	NA BEER	12/24/2025	31.80	31.80	12/29/2025	
550	C&L DISTRIBUTING COMPANY	2224960	BEER	12/24/2025	2,605.40	2,605.40	12/29/2025	
550	C&L DISTRIBUTING COMPANY	2229146	BEER	12/31/2025	407.35	407.35	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2229147	LIQUOR	12/31/2025	907.49	907.49	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2229148	THC	12/31/2025	243.48	243.48	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2229148	BEER	12/31/2025	7,071.40	7,071.40	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2229148	NA BEER	12/31/2025	54.00	54.00	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2232535	MIX	01/07/2026	140.45	140.45	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2232536	LIQUOR	01/07/2026	1,918.09	1,918.09	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2232537	NA BEER	01/07/2026	901.40	901.40	01/08/2026	
550	C&L DISTRIBUTING COMPANY	2232537	BEER	01/07/2026	28,842.70	28,842.70	01/08/2026	
550	C&L DISTRIBUTING COMPANY	3641002259	BEER	12/03/2025	28.60-	28.60-	12/11/2025	
550	C&L DISTRIBUTING COMPANY	3641002265	BEER	12/10/2025	33.00-	33.00-	12/11/2025	
550	C&L DISTRIBUTING COMPANY	3641002281	BEER	12/24/2025	83.67-	83.67-	12/29/2025	
550	C&L DISTRIBUTING COMPANY	3641002291	BEER	12/31/2025	26.10-	26.10-	01/08/2026	
550	C&L DISTRIBUTING COMPANY	3641002299	BEER	01/07/2026	21.30-	21.30-	01/08/2026	
550	C&L DISTRIBUTING COMPANY	CM 2224957	LIQUOR	12/24/2025	54.00-	54.00-	12/29/2025	
550	C&L DISTRIBUTING COMPANY	CM2219232	LIQUOR	12/10/2025	54.00-	54.00-	12/11/2025	
550	C&L DISTRIBUTING COMPANY	CM2229146	BEER	12/31/2025	407.35-	407.35-	01/08/2026	
	Total C&L DISTRIBUTING COMPANY:				70,678.84	70,678.84		
CAMPBELL KNUTSON PROFESSIONAL								
994	CAMPBELL KNUTSON PROFES	1908-0000G N	PLANNING LEGAL	11/30/2025	1,347.50	1,347.50	12/11/2025	
994	CAMPBELL KNUTSON PROFES	1908-0000G N	ADMIN LEGAL CMAR	11/30/2025	3,132.50	3,132.50	12/11/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
994	CAMPBELL KNUTSON PROFES	1908-0000G N	ADM LEGAL - LICENSE VOILATI	11/30/2025	3,062.50	3,062.50	12/11/2025	
994	CAMPBELL KNUTSON PROFES	1908-0000G N	ADM - LEGAL PERSONNEL	11/30/2025	472.50	472.50	12/11/2025	
994	CAMPBELL KNUTSON PROFES	1908-0000G N	BLEDA LEGAL - PIZZA FACTOR	11/30/2025	35.00	35.00	12/11/2025	
994	CAMPBELL KNUTSON PROFES	1908-0000G N	M&M PRECISION - CONTRACT	11/30/2025	630.00	630.00	12/11/2025	
994	CAMPBELL KNUTSON PROFES	1908-0000G N	PRAIRIE MEADOWS 5TH	11/30/2025	1,020.00	1,020.00	12/11/2025	
994	CAMPBELL KNUTSON PROFES	DEC 2025 INV	PLANNING LEGAL	12/31/2025	385.00	385.00	01/14/2026	
994	CAMPBELL KNUTSON PROFES	DEC 2025 INV	ADMIN LEGAL CMAR	12/31/2025	297.50	297.50	01/14/2026	
994	CAMPBELL KNUTSON PROFES	DEC 2025 INV	ADMIN LEGAL GENERAL	12/31/2025	458.44	458.44	01/14/2026	
994	CAMPBELL KNUTSON PROFES	DEC 2025 INV	ADM LEGAL PERSONNEL	12/31/2025	1,365.00	1,365.00	01/14/2026	
994	CAMPBELL KNUTSON PROFES	DEC 2025 INV	BLEDA LEGAL - PIZZA FACTOR	12/31/2025	122.50	122.50	01/14/2026	
994	CAMPBELL KNUTSON PROFES	DEC 2025 INV	WHITE BEAR CLOTHING	12/31/2025	60.00	60.00	01/14/2026	
	Total CAMPBELL KNUTSON PROFESSIONAL:				12,388.44	12,388.44		
CARLSON DEVELPMENT GROUP LLC								
11880	CARLSON DEVELPMENT GROU	TAX ABATE PY	TAX ABATEMENT PAYMENT - 20	01/07/2026	45,137.44	45,137.44	01/08/2026	
	Total CARLSON DEVELPMENT GROUP LLC:				45,137.44	45,137.44		
CASELLE LLC								
11926	CASELLE LLC	INV-14159	2026 MAINTENANCE & SUPPOR	12/04/2025	18,808.85	18,808.85	12/11/2025	
	Total CASELLE LLC:				18,808.85	18,808.85		
CENTERPOINT ENERGY								
10507	CENTERPOINT ENERGY	NOVEMBER 2	790 MN AVE - POLICE/LIBRARY	12/03/2025	378.48	378.48	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	790 MN AVE - POLICE/LIBRARY	12/03/2025	74.14	74.14	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	617 ROSE DR - LIQ STORE	12/03/2025	234.39	234.39	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	501 MN AVE WELL 2	12/03/2025	23.68	23.68	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	621 ROSE DRIVE - (OLD JERKY)	12/03/2025	232.48	232.48	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	50 198TH AVE - PW SHED	12/03/2025	49.00	49.00	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	80 198TH AVE NW PW SHED	12/03/2025	123.29	123.29	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	18041 198TH - PW FACILITY	12/03/2025	2,047.38	2,047.38	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	4430 PINTAIL PUMP HOUSE	12/03/2025	80.41	80.41	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	6122739-3 WTP	12/03/2025	1,675.14	1,675.14	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	160 LAKE ST - CITY HALL	12/03/2025	612.23	612.23	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	160 LAKE ST - OLD SCHOOL BL	12/03/2025	258.16	258.16	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	301 MN AVE - WELL 1	12/03/2025	23.68	23.68	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	790 MN AVE - POLICE/LIBRARY	12/03/2025	235.14	235.14	12/11/2025	
10507	CENTERPOINT ENERGY	NOVEMBER 2	160 LAKE ST - CITY HALL	12/03/2025	549.87	549.87	12/11/2025	
	Total CENTERPOINT ENERGY:				6,597.47	6,597.47		
CENTERPOINT ENERGY-HOUSTON, TX								
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	160 LAKE ST - CITY HALL	12/31/2025	917.26	917.26	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	160 LAKE ST - CITY HALL	12/31/2025	1,409.93	1,409.93	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	790 MN AVE - POLICE/LIBRARY	12/31/2025	226.16	226.16	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	790 MN AVE - POLICE/LIBRARY	12/31/2025	468.96	468.96	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	790 MN AVE - POLICE/LIBRARY	12/31/2025	639.85	639.85	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	50 198TH AVE - PW SHED	12/31/2025	49.00	49.00	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	80 198TH AVE NW PW SHED	12/31/2025	226.94	226.94	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	18041 198TH - PW FACILITY	12/31/2025	4,810.07	4,810.07	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	4430 PINTAIL PUMP HOUSE	12/31/2025	146.25	146.25	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	6122739-3 WTP	12/31/2025	2,157.84	2,157.84	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	501 MN AVE WELL 2	12/31/2025	27.67	27.67	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	301 MN AVE - WELL 1	12/31/2025	27.67	27.67	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	621 ROSE DRIVE - (OLD JERKY)	12/31/2025	530.07	530.07	01/14/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	617 ROSE DR - LIQ STORE	12/31/2025	394.55	394.55	01/14/2026	
10551	CENTERPOINT ENERGY-HOUS	DECEMBER 2	160 LAKE ST - OLD SCHOOL BL	12/31/2025	441.27	441.27	01/14/2026	
	Total CENTERPOINT ENERGY-HOUSTON, TX:				12,473.49	12,473.49		
CENTRAL HYDRAULICS								
4198	CENTRAL HYDRAULICS	00659232	STREETS #116 REPAIRS	11/03/2025	847.46	847.46	12/11/2025	
4198	CENTRAL HYDRAULICS	00660886	REPAIRS #106	11/26/2025	215.27	215.27	12/11/2025	
	Total CENTRAL HYDRAULICS:				1,062.73	1,062.73		
CENTRAL MISSISSIPPI RIVER PARTNERSHIP								
11920	CENTRAL MISSISSIPPI RIVER P	1019	2026 CMRP DUES	01/01/2026	500.00	500.00	01/08/2026	
	Total CENTRAL MISSISSIPPI RIVER PARTNERSHIP:				500.00	500.00		
CHARTER COMMUNICATIONS								
10418	CHARTER COMMUNICATIONS	099338901010	CITY HALL FAX/ALARMS LINES	01/01/2026	37.03	37.03	01/14/2026	
10418	CHARTER COMMUNICATIONS	099338901120	POLICE TV - DEC 2025	12/01/2025	37.03	37.03	12/19/2025	
10418	CHARTER COMMUNICATIONS	122210701120	CITY HALL FIBER	12/01/2025	775.00	775.00	12/11/2025	
10418	CHARTER COMMUNICATIONS	122210701120	LIQUOR STORE FIBER	12/01/2025	389.00	389.00	12/11/2025	
10418	CHARTER COMMUNICATIONS	122210701120	CITY HALL RING CENTRAL	12/01/2025	663.28	663.28	12/11/2025	
10418	CHARTER COMMUNICATIONS	122210701120	POLICE DEPT RING CENTRAL	12/01/2025	301.54	301.54	12/11/2025	
10418	CHARTER COMMUNICATIONS	122210701120	PW RING CENTRAL	12/01/2025	177.01	177.01	12/11/2025	
10418	CHARTER COMMUNICATIONS	122210701120	LIQUOR STORE RING CENTRAL	12/01/2025	134.02	134.02	12/11/2025	
10418	CHARTER COMMUNICATIONS	175326601122	PW FACILITY DEC INTERNET	12/21/2025	205.22	205.22	12/29/2025	
10418	CHARTER COMMUNICATIONS	175327801010	CITY HALL READER BOARD - J	01/07/2026	75.81	75.81	01/14/2026	
10418	CHARTER COMMUNICATIONS	175327801120	CITY HALL READER BOARD - D	12/07/2025	75.81	75.81	12/19/2025	
10418	CHARTER COMMUNICATIONS	175327901121	CITY HALL INTERNET DEC	12/14/2025	100.00	100.00	12/23/2025	
10418	CHARTER COMMUNICATIONS	175328001010	WTP JAN 2026	01/07/2026	244.12	244.12	01/14/2026	
10418	CHARTER COMMUNICATIONS	175328001120	WTP DEC 2025	12/07/2025	244.12	244.12	12/19/2025	
10418	CHARTER COMMUNICATIONS	175329501120	LIQ STORE INTERNET - DEC 20	12/01/2025	200.00	200.00	12/11/2025	
10418	CHARTER COMMUNICATIONS	175329601121	LAKESIDE PARK WIFI DEC	12/14/2025	149.99	149.99	12/23/2025	
	Total CHARTER COMMUNICATIONS:				3,808.98	3,808.98		
CHASE PAYMENTECH (E-CHECKS)								
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527	BANK FEES DEC 2025	12/31/2025	161.81	161.81	12/31/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527	WATER FUND BANK FEES DEC	12/31/2025	728.14	728.14	12/31/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334527	SEWER FUND BANK DEC 2025	12/31/2025	728.14	728.14	12/31/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	BANK FEES DEC 2025	12/31/2025	28.08	28.08	12/31/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	SEWER FUND BANK DEC 2025	12/31/2025	126.37	126.37	12/31/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	WATER FUND BANK FEES DEC	12/31/2025	126.37	126.37	12/31/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	WATER FUND BANK FEES NOV	11/30/2025	153.73	153.73	12/11/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	SEWER FUND BANK NOV 2025	11/30/2025	153.73	153.73	12/11/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU #1334528	BANK FEES NOV 2025	11/30/2025	34.16	34.16	12/11/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU# 1334527	WATER FUND BANK FEES NOV	11/30/2025	642.62	642.62	12/11/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU# 1334527	SEWER FUND BANK NOV 2025	11/30/2025	642.62	642.62	12/11/2025	
11863	CHASE PAYMENTECH (E-CHEC	BU# 1334527	BANK FEES NOV 2025	11/30/2025	142.80	142.80	12/11/2025	
	Total CHASE PAYMENTECH (E-CHECKS):				3,668.57	3,668.57		
CINTAS								
3860	CINTAS	4252253787	LIQUOR CLEANING - DEC 8, 20	12/08/2025	82.27	82.27	12/11/2025	
3860	CINTAS	4253079657	LIQUOR CLEANING - DEC 15, 2	12/15/2025	82.27	82.27	12/19/2025	
3860	CINTAS	4253866189	LIQUOR CLEANING - DEC 22, 2	12/22/2025	82.27	82.27	12/23/2025	
3860	CINTAS	4254526737	LIQUOR CLEANING - DEC 29, 2	12/29/2025	82.27	82.27	12/29/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3860	CINTAS	4255232479	LIQUOR CLEANING - JAN 5, 202	01/05/2026	82.27	82.27	01/08/2026	
3860	CINTAS	4255986710	LIQUOR CLEANING - JAN 12, 20	01/12/2026	82.27	82.27	01/14/2026	
3860	CINTAS	STMT DATE 11	PUBLIC WORKS UNIFORMS 1-6	11/30/2025	171.95	171.95	12/19/2025	
3860	CINTAS	STMT DATE 11	PUBLIC WORKS UNIFORMS	11/30/2025	67.55	67.55	12/19/2025	
3860	CINTAS	STMT DATE 11	PUBLIC WORKS UNIFORMS	11/30/2025	135.11	135.11	12/19/2025	
3860	CINTAS	STMT DATE 11	PUBLIC WORKS UNIFORMS	11/30/2025	104.40	104.40	12/19/2025	
3860	CINTAS	STMT DATE 11	PUBLIC WORKS UNIFORMS	11/30/2025	135.11	135.11	12/19/2025	
3860	CINTAS	STMT DATE 12	PUBLIC WORKS UNIFORMS 1-6	12/31/2025	209.82	209.82	01/14/2026	
3860	CINTAS	STMT DATE 12	PUBLIC WORKS UNIFORMS	12/31/2025	82.43	82.43	01/14/2026	
3860	CINTAS	STMT DATE 12	PUBLIC WORKS UNIFORMS	12/31/2025	164.86	164.86	01/14/2026	
3860	CINTAS	STMT DATE 12	PUBLIC WORKS UNIFORMS	12/31/2025	127.39	127.39	01/14/2026	
3860	CINTAS	STMT DATE 12	PUBLIC WORKS UNIFORMS	12/31/2025	164.85	164.85	01/14/2026	
	Total CINTAS:				1,857.09	1,857.09		
CITY HIVE, INC. (E-CHECK)								
11899	CITY HIVE, INC. (E-CHECK)	692DB060A2 N	CITY HIVE ONLINE NOVEMBER	11/30/2025	49.00	49.00	12/11/2025	
11899	CITY HIVE, INC. (E-CHECK)	DEC 2025 ONL	CITY HIVE ONLINE DEC 2025	12/31/2025	49.00	49.00	01/08/2026	
	Total CITY HIVE, INC. (E-CHECK):				98.00	98.00		
CITY OF BIG LAKE								
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00056020-00-9 CITY HALL	11/30/2025	219.58	219.58	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00041660-00-5 LIBRARY/POL	11/30/2025	589.61	589.61	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00056090-00-0 PW BUILDING	11/30/2025	390.19	390.19	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00000161-00-0 PW BUILDING	11/30/2025	46.69	46.69	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00000001-00-5 19255 ENGLE	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00000011-00-8 20480 NEDD S	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00056050-00-8 LAKESIDE PA	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00056070-00-4 LAKESIDE PA	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057240-00-8 HUDSON WO	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057360-00-1 SHORES OF L	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057370-00-4 WRIGHTS CR	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057380-00-7 HIGHLINE PA	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057640-00-6 MITCHELL FA	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057760-00-9 POWELL PAR	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057770-00-2 LAKESIDE PA	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00057780-00-5 LAKERIDGE P	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00071260-00-6 PARKWAY IR	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00071270-00-9 BLUFF PARK	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00072850-00-4 JEFFERSON	11/30/2025	38.10	38.10	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-0001490-00 160 LAKE ST N -	11/30/2025	495.89	495.89	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00015750-00 421 FOLEY	11/30/2025	73.95	73.95	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00056140-00-2 LAKE LIQUOR	11/30/2025	75.91	75.91	12/29/2025	
10929	CITY OF BIG LAKE	NOV 2025 UB	04-00072050-00 616 ROSE DR (	11/30/2025	44.55	44.55	12/29/2025	
	Total CITY OF BIG LAKE:				2,507.87	2,507.87		
CITY OF MONTICELLO								
4350	CITY OF MONTICELLO	0044630	BOARDING ACCESS FEE 2026	01/06/2026	300.00	300.00	01/14/2026	
	Total CITY OF MONTICELLO:				300.00	300.00		
CLEARWAY COMMUNITY SOLAR LLC								
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	10 LAKE ST ST LIGHTS	10/31/2025	195.31	195.31	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	160 LAKE ST N SKATING RINK	10/31/2025	229.35	229.35	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	256 CRESCENT ST LIFT	10/31/2025	180.46	180.46	12/19/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	514 FOREST RD PARK	10/31/2025	13.18	13.18	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	10 LAKE ST ST LIGHTS	10/31/2025	68.41	68.41	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	160 LAKE ST NO STREET LIGHT	10/31/2025	14.58	14.58	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	18889 COUNTY ROAD 68	10/31/2025	1,207.24	1,207.24	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	160 LAKE ST CITY HALL	10/31/2025	1,226.79	1,226.79	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	19173 COUNTY RD 68 SEWER	10/31/2025	47.52	47.52	12/19/2025	
11022	CLEARWAY COMMUNITY SOLA	CIOBGLK-1251	615 ROSE DR LIQUOR STORE	10/31/2025	1,705.34	1,705.34	12/19/2025	
	Total CLEARWAY COMMUNITY SOLAR LLC:				4,888.18	4,888.18		
CM2 SUPPLY								
4200	CM2 SUPPLY	0001094307	WELDING SUPPLIES	12/09/2025	153.45	153.45	12/19/2025	
4200	CM2 SUPPLY	0001099993	SPOOL GUN PART FOR WELDE	12/16/2025	1,139.99	1,139.99	12/19/2025	
4200	CM2 SUPPLY	0001100116	WELDING SUPPLIES	12/16/2025	61.15	61.15	12/19/2025	
4200	CM2 SUPPLY	0001116012	WELDING SUPPLIES	01/06/2026	69.61	69.61	01/08/2026	
	Total CM2 SUPPLY:				1,424.20	1,424.20		
CMSHRM								
10988	CMSHRM	01252	2026 MEMBERSHIP	12/18/2025	135.00	135.00	12/19/2025	
	Total CMSHRM:				135.00	135.00		
COLONIAL LIFE (E-CHECKS)								
10885	COLONIAL LIFE (E-CHECKS)	E4377404 DEC	COLONIAL LIFE DECEMBER 20	12/03/2025	255.48	255.48	12/29/2025	
	Total COLONIAL LIFE (E-CHECKS):				255.48	255.48		
CONNEXUS ENERGY								
3300	CONNEXUS ENERGY	390212-30162	NOV 2025 BIO SOLIDS	12/31/2025	7,319.09	7,319.09	01/14/2026	
3300	CONNEXUS ENERGY	390212-30695	390212-169796 STREET LIGHTS	11/30/2025	38.02	38.02	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-170373 STREET LIGHTS	11/30/2025	161.60	161.60	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-173195 STREET LIGHTS	11/30/2025	858.72	858.72	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-173196 STREET LIGHTS	11/30/2025	2,188.93	2,188.93	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-173421 WELL #4	11/30/2025	2,080.88	2,080.88	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-177743 POLICE/LIBRAR	11/30/2025	307.43	307.43	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-177822 WELL #3	11/30/2025	880.63	880.63	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-177854 LIFT #1	11/30/2025	205.11	205.11	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-177855 LIFT #4	11/30/2025	26.78	26.78	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-177857 RIVER OAKS PA	11/30/2025	7.55	7.55	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-177934 WWTP	11/30/2025	2,941.12	2,941.12	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-239862 LIFT #6	11/30/2025	41.70	41.70	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-241825 LAKESIDE PARK	11/30/2025	15.50	15.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-242533 PW SHED 80 CT	11/30/2025	38.42	38.42	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-244196 MITCHELL FARM	11/30/2025	15.50	15.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-245749 POWELL PARK I	11/30/2025	5.40	5.40	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-245915 LIFT #7	11/30/2025	110.77	110.77	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-254731 LIFT #8	11/30/2025	115.76	115.76	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-255998 PW FACILITY	11/30/2025	945.39	945.39	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-257084 LAKESIDE PARK	11/30/2025	15.50	15.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-257788 SHORES OF LA	11/30/2025	15.50	15.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-262286 WELL #5	11/30/2025	495.50	495.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-263543 STREET LIGHTS	11/30/2025	788.45	788.45	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-264583 WATER TOWER	11/30/2025	107.08	107.08	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-271778 HWY 10 TRAFFI	11/30/2025	74.96	74.96	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-273493 COMPOST GATE	11/30/2025	18.89	18.89	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-276741 603 MN AVE FLA	11/30/2025	15.74	15.74	12/23/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
3300	CONNEXUS ENERGY	390212-30695	390212-278685 LAKESIDE PARK	11/30/2025	19.63	19.63	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-282338 WTP & WELL #6	11/30/2025	2,930.03	2,930.03	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-282894 LIFT #9	11/30/2025	99.69	99.69	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-282970 BLUFF PARK (20	11/30/2025	16.65	16.65	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-287484 LIFT #11	11/30/2025	89.08	89.08	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-287485 LIFT #10	11/30/2025	266.24	266.24	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-290396 LIFT #12	11/30/2025	94.95	94.95	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-290722 PACIFIC ST LIFT	11/30/2025	78.68	78.68	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-292770 WATER TOWER	11/30/2025	359.14	359.14	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-293685 HIGLINE PARK I	11/30/2025	15.50	15.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-293811 HUDSON WOOD	11/30/2025	15.50	15.50	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-295439 LAKESIDE PARK	11/30/2025	356.47	356.47	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-296197 LAKESIDE PARK	11/30/2025	38.55	38.55	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-299627 POLICE/LIBRAR	11/30/2025	98.83	98.83	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-299628 POLICE/LIBRAR	11/30/2025	611.20	611.20	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-299737 WELL #7	11/30/2025	1,170.41	1,170.41	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-310963 NEDD STREET I	11/30/2025	5.80	5.80	12/23/2025	
3300	CONNEXUS ENERGY	390212-30695	390212-314518 EAGLE LAKE RD	11/30/2025	41.09	41.09	12/23/2025	
	Total CONNEXUS ENERGY:				26,143.36	26,143.36		
CONNEXUS ENERGY - ECHECK								
11928	CONNEXUS ENERGY - ECHECK	ATC0033332	LS #4 - ELECTRICAL WORK	12/08/2025	315.00	315.00	12/11/2025	
	Total CONNEXUS ENERGY - ECHECK:				315.00	315.00		
CONSTANT CONTACT (E-CHECKS)								
11075	CONSTANT CONTACT (E-CHEC	JANUARY 202	CONSTANT CONTACT - JAN 20	01/05/2026	62.00	62.00	01/08/2026	
	Total CONSTANT CONTACT (E-CHECKS):				62.00	62.00		
CORE & MAIN LP								
10944	CORE & MAIN LP	Y203434	WATER METER SUPPLIES	12/03/2025	346.16	346.16	12/11/2025	
	Total CORE & MAIN LP:				346.16	346.16		
CORNERSTONE CHEVROLET								
10890	CORNERSTONE CHEVROLET	5105369	PD OIL	12/08/2025	62.64	62.64	12/11/2025	
	Total CORNERSTONE CHEVROLET:				62.64	62.64		
COUNTRY SIDE SERVICES INC								
11928	COUNTRY SIDE SERVICES INC	1-114288	PLOW CUTTING EDGE	12/15/2025	705.82	705.82	12/19/2025	
	Total COUNTRY SIDE SERVICES INC:				705.82	705.82		
CRYSTAL SPRINGS ICE								
10934	CRYSTAL SPRINGS ICE	02-503260	ICE	12/03/2025	225.44	225.44	12/11/2025	
10934	CRYSTAL SPRINGS ICE	02-503260	FREIGHT	12/03/2025	4.00	4.00	12/11/2025	
10934	CRYSTAL SPRINGS ICE	02-503334	ICE	12/17/2025	201.36	201.36	12/19/2025	
10934	CRYSTAL SPRINGS ICE	02-503334	FRT	12/17/2025	4.00	4.00	12/19/2025	
10934	CRYSTAL SPRINGS ICE	600329	ICE	12/30/2025	328.24	328.24	01/08/2026	
10934	CRYSTAL SPRINGS ICE	600329	FREIGHT	12/30/2025	4.00	4.00	01/08/2026	
	Total CRYSTAL SPRINGS ICE:				767.04	767.04		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
CURBSIDE WASTE								
11852	CURBSIDE WASTE	409292 JAN 20	160 LAKE ST	01/01/2026	508.90	508.90	01/08/2026	
11852	CURBSIDE WASTE	409292 JAN 20	615 ROSE DRIVE	01/01/2026	849.89	849.89	01/08/2026	
11852	CURBSIDE WASTE	409292 JAN 20	790 MINNESOTA	01/01/2026	303.39	303.39	01/08/2026	
11852	CURBSIDE WASTE	409292 JAN 20	18999 CTY RD 14	01/01/2026	41.68	41.68	01/08/2026	
11852	CURBSIDE WASTE	438663 JAN 20	BLEDA/PIZZA FACTORY JAN 20	01/01/2026	449.60	449.60	01/08/2026	
	Total CURBSIDE WASTE:				2,153.46	2,153.46		
CUSHMAN MOTOR CO INC								
10536	CUSHMAN MOTOR CO INC	212778	#217 TRUCK REPAIR	12/10/2025	661.16	661.16	12/11/2025	
	Total CUSHMAN MOTOR CO INC:				661.16	661.16		
DAHLHEIMER DISTRIBUTING CO								
750	DAHLHEIMER DISTRIBUTING C	2639261	LIQUOR	12/02/2025	798.00	798.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2639262	BEER	12/02/2025	29,568.68	29,568.68	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2639262	KEG DEPOSIT	12/02/2025	30.00	30.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2639262	KEG DEPOSIT	12/02/2025	30.00-	30.00-	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2639263	MIX	12/02/2025	243.00	243.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2639263	NA BEER	12/02/2025	395.50	395.50	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2639263	THC	12/02/2025	1,116.00	1,116.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644669	THC	12/08/2025	28.00-	28.00-	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644672	BEER	12/08/2025	4.00-	4.00-	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644673	LIQUOR	12/08/2025	9.00-	9.00-	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644953	THC	12/09/2025	695.00	695.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644953	NA BEER	12/09/2025	146.85	146.85	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644954	BEER	12/09/2025	17,685.31	17,685.31	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644954	KEG DEPOSIT	12/09/2025	60.00	60.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644954	KEG DEPOSIT	12/09/2025	30.00-	30.00-	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2644955	LIQUOR	12/09/2025	4,206.00	4,206.00	12/11/2025	
750	DAHLHEIMER DISTRIBUTING C	2647346	BEER	12/11/2025	266.00	266.00	12/19/2025	
750	DAHLHEIMER DISTRIBUTING C	2647346	KEG DEPOSIT	12/11/2025	90.00	90.00	12/19/2025	
750	DAHLHEIMER DISTRIBUTING C	2650523	NA BEER	12/16/2025	170.25	170.25	12/19/2025	
750	DAHLHEIMER DISTRIBUTING C	2650523	THC	12/16/2025	834.00	834.00	12/19/2025	
750	DAHLHEIMER DISTRIBUTING C	2650524	BEER	12/16/2025	13,039.95	13,039.95	12/19/2025	
750	DAHLHEIMER DISTRIBUTING C	2650524	KEG DEPOSIT	12/16/2025	30.00-	30.00-	12/19/2025	
750	DAHLHEIMER DISTRIBUTING C	2655122	NA BEER	12/22/2025	130.40	130.40	12/23/2025	
750	DAHLHEIMER DISTRIBUTING C	2655122	THC	12/22/2025	602.00	602.00	12/23/2025	
750	DAHLHEIMER DISTRIBUTING C	2655123	BEER	12/22/2025	2,034.80	2,034.80	12/23/2025	
750	DAHLHEIMER DISTRIBUTING C	2655123	KEG DEPOSIT	12/22/2025	30.00	30.00	12/23/2025	
750	DAHLHEIMER DISTRIBUTING C	2655123	KEG DEP	12/22/2025	60.00-	60.00-	12/23/2025	
750	DAHLHEIMER DISTRIBUTING C	2659754	MIX	12/29/2025	21.70	21.70	12/29/2025	
750	DAHLHEIMER DISTRIBUTING C	2659754	NA BEER	12/29/2025	86.10	86.10	12/29/2025	
750	DAHLHEIMER DISTRIBUTING C	2659754	THC	12/29/2025	240.00	240.00	12/29/2025	
750	DAHLHEIMER DISTRIBUTING C	2659755	LIQUOR	12/29/2025	561.80	561.80	12/29/2025	
750	DAHLHEIMER DISTRIBUTING C	2659756	BEER	12/29/2025	8,155.20	8,155.20	12/29/2025	
750	DAHLHEIMER DISTRIBUTING C	2659756	KEG DEP	12/29/2025	30.00	30.00	12/29/2025	
750	DAHLHEIMER DISTRIBUTING C	2665854	KEG DEPOSIT	01/06/2026	30.00-	30.00-	01/08/2026	
750	DAHLHEIMER DISTRIBUTING C	2665854	BEER	01/06/2026	31,702.95	31,702.95	01/08/2026	
750	DAHLHEIMER DISTRIBUTING C	2666088	NA BEER	01/06/2026	153.30	153.30	01/08/2026	
750	DAHLHEIMER DISTRIBUTING C	2666088	THC	01/06/2026	925.00	925.00	01/08/2026	
750	DAHLHEIMER DISTRIBUTING C	2666089	LIQUOR	01/06/2026	1,406.20	1,406.20	01/08/2026	
	Total DAHLHEIMER DISTRIBUTING CO:				115,202.99	115,202.99		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
DAILEY DATA & ASSC (E-CHECKS)								
11084	DAILEY DATA & ASSC (E-CHEC	LIQ STORE C	BANK CC FEES - DEC 2025	12/31/2025	8,265.24	8,265.24	12/31/2025	
11084	DAILEY DATA & ASSC (E-CHEC	NOV 2025 NC	BANK CC FEES - NOV 2025	11/30/2025	7,945.08	7,945.08	12/11/2025	
Total DAILEY DATA & ASSC (E-CHECKS):					16,210.32	16,210.32		
DAILEY DATA & ASSOCIATES INC								
10946	DAILEY DATA & ASSOCIATES IN	700363	2026 ANNUAL SERVICE RENEW	12/01/2025	2,700.00	2,700.00	12/11/2025	
Total DAILEY DATA & ASSOCIATES INC:					2,700.00	2,700.00		
DANGEROUS MAN BREWING COMPANYU								
11890	DANGEROUS MAN BREWING C	IN-7677	BEER	12/03/2025	341.00	341.00	12/11/2025	
11890	DANGEROUS MAN BREWING C	IN-7808	BEER	12/16/2025	178.00	178.00	12/19/2025	
Total DANGEROUS MAN BREWING COMPANYU:					519.00	519.00		
DEHMER FIRE/CENTRAL FIRE								
4475	DEHMER FIRE/CENTRAL FIRE	4797	FIRE EXTINGUISHER ANNUAL S	12/04/2025	257.50	257.50	12/11/2025	
Total DEHMER FIRE/CENTRAL FIRE:					257.50	257.50		
DELTA DENTAL (E-CHECKS)								
10436	DELTA DENTAL (E-CHECKS)	CNS00020307	DELTA DENTAL HANDELAND	01/01/2026	150.57	150.57	01/02/2026	
10436	DELTA DENTAL (E-CHECKS)	CNS00020307	DELTA DENTAL ER PORTION	01/01/2026	3,634.14	3,634.14	01/02/2026	
Total DELTA DENTAL (E-CHECKS):					3,784.71	3,784.71		
DEPARTMENT OF MOTOR VEHICLE								
10950	DEPARTMENT OF MOTOR VEHI	NEW FLEET -	2026 GMC SIERRA #426	01/08/2026	3,430.28	3,430.28	01/07/2026	
10950	DEPARTMENT OF MOTOR VEHI	NEW FLEET -	2026 GMC SIERRA #726	01/08/2026	3,430.28	3,430.28	01/07/2026	
10950	DEPARTMENT OF MOTOR VEHI	NEW FLEET -	2026 GMC SIERRA #736	01/08/2026	2,889.35	2,889.35	01/07/2026	
10950	DEPARTMENT OF MOTOR VEHI	NEW FLEET -	206 FORD UNMARKED POLICE	01/08/2026	3,172.60	3,172.60	01/07/2026	
10950	DEPARTMENT OF MOTOR VEHI	NEW FLEET -	208 VOLVO FORFEITURE	01/08/2026	27.00	27.00	01/07/2026	
Total DEPARTMENT OF MOTOR VEHICLE:					12,949.51	12,949.51		
DESIGN ELECTRIC INC								
10536	DESIGN ELECTRIC INC	27927	REPAIR OF FLASHER MN AVE/E	12/17/2025	3,718.00	3,718.00	12/19/2025	
Total DESIGN ELECTRIC INC:					3,718.00	3,718.00		
DOLL, SHANNON								
11866	DOLL, SHANNON	DEC 2025 FAR	PROMOTION TOKENS	12/23/2025	12.00	12.00	12/23/2025	
Total DOLL, SHANNON:					12.00	12.00		
DVS RENEWAL								
10958	DVS RENEWAL	00-011796370	2005 CHEV - 1GCHK24U65E307	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-015607069	2002 CHEV SIL - 2GCHK24U22E	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-016542022	2004 FORD EPR - 1FMZU77K14	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-016678768	1FTPX14545FB37338	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-016729630	2017 GMC SIE - 1GTN2LEH7HZ1	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-016907456	2006 INTL 70S - 1HTWXAHT66J3	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-018513021	2008 FORD SRW - 1FTWF31518	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-019338821	2001 CHEV SIL - 1GCEK14W71Z	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-019525762	2017 FRHT SD - 1FVHG3CY4HH	11/17/2025	20.25	20.25	12/11/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10958	DVS RENEWAL	00-019713396	2002 FORD - 1FTZR15E72PB424	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-019752941	2006 INTL 70S - 1HTWDAAR26J	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-020114428	2002 FORD DR W - 1FDAF57S92	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-020865578	2005 CHEV - 1GCHK24U85E310	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-023178429	2016 FORD XPL - 1FM5K8AR5G	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-026489847	2002 STRG STE - 2FZHAZA882A	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-026830787	2017 RAM TK - 3C7WR3GJHG77	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-027936960	2018 ITNL 7500SFA - 3HAWLSU	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-028200661	2017 RAM350 - 3CYWRTBJ2HG7	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-031785725	2021 RICE TRL - 4RWBE2222MH	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-039357579	2021 GMC SIERRA - 1GTR9AEF	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-039365003	201 GMC SIERRA - 1GT39LE76	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-039759210	2021 RAM 4500 - 3C7WRLBJ2M	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-040935823	2021 INTL HV507-3HAEDTAR2M	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-040990812	2019 STPM TRL-4S9PHD3Y7KS	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-041196379	2022 GMC SIERRA - 1GT39LE70	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-04157632 N	2013 CIML 4 WHEEL TRL 23- 1C	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-041691605	2022 PJTM CARHAULER-3CV2C	12/10/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-041894579-	2023 PJTM TRLR - 3CV1U1615P	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-043190246	2022 BBBS TRLS - 4L5FB302XN	12/10/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00043232274	2022 SEWR TRLR - 1S9S22121N	11/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-043582571	2022 FORD F600 - 1FDFF6LT7N	12/17/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-043588149	2023 TOWR TRLR - 4KNBT171X	12/10/2025	20.25	20.25	12/11/2025	
10958	DVS RENEWAL	00-047855485	2013 FRHT SD - 1FVAG5BS7DH	11/17/2025	20.25	20.25	12/11/2025	
	Total DVS RENEWAL:				668.25	668.25		
ECM PUBLISHERS INC								
7772	ECM PUBLISHERS INC	1079560	LIQUOR STORE AD	12/28/2025	340.00	340.00	01/08/2026	
	Total ECM PUBLISHERS INC:				340.00	340.00		
EGAN								
11927	EGAN	SVC00001524	WWTP BLDG REPAIRS	12/29/2025	1,370.42	1,370.42	01/08/2026	
	Total EGAN:				1,370.42	1,370.42		
ELECTRIC MOTOR SERVICE								
10692	ELECTRIC MOTOR SERVICE	IN0314009	AIR HANDLER REPAIRS	12/09/2025	157.61	157.61	12/19/2025	
	Total ELECTRIC MOTOR SERVICE:				157.61	157.61		
ELK RIVER WINLECTRIC CO								
4847	ELK RIVER WINLECTRIC CO	424126 01	WATER PLANT LIGHTS	12/04/2025	497.63	497.63	12/23/2025	
4847	ELK RIVER WINLECTRIC CO	424926 01	LS 4 REPAIRS	12/24/2025	159.76	159.76	01/08/2026	
4847	ELK RIVER WINLECTRIC CO	425082 01	LS 4 REPAIR	12/23/2025	46.81	46.81	01/08/2026	
	Total ELK RIVER WINLECTRIC CO:				704.20	704.20		
ESS BROTHERS & SONS INC								
1236	ESS BROTHERS & SONS INC	FF10835	REPAIR MANHOLES	11/20/2025	540.00	540.00	12/11/2025	
	Total ESS BROTHERS & SONS INC:				540.00	540.00		
ETZEL, LIZ								
10999	ETZEL, LIZ	DEC 2025 FAR	CC TOKENS	12/23/2025	10.00	10.00	12/23/2025	
10999	ETZEL, LIZ	DEC 2025 FAR	PROMOTION TOKENS	12/23/2025	7.00	7.00	12/23/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10999	ETZEL, LIZ	DEC 2025 FAR	MARKET BUCKS	12/23/2025	4.00	4.00	12/23/2025	
	Total ETZEL, LIZ:				21.00	21.00		
FELDEVERD, ALLEN								
10980	FELDEVERD, ALLEN	DEC 2025 FAR	EBT TOKENS	12/23/2025	36.00	36.00	12/23/2025	
10980	FELDEVERD, ALLEN	DEC 2025 FAR	PROMOTION TOKENS	12/23/2025	11.00	11.00	12/23/2025	
	Total FELDEVERD, ALLEN:				47.00	47.00		
FLEXIBLE PIPE TOOLS & EQUIPMENT								
20004	FLEXIBLE PIPE TOOLS & EQUIP	32295	#536 VACCUUM TRUCK REPAIR	01/12/2026	4,933.00	4,933.00	01/14/2026	
	Total FLEXIBLE PIPE TOOLS & EQUIPMENT:				4,933.00	4,933.00		
G&M OUTDOOR SERVICES								
11025	G&M OUTDOOR SERVICES	29752	2025 STREET PROJECT - MN A	12/19/2025	5,000.00	5,000.00	12/23/2025	
	Total G&M OUTDOOR SERVICES:				5,000.00	5,000.00		
GFOA								
89	GFOA	3126951	GFOA GASB 103 - DEB	01/03/2026	210.00	210.00	01/08/2026	
	Total GFOA:				210.00	210.00		
GLENBROOK BUILDING SUPPLY INC								
11902	GLENBROOK BUILDING SUPPL	2512-676474	MAIL BOX REPAIR	12/09/2025	5.41	5.41	12/19/2025	
11902	GLENBROOK BUILDING SUPPL	2512-676827	WATER REPAIRS	12/15/2025	84.12	84.12	12/19/2025	
	Total GLENBROOK BUILDING SUPPLY INC:				89.53	89.53		
GOPHER STATE ONE CALL								
5202	GOPHER STATE ONE CALL	5120224	DEC 2025 LOCATES	12/31/2025	16.88	16.88	01/08/2026	
5202	GOPHER STATE ONE CALL	5120224	DEC 2025 LOCATES	12/31/2025	16.87	16.87	01/08/2026	
	Total GOPHER STATE ONE CALL:				33.75	33.75		
GRAINGER								
10389	GRAINGER	9734725782	WW STRIP HEATER	12/08/2025	82.06	82.06	12/11/2025	
10389	GRAINGER	9739738772	HINGE KIT	12/11/2025	78.51	78.51	12/19/2025	
10389	GRAINGER	9767590228	WWTP EXTENSION ROD	01/12/2026	80.52	80.52	01/14/2026	
	Total GRAINGER:				241.09	241.09		
GRANITE CITY JOBBING								
5213	GRANITE CITY JOBBING	496322	CIGARETTES	12/03/2025	1,946.37	1,946.37	12/11/2025	
5213	GRANITE CITY JOBBING	496322	CIGAR	12/03/2025	907.57	907.57	12/11/2025	
5213	GRANITE CITY JOBBING	496322	SUPPLIES	12/03/2025	17.25	17.25	12/11/2025	
5213	GRANITE CITY JOBBING	496322	FREIGHT	12/03/2025	10.00	10.00	12/11/2025	
5213	GRANITE CITY JOBBING	498660	CIGARETTES	12/17/2025	1,792.82	1,792.82	12/19/2025	
5213	GRANITE CITY JOBBING	498660	CIGAR	12/17/2025	492.08	492.08	12/19/2025	
5213	GRANITE CITY JOBBING	498660	SUPPLIES	12/17/2025	34.50	34.50	12/19/2025	
5213	GRANITE CITY JOBBING	498660	FREIGHT	12/17/2025	10.00	10.00	12/19/2025	
5213	GRANITE CITY JOBBING	500839	CIGARETTES	12/31/2025	882.06	882.06	01/08/2026	
5213	GRANITE CITY JOBBING	500839	CIGARS	12/31/2025	378.16	378.16	01/08/2026	
5213	GRANITE CITY JOBBING	500839	SUPPLIES	12/31/2025	61.76	61.76	01/08/2026	
5213	GRANITE CITY JOBBING	500839	FREIGHT	12/31/2025	10.00	10.00	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total GRANITE CITY JOBBING:				6,542.57	6,542.57		
GUARDIAN FLEET SAFETY								
11023	GUARDIAN FLEET SAFETY	303243	701 UNIT REPAIRS	12/08/2025	676.79	676.79	12/11/2025	
11023	GUARDIAN FLEET SAFETY	303510	INSTALL 3 CAMERAS - PD	12/08/2025	4,500.30	4,500.30	12/11/2025	
	Total GUARDIAN FLEET SAFETY:				5,177.09	5,177.09		
HAWKINS INC-1								
10520	HAWKINS INC-1	7278708	WATER CHEMICALS	12/03/2025	5,430.93	5,430.93	12/19/2025	
10520	HAWKINS INC-1	7278709	WWTP CHEMICALS	12/03/2025	27,225.87	27,225.87	12/19/2025	
	Total HAWKINS INC-1:				32,656.80	32,656.80		
HEALTH PARTNERS (E-CHECKS)								
10437	HEALTH PARTNERS (E-CHECK	051331385669	HEALTH INS D HANDELAND	01/01/2026	2,473.40	2,473.40	01/01/2026	
10437	HEALTH PARTNERS (E-CHECK	051331385669	HEALTH INS D SHERBURNE	01/01/2026	938.17	938.17	01/01/2026	
10437	HEALTH PARTNERS (E-CHECK	051331385669	HEALTH INS SCHARF	01/01/2026	1,281.75	1,281.75	01/01/2026	
10437	HEALTH PARTNERS (E-CHECK	051331385669	HEALTH INS ER PORTION	01/01/2026	40,664.32	40,664.32	01/01/2026	
10437	HEALTH PARTNERS (E-CHECK	051331385669	HEALTH INS EE PORTION	01/01/2026	6,322.52	6,322.52	01/01/2026	
	Total HEALTH PARTNERS (E-CHECKS):				51,680.16	51,680.16		
HR EMPLOYMENT LAW								
10889	HR EMPLOYMENT LAW	2026 RENEWA	HR EMPLOYMENT LAW SUBSC	01/03/2026	149.00	149.00	01/08/2026	
	Total HR EMPLOYMENT LAW:				149.00	149.00		
INITIATIVE FOUNDATION								
10368	INITIATIVE FOUNDATION	VS-6238	2026 INITIATIVE FOUNDATION	01/03/2026	1,100.00	1,100.00	01/08/2026	
	Total INITIATIVE FOUNDATION:				1,100.00	1,100.00		
INSPECTRON INC								
10709	INSPECTRON INC	1713	NOVEMBER 2025 BUILDING CO	12/04/2025	9,500.00	9,500.00	12/11/2025	
10709	INSPECTRON INC	1734	DEC 2025 BUILDING CONSULTA	12/31/2025	9,500.00	9,500.00	01/08/2026	
	Total INSPECTRON INC:				19,000.00	19,000.00		
INVOICE CLOUD INC (E-CHECKS)								
11858	INVOICE CLOUD INC (E-CHECK	2466-2025_11	INVOICE CLOUD FEES - NOVE	11/30/2025	280.97	280.97	12/05/2025	
11858	INVOICE CLOUD INC (E-CHECK	2466-2025_11	SEWER FUND FEES - NOVEMB	11/30/2025	1,264.39	1,264.39	12/05/2025	
11858	INVOICE CLOUD INC (E-CHECK	2466-2025_11	WATER FUND FEES - NOVEMB	11/30/2025	1,264.39	1,264.39	12/05/2025	
11858	INVOICE CLOUD INC (E-CHECK	2466-2025_12	INVOICE CLOUD FEES - DEC 20	12/31/2025	294.65	294.65	12/31/2025	
11858	INVOICE CLOUD INC (E-CHECK	2466-2025_12	WATER FUND FEES DEC 2025	12/31/2025	1,325.91	1,325.91	12/31/2025	
11858	INVOICE CLOUD INC (E-CHECK	2466-2025_12	SEWER FUND FEES - DEC 2025	12/31/2025	1,325.91	1,325.91	12/31/2025	
	Total INVOICE CLOUD INC (E-CHECKS):				5,756.22	5,756.22		
IUOE LOCAL #49								
10953	IUOE LOCAL #49	UNION DUES	DECEMBER 2025 PW UNION D	12/10/2025	525.00	525.00	12/11/2025	
	Total IUOE LOCAL #49:				525.00	525.00		
IUOE LOCAL 49 FRINGE BENEFIT								
10965	IUOE LOCAL 49 FRINGE BENEF	FEBRUARY 20	FEB 2026 PW INSURANCE	01/08/2026	25,040.00	25,040.00	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10965	IUOE LOCAL 49 FRINGE BENEF	JAN 2026 PRE	JOSH UDERMANN JAN 2026 PR	12/10/2025	1,565.00	1,565.00	12/11/2025	
Total IUOE LOCAL 49 FRINGE BENEFIT:					26,605.00	26,605.00		
JMG COMMERCIAL CLEANING LLC								
11907	JMG COMMERCIAL CLEANING	DEC 2025 CLE	CITY HALL CLEAING - DEC 2025	12/15/2025	1,050.00	1,050.00	12/19/2025	
11907	JMG COMMERCIAL CLEANING	DEC 2025 CLE	CLEANING - PUBLIC BATHROO	12/15/2025	490.00	490.00	12/19/2025	
11907	JMG COMMERCIAL CLEANING	POLICE/LIBRA	CLEANING POLICE/LIBRARY - D	12/15/2025	950.00	950.00	12/19/2025	
11907	JMG COMMERCIAL CLEANING	PW DEC 2025	PW CLEANING - DEC 2025	12/15/2025	575.00	575.00	12/19/2025	
Total JMG COMMERCIAL CLEANING LLC:					3,065.00	3,065.00		
JOHNSON BROTHERS WHOLESALE								
1500	JOHNSON BROTHERS WHOLE	161146	WINE	12/05/2025	2.00-	2.00-	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	161901	LIQUOR	12/11/2025	17.57-	17.57-	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	161902	LIQUOR	12/11/2025	20.00-	20.00-	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2926310	LIQUOR	11/17/2025	3,137.64	3,137.64	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2926310	FRT	11/17/2025	53.36	53.36	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2937795	WINE	12/02/2025	37.81	37.81	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2937795	FRT	12/02/2025	1.84	1.84	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938290	LIQUOR	12/03/2025	10,086.06	10,086.06	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938290	FRT	12/03/2025	146.82	146.82	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938291	WINE	12/03/2025	4,561.20	4,561.20	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938291	FRT	12/03/2025	117.76	117.76	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938292	MIX	12/03/2025	37.00	37.00	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938292	FRT	12/03/2025	1.84	1.84	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938293	THC	12/03/2025	491.54	491.54	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938294	LIQUOR	12/03/2025	9,633.70	9,633.70	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2938294	FRT	12/03/2025	114.69	114.69	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2941643	LIQUOR	12/08/2025	526.62	526.62	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2941643	FRT	12/08/2025	12.88	12.88	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2941644	WINE	12/08/2025	147.48	147.48	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2941644	FRT	12/08/2025	3.68	3.68	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2942930	WINE	12/09/2025	75.62	75.62	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2942930	FRT	12/09/2025	3.68	3.68	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943434	LIQUOR	12/10/2025	1,174.75	1,174.75	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943434	FRT	12/10/2025	11.04	11.04	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943436	LIQUOR	12/10/2025	4,933.58	4,933.58	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943436	FRT	12/10/2025	60.87	60.87	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943437	WINE	12/10/2025	1,075.85	1,075.85	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943437	FRT	12/10/2025	34.96	34.96	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2943438	THC	12/10/2025	136.00	136.00	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	2946753	LIQUOR	12/15/2025	1,005.00	1,005.00	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2946753	FRT	12/15/2025	18.40	18.40	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2946754	WINE	12/15/2025	492.48	492.48	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2946754	FRT	12/15/2025	12.88	12.88	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948140	WINE	12/16/2025	37.81	37.81	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948140	FRT	12/16/2025	1.84	1.84	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948652	LIQUOR	12/17/2025	6,655.25	6,655.25	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948652	FRT	12/17/2025	80.04	80.04	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948653	NA LIQUOR	12/17/2025	260.00	260.00	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948653	FRT	12/17/2025	3.68	3.68	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948654	LIQUOR	12/17/2025	2,066.50	2,066.50	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948654	FRT	12/17/2025	35.08	35.08	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948655	WINE	12/17/2025	2,566.50	2,566.50	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948655	FRT	12/17/2025	55.20	55.20	12/19/2025	
1500	JOHNSON BROTHERS WHOLE	2948656	THC	12/17/2025	174.90	174.90	12/19/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1500	JOHNSON BROTHERS WHOLE	2954048	LIQUOR	12/23/2025	166.50	166.50	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954048	FRT	12/23/2025	1.84	1.84	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954049	WINE	12/23/2025	1,902.20	1,902.20	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954049	FRT	12/23/2025	33.12	33.12	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954050	THC	12/23/2025	242.90	242.90	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954051	LIQUOR	12/23/2025	1,335.17	1,335.17	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954051	FRT	12/23/2025	16.56	16.56	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954052	WINE	12/23/2025	1,396.45	1,396.45	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954052	FRT	12/23/2025	40.48	40.48	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954053	MIX	12/23/2025	40.00	40.00	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954053	FRT	12/23/2025	1.84	1.84	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954054	LIQUOR	12/23/2025	1,519.82	1,519.82	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2954054	FRT	12/23/2025	16.56	16.56	12/29/2025	
1500	JOHNSON BROTHERS WHOLE	2958908	LIQUOR	12/29/2025	84.60	84.60	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2958908	FRT	12/29/2025	3.96	3.96	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2958909	WINE	12/29/2025	91.14	91.14	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959467	LIQUOR	12/30/2025	9,071.90	9,071.90	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959467	FRT	12/30/2025	139.22	139.22	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959468	WINE	12/30/2025	4,096.40	4,096.40	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959468	FRT	12/30/2025	97.52	97.52	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959469	MIX	12/30/2025	240.50	240.50	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959469	FRT	12/30/2025	11.04	11.04	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959470	THC	12/30/2025	136.00	136.00	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959471	LIQUOR	12/30/2025	4,297.16	4,297.16	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2959471	FRT	12/30/2025	46.00	46.00	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2962203	LIQUOR	01/07/2026	4,743.85	4,743.85	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2962203	FRT	01/07/2026	58.88	58.88	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2962204	WINE	01/07/2026	440.00	440.00	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2962204	FRT	01/07/2026	9.20	9.20	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2962205	LIQUOR	01/07/2026	2,648.73	2,648.73	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2962205	FRT	01/07/2026	38.64	38.64	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2963012	LIQUOR	01/05/2026	194.64	194.64	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2963012	FRT	01/05/2026	3.68	3.68	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2963013	WINE	01/05/2026	56.52	56.52	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964604	LIQUOR	01/07/2026	4,405.69	4,405.69	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964604	FRT	01/07/2026	40.48	40.48	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964605	LIQUOR	01/07/2026	2,985.15	2,985.15	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964605	FRT	01/07/2026	57.35	57.35	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964606	WINE	01/07/2026	3,606.64	3,606.64	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964606	FRT	01/07/2026	108.56	108.56	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	2964607	THC	01/07/2026	491.02	491.02	01/08/2026	
1500	JOHNSON BROTHERS WHOLE	CREDIT 29377	WINE	12/02/2025	37.81-	37.81-	12/11/2025	
1500	JOHNSON BROTHERS WHOLE	CREDIT 29377	FRT	12/02/2025	1.84-	1.84-	12/11/2025	
	Total JOHNSON BROTHERS WHOLESALE:				94,922.52	94,922.52		
KIMBALL MIDWEST								
11913	KIMBALL MIDWEST	103999710	UNIFORM SUPPLIES - PW GLO	12/09/2025	49.78	49.78	12/11/2025	
11913	KIMBALL MIDWEST	103999710	UNIFORM SUPPLIES - PW GLO	12/09/2025	49.78	49.78	12/11/2025	
11913	KIMBALL MIDWEST	103999710	UNIFORM SUPPLIES - PW GLO	12/09/2025	49.76	49.76	12/11/2025	
11913	KIMBALL MIDWEST	103999710	UNIFORM SUPPLIES - PW GLO	12/09/2025	49.78	49.78	12/11/2025	
11913	KIMBALL MIDWEST	103999710	UNIFORM SUPPLIES - PW GLO	12/09/2025	49.78	49.78	12/11/2025	
11913	KIMBALL MIDWEST	104026032	SHOP PARTS SUPPLIES	12/17/2025	931.42	931.42	12/19/2025	
11913	KIMBALL MIDWEST	104069922	SHOP SUPPLIES	01/07/2026	706.55	706.55	01/14/2026	
	Total KIMBALL MIDWEST:				1,886.85	1,886.85		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
KNIFE RIVER - SAUK RAPIDS								
10610	KNIFE RIVER - SAUK RAPIDS	2022 STREET I	2022 STREET IMPROVEMENT P	12/15/2025	41,853.88	41,853.88	12/19/2025	
10610	KNIFE RIVER - SAUK RAPIDS	2025 STREET	2025 STREET PROJECT PAY ES	12/15/2025	438,148.00	438,148.00	12/15/2025	
10610	KNIFE RIVER - SAUK RAPIDS	2025 STREET	2025 STREET PROJECT RETAIN	12/15/2025	21,907.40-	21,907.40-	12/15/2025	
	Total KNIFE RIVER - SAUK RAPIDS:				458,094.48	458,094.48		
KOLLAR, PHILIP								
10519	KOLLAR, PHILIP	2025 COLD W	2025 COLD WEATHER GEAR -	12/31/2025	119.99	119.99	01/08/2026	
	Total KOLLAR, PHILIP:				119.99	119.99		
KWIK TRIP - CREDIT DEPT								
10888	KWIK TRIP - CREDIT DEPT	00348251 DEC	POLICE FUEL	12/31/2025	2,870.82	2,870.82	01/08/2026	
10888	KWIK TRIP - CREDIT DEPT	00348251 DEC	STREET FUEL	12/31/2025	3,331.70	3,331.70	01/08/2026	
10888	KWIK TRIP - CREDIT DEPT	00348251 DEC	FLEET FUEL	12/31/2025	911.06	911.06	01/08/2026	
10888	KWIK TRIP - CREDIT DEPT	00348251 DEC	WASTEWATER FUEL	12/31/2025	818.43	818.43	01/08/2026	
10888	KWIK TRIP - CREDIT DEPT	00348251 DEC	WATER FUEL	12/31/2025	818.43	818.43	01/08/2026	
10888	KWIK TRIP - CREDIT DEPT	348251 NOV 2	POLICE FUEL	11/30/2025	4,120.81	4,120.81	12/11/2025	
10888	KWIK TRIP - CREDIT DEPT	348251 NOV 2	STREET FUEL	11/30/2025	1,608.25	1,608.25	12/11/2025	
10888	KWIK TRIP - CREDIT DEPT	348251 NOV 2	FLEET FUEL	11/30/2025	613.47	613.47	12/11/2025	
10888	KWIK TRIP - CREDIT DEPT	348251 NOV 2	WATER FUEL	11/30/2025	528.21	528.21	12/11/2025	
10888	KWIK TRIP - CREDIT DEPT	348251 NOV 2	WASTEWATER FUEL	11/30/2025	528.21	528.21	12/11/2025	
	Total KWIK TRIP - CREDIT DEPT:				16,149.39	16,149.39		
LANDFORM PROFESSIONAL SERVICES LLC								
10425	LANDFORM PROFESSIONAL SE	37463	RAWR ORGANICS	11/30/2025	89.50	89.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37463	MTL CONCEPT AND EAW	11/30/2025	27.50	27.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	PRARIE MEADOWS 5TH - PP &	11/30/2025	505.75	505.75	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	SHORES OF ELK RIVER CONC	11/30/2025	416.25	416.25	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	COBBLESTONE 2ND FINAL PLA	11/30/2025	433.50	433.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	BK CONCEPT PLAN	11/30/2025	536.50	536.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	THE WAVE EA	11/30/2025	89.50	89.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	CLOSE OUT PROJECTS	11/30/2025	137.50	137.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	ANNUAL ORDINANCE UPDATE	11/30/2025	5,499.50	5,499.50	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	PC MEETING/COUNCIL MEETIN	11/30/2025	671.25	671.25	12/19/2025	
10425	LANDFORM PROFESSIONAL SE	37464	CONSULTANT CITY BUSINESS	11/30/2025	1,700.50	1,700.50	12/19/2025	
	Total LANDFORM PROFESSIONAL SERVICES LLC:				10,107.25	10,107.25		
LAW ENFORCEMENT LABOR SERVICE								
5096	LAW ENFORCEMENT LABOR S	JANUARY 202	JANUARY 2026 POLICE UNION	01/03/2026	949.00	949.00	01/08/2026	
	Total LAW ENFORCEMENT LABOR SERVICE:				949.00	949.00		
LEAGUE OF MN CITIES								
5701	LEAGUE OF MN CITIES	441789	2026 MEMBERSHIP DUES	01/03/2026	14,708.00	14,708.00	01/08/2026	
5701	LEAGUE OF MN CITIES	442377	MN MAYORS ASSOCIATION DU	01/03/2026	30.00	30.00	01/08/2026	
5701	LEAGUE OF MN CITIES	442378	PSHRA MN DUES	01/03/2026	75.00	75.00	01/08/2026	
5701	LEAGUE OF MN CITIES	442528	2026 CITY DAY ON THE HILL - D	01/05/2026	125.00	125.00	01/08/2026	
	Total LEAGUE OF MN CITIES:				14,938.00	14,938.00		
LEAGUE OF MN CITIES INSURANCE								
5707	LEAGUE OF MN CITIES INSURA	25473 - ANDR	WORK COMP DEDUCTIBLE - AN	12/01/2025	250.00	250.00	12/11/2025	
5707	LEAGUE OF MN CITIES INSURA	25611	OCT 2025 WC DEDUCTIBLE - C	12/31/2025	16.47	16.47	01/14/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
5707	LEAGUE OF MN CITIES INSURA	40007567 ADD	ADDITIONAL COVERAGE FOR	12/04/2025	837.00	837.00	12/11/2025	
5707	LEAGUE OF MN CITIES INSURA	40007860 2026	2026 WORK COMP	01/05/2026	700.00	700.00	01/08/2026	
5707	LEAGUE OF MN CITIES INSURA	40007860 2026	GENERAL FUND INSURANCE	12/05/2025	135,234.00	135,234.00	12/11/2025	
5707	LEAGUE OF MN CITIES INSURA	40007860 2026	SEWER ENTERPRISE FUND PR	12/05/2025	8,959.00	8,959.00	12/11/2025	
5707	LEAGUE OF MN CITIES INSURA	40007860 2026	WATER ENTERPRISE FUND PR	12/05/2025	6,383.00	6,383.00	12/11/2025	
5707	LEAGUE OF MN CITIES INSURA	40007860 2026	LIQUOR ENTERPRISE FUND PR	12/05/2025	7,876.00	7,876.00	12/11/2025	
	Total LEAGUE OF MN CITIES INSURANCE:				160,255.47	160,255.47		
M&M EXPRESS SALES & SERVICE								
10567	M&M EXPRESS SALES & SERVI	614372	PARKS REQUIPMENT REPAIR	01/07/2026	93.26	93.26	01/14/2026	
10567	M&M EXPRESS SALES & SERVI	614748	MULCH KIT FOR MOWER	01/12/2026	610.55	610.55	01/14/2026	
10567	M&M EXPRESS SALES & SERVI	614749	CHAIN SAW - MS5001 25	01/12/2026	1,527.49	1,527.49	01/14/2026	
	Total M&M EXPRESS SALES & SERVICE:				2,231.30	2,231.30		
MACQUEEN EQUIPMENT LLC								
11083	MACQUEEN EQUIPMENT LLC	JP112125-42	PLOW TRUCK #116 REPAIRS	12/31/2025	304.72	304.72	01/08/2026	
11083	MACQUEEN EQUIPMENT LLC	JP120925-41	PLOW TRUCK REPAIRS	01/09/2026	293.76	293.76	01/14/2026	
	Total MACQUEEN EQUIPMENT LLC:				598.48	598.48		
MAMA								
11905	MAMA	2461	2026 MAMA MEMBERSHIP - HA	01/05/2026	60.00	60.00	01/08/2026	
	Total MAMA:				60.00	60.00		
MARCO TECHNOLOGIES - ECHECK								
11850	MARCO TECHNOLOGIES - ECH	568597645	CITY HALL LEASE 11/10-12/10	11/30/2025	1,192.11	1,192.11	12/11/2025	
11850	MARCO TECHNOLOGIES - ECH	568597645	PW LEASE 11/10-12/10	11/30/2025	138.92	138.92	12/11/2025	
11850	MARCO TECHNOLOGIES - ECH	568597645	PW LEASE 11/10-12/10	11/30/2025	138.92	138.92	12/11/2025	
11850	MARCO TECHNOLOGIES - ECH	568597645	FIRE LEASE 11/10-12/10	11/30/2025	30.00	30.00	12/11/2025	
11850	MARCO TECHNOLOGIES - ECH	570635649	CITY HALL LEASE 12/10-01/10/2	12/05/2025	1,095.61	1,095.61	01/01/2026	
11850	MARCO TECHNOLOGIES - ECH	570635649	PW LEASE 12/10-01/10/26	12/05/2025	138.92	138.92	01/01/2026	
11850	MARCO TECHNOLOGIES - ECH	570635649	PW LEASE 12/10-01/10/26	12/05/2025	138.92	138.92	01/01/2026	
11850	MARCO TECHNOLOGIES - ECH	570635649	FIRE LEASE 12/10-01/10/26	12/05/2025	30.00	30.00	01/01/2026	
	Total MARCO TECHNOLOGIES - ECHECK:				2,903.40	2,903.40		
MARCO TECHNOLOGIES LLC								
10965	MARCO TECHNOLOGIES LLC	570635276	LIQUOR STORE PRINTER - DEC	12/01/2025	137.63	137.63	12/19/2025	
10965	MARCO TECHNOLOGIES LLC	570635276	LIQUOR STORE PRINTER - JAN	12/01/2025	75.63	75.63	12/19/2025	
10965	MARCO TECHNOLOGIES LLC	CREDIT ON A	CREDIT ON ACCOUNT	12/19/2025	222.86-	222.86-	12/29/2025	
10965	MARCO TECHNOLOGIES LLC	INV14624513	POLICE NEW DESK TOPS - HP	12/03/2025	68.00	68.00	12/11/2025	
10965	MARCO TECHNOLOGIES LLC	INV14624516	FORENSIT IT WIZARD - POLICE	12/03/2025	200.00	200.00	12/11/2025	
10965	MARCO TECHNOLOGIES LLC	INV14644344	MANAGED IT	12/09/2025	7,695.00	7,695.00	12/11/2025	
10965	MARCO TECHNOLOGIES LLC	INV14644344	ARTIC WOL SOFTWARE	12/09/2025	907.16	907.16	12/11/2025	
10965	MARCO TECHNOLOGIES LLC	INV14644344	VEEAM LICENSING	12/09/2025	340.00	340.00	12/11/2025	
10965	MARCO TECHNOLOGIES LLC	INV14666581	DEC 11 ONSITE IT SERVICES	12/15/2025	1,295.00	1,295.00	12/29/2025	
10965	MARCO TECHNOLOGIES LLC	INV14687925	WEEKLY ONSITE IT ADD RAM O	12/19/2025	207.00	207.00	12/29/2025	
10965	MARCO TECHNOLOGIES LLC	INV14688171	MANAGED IT DEC 2025	12/19/2025	7,695.00	7,695.00	12/23/2025	
10965	MARCO TECHNOLOGIES LLC	INV14688171	ARTIC WOLF SOFTWARE DEC	12/19/2025	907.16	907.16	12/23/2025	
10965	MARCO TECHNOLOGIES LLC	INV14688171	VEEAM LICENSING DEC 2025	12/19/2025	340.00	340.00	12/23/2025	
10965	MARCO TECHNOLOGIES LLC	INV14688711	WEEKLY ONSITE VISIT IT - 12/1	12/19/2025	1,387.50	1,387.50	12/29/2025	
10965	MARCO TECHNOLOGIES LLC	INV14712509	NOVEMBER AZURE	12/29/2025	73.27	73.27	01/08/2026	
10965	MARCO TECHNOLOGIES LLC	INV14712510	NOVEMBER MS365	12/29/2025	891.60	891.60	01/08/2026	
10965	MARCO TECHNOLOGIES LLC	INV14715880	MANAGE IT SERVICES	12/30/2025	20,000.00	20,000.00	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10965	MARCO TECHNOLOGIES LLC	INV14715880	MANAGE IT SERVICES	12/30/2025	2,000.00-	2,000.00-	01/08/2026	
	Total MARCO TECHNOLOGIES LLC:				39,997.09	39,997.09		
MARTIN, COURTNEY								
11927	MARTIN, COURTNEY	DEC 2025 FAR	CC TOKENS	12/23/2025	5.00	5.00	12/23/2025	
11927	MARTIN, COURTNEY	DEC 2025 FAR	EBT TOKENS	12/23/2025	12.00	12.00	12/23/2025	
11927	MARTIN, COURTNEY	DEC 2025 FAR	PROMOTION TOKENS	12/23/2025	3.00	3.00	12/23/2025	
	Total MARTIN, COURTNEY:				20.00	20.00		
MCMA								
11000	MCMA	2026 DUES - H	2026 MCMA DUES - HANNA KLI	01/05/2026	200.00	200.00	01/08/2026	
	Total MCMA:				200.00	200.00		
MEGA BEER LLC								
11869	MEGA BEER LLC	IN-32992	BEER	12/04/2025	295.95	295.95	12/11/2025	
11869	MEGA BEER LLC	IN-32992	THC	12/04/2025	166.00	166.00	12/11/2025	
11869	MEGA BEER LLC	IN-34347	BEER	12/30/2025	270.50	270.50	01/08/2026	
11869	MEGA BEER LLC	IN-34431	THC	12/30/2025	149.00	149.00	01/08/2026	
	Total MEGA BEER LLC:				881.45	881.45		
MENARD, INC.								
10828	MENARD, INC.	27995	CHRISTMAS TREE	12/03/2025	107.94	107.94	12/11/2025	
10828	MENARD, INC.	28054	CHRISTMAS TREE	12/04/2025	179.90	179.90	12/11/2025	
10828	MENARD, INC.	28497	WASTEWATER SUPPLIES	12/15/2025	288.47	288.47	12/19/2025	
10828	MENARD, INC.	28497	REBATE USED	12/15/2025	34.54-	34.54-	12/19/2025	
10828	MENARD, INC.	28685	WATER SUPPLIES	12/16/2025	74.12	74.12	12/19/2025	
10828	MENARD, INC.	28888	BUILDING LIGHTS	12/19/2025	300.50	300.50	12/23/2025	
10828	MENARD, INC.	29034	SAMPLE FRIDGE AT WWTP	12/23/2025	148.00	148.00	12/23/2025	
10828	MENARD, INC.	29034	WWTP SUPPLIES	12/23/2025	14.44	14.44	12/23/2025	
10828	MENARD, INC.	29801	WASTEWATER SUPPLIES	01/09/2026	247.95	247.95	01/14/2026	
	Total MENARD, INC.:				1,326.78	1,326.78		
MID-STATES ORGANIZED CRIME								
10609	MID-STATES ORGANIZED CRIM	2601125-IN	2026 MOCIC MEMBERSHIP	01/06/2026	150.00	150.00	01/08/2026	
	Total MID-STATES ORGANIZED CRIME:				150.00	150.00		
MIDWEST MACHINERY CO								
11018	MIDWEST MACHINERY CO	10740430	MOWER #336	12/15/2025	1,703.84	1,703.84	12/19/2025	
11018	MIDWEST MACHINERY CO	10757984	SNOW REMOVAL EQUIPMENT	01/07/2026	485.03	485.03	01/14/2026	
	Total MIDWEST MACHINERY CO :				2,188.87	2,188.87		
MIDWEST PLAYSCAPES INC								
10353	MIDWEST PLAYSCAPES INC	11276	LAKESIDE PARK PLAYGROUND	12/10/2025	254,659.40	254,659.40	12/19/2025	
	Total MIDWEST PLAYSCAPES INC:				254,659.40	254,659.40		
MINNESOTA MUNICIPAL UTILITIES ASSOCIATIO								
11884	MINNESOTA MUNICIPAL UTILITI	67817	2026 MEMBERSHIP	12/16/2025	283.00	283.00	12/19/2025	
11884	MINNESOTA MUNICIPAL UTILITI	67817	2026 MEMBERSHIP	12/16/2025	283.00	283.00	12/19/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total MINNESOTA MUNICIPAL UTILITIES ASSOCIATIO:				566.00	566.00		
MN COMPUTER SYSTEMS INC								
260	MN COMPUTER SYSTEMS INC	440101	NOV POLICE COPIER - BASE/E	12/02/2025	51.82	51.82	12/11/2025	
260	MN COMPUTER SYSTEMS INC	442159	DEC COPIER LEASE - POLICE	12/31/2025	22.00	22.00	01/14/2026	
260	MN COMPUTER SYSTEMS INC	442159	EMAIL ACCT	12/31/2025	10.00	10.00	01/14/2026	
260	MN COMPUTER SYSTEMS INC	442159	OVERAGE DEC 2025	12/31/2025	21.36	21.36	01/14/2026	
	Total MN COMPUTER SYSTEMS INC :				105.18	105.18		
MN DEPT OF LABOR & INDUSTRY (E-CHECK)								
2562	MN DEPT OF LABOR & INDUST	2025 QTR 4 B	2025 QTR 4 SURCHARGE	12/31/2025	4,593.86	4,593.86	01/08/2026	
	Total MN DEPT OF LABOR & INDUSTRY (E-CHECK):				4,593.86	4,593.86		
MN DEPT OF NATURAL RESOURCES								
83	MN DEPT OF NATURAL RESOU	5884KN ALUM	5884KN 1983 ALUMACRAFT	01/13/2026	67.00	67.00	01/14/2026	
	Total MN DEPT OF NATURAL RESOURCES:				67.00	67.00		
MN DEPT OF PUBLIC SAFETY								
1700	MN DEPT OF PUBLIC SAFETY	00-045893630	2024 GMC SIERRA - 1GT39LE7X	11/17/2025	20.25	20.25	12/19/2025	
1700	MN DEPT OF PUBLIC SAFETY	00-045910713	2024 GMC SIERRA - 1GT39LE79	11/17/2025	20.25	20.25	12/19/2025	
1700	MN DEPT OF PUBLIC SAFETY	2018 FORD XP	2018 FORD XPL 1FM5K8AR0JG	01/07/2026	20.25	20.25	01/08/2026	
	Total MN DEPT OF PUBLIC SAFETY:				60.75	60.75		
MN DEPT OF REVENUE (E-CHECKS)								
2559	MN DEPT OF REVENUE (E-CHE	DEC 2025 SAL	GENERAL FUND 12/2025	01/13/2026	1.00	1.00	01/14/2026	
2559	MN DEPT OF REVENUE (E-CHE	DEC 2025 SAL	WATER FUND 12/2025	01/13/2026	1,409.00	1,409.00	01/14/2026	
2559	MN DEPT OF REVENUE (E-CHE	DEC 2025 SAL	LIQUOR TAX 12/2025	01/13/2026	51,082.00	51,082.00	01/14/2026	
2559	MN DEPT OF REVENUE (E-CHE	NOV 2025 SAL	GENERAL FUND 11/2025	12/16/2025	8.00	8.00	12/19/2025	
2559	MN DEPT OF REVENUE (E-CHE	NOV 2025 SAL	WATER FUND 11/2025	12/16/2025	1,881.00	1,881.00	12/19/2025	
2559	MN DEPT OF REVENUE (E-CHE	NOV 2025 SAL	LIQUOR TAX 11/2025	12/16/2025	42,916.00	42,916.00	12/19/2025	
	Total MN DEPT OF REVENUE (E-CHECKS):				97,297.00	97,297.00		
MN DEPT OF TRANSPORTATION								
10838	MN DEPT OF TRANSPORTATIO	P00020718	2025 STREET PROJECT	11/25/2025	467.74	467.74	12/11/2025	
	Total MN DEPT OF TRANSPORTATION :				467.74	467.74		
MN FARMERS MARKET ASSOCIATION								
10873	MN FARMERS MARKET ASSOCI	06657	2026 FARMERS MKT ASSOCIATI	12/11/2025	70.00	70.00	12/19/2025	
	Total MN FARMERS MARKET ASSOCIATION:				70.00	70.00		
MN NCPERS LIFE								
10359	MN NCPERS LIFE	342600012026	JAN 2026 LIFE INSURANCE PR	12/01/2025	112.00	112.00	12/19/2025	
	Total MN NCPERS LIFE:				112.00	112.00		
MN RURAL WATER ASSOCIATION								
6055	MN RURAL WATER ASSOCIATI	2026 MEMBER	2026 MEMBERSHIP DUES	12/15/2025	425.00	425.00	12/19/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total MN RURAL WATER ASSOCIATION :				425.00	425.00		
MN UNEMPLOYMENT INSURANCE - ECHECK								
11891	MN UNEMPLOYMENT INSURAN	UI-PARKS ADV	UI-PARKS ADVISORY BOARD M	12/31/2025	8.24	8.24	01/14/2026	
	Total MN UNEMPLOYMENT INSURANCE - ECHECK:				8.24	8.24		
MN-LEAP								
11922	MN-LEAP	00358	2026 MN LEAP POLICE MEMBE	12/05/2025	50.00	50.00	12/19/2025	
	Total MN-LEAP:				50.00	50.00		
MOMENTUM TRUCK GROUP								
11926	MOMENTUM TRUCK GROUP	X194247273:0	#113 REPAIRS	12/15/2025	147.42	147.42	12/19/2025	
	Total MOMENTUM TRUCK GROUP:				147.42	147.42		
MONTICELLO PRINTING								
6450	MONTICELLO PRINTING	203525	BUSINESS CARDS - TARA	12/12/2025	35.00	35.00	12/19/2025	
6450	MONTICELLO PRINTING	204624	WATER METER REPLACEMENT	12/29/2025	104.66	104.66	01/08/2026	
	Total MONTICELLO PRINTING:				139.66	139.66		
MOORE CIERRA								
11890	MOORE CIERRA	DEC 2025 FAR	CC TOKENS	12/23/2025	10.00	10.00	12/23/2025	
	Total MOORE CIERRA:				10.00	10.00		
NELSON AUTO CENTER								
10820	NELSON AUTO CENTER	FT 104	2026 FORD - POLICE FLEET VIN	01/06/2026	45,536.00	45,536.00	01/08/2026	
	Total NELSON AUTO CENTER :				45,536.00	45,536.00		
NEWMAN TRAFFIC SIGNS								
10406	NEWMAN TRAFFIC SIGNS	TRFINV064698	SIGN POSTS	12/05/2025	93.54	93.54	12/19/2025	
	Total NEWMAN TRAFFIC SIGNS :				93.54	93.54		
NORTH CENTRAL INTERNATIONAL LLC								
11925	NORTH CENTRAL INTERNATIO	X220122085:0	#116 DUMP TRUCK REPAIR	11/25/2025	104.72	104.72	12/11/2025	
11925	NORTH CENTRAL INTERNATIO	X220122636:0	#113 MIRROR ASSEMBLY	12/04/2025	59.26	59.26	12/11/2025	
11925	NORTH CENTRAL INTERNATIO	X220122636:0	STREET TRUCK	12/15/2025	53.10	53.10	12/19/2025	
11925	NORTH CENTRAL INTERNATIO	X220122641:0	#206 AIRBRAKE REPAIR	12/04/2025	67.60	67.60	12/11/2025	
11925	NORTH CENTRAL INTERNATIO	X220123304:0	#116 DUMP TRUCK REPAIR	12/18/2025	46.50	46.50	12/19/2025	
11925	NORTH CENTRAL INTERNATIO	X220123742:0	SHOP SUPPLIES	12/30/2025	107.88	107.88	01/08/2026	
11925	NORTH CENTRAL INTERNATIO	X220124102:0	PLOW TRUCK LIGHTS	01/07/2026	630.24	630.24	01/14/2026	
11925	NORTH CENTRAL INTERNATIO	X220124222:0	#105 PLOW TRUCK REPAIRS	01/09/2026	2,500.00	2,500.00	01/14/2026	
11925	NORTH CENTRAL INTERNATIO	X220124284:0	#116 PLOW TRUCK REPAIRS	01/12/2026	209.80	209.80	01/14/2026	
	Total NORTH CENTRAL INTERNATIONAL LLC:				3,779.10	3,779.10		
NORTH COUNTRY CHEVROLET								
11851	NORTH COUNTRY CHEVROLET	BIGLAKE25-10	2026 GMC SIERRA VIN 5979 UNI	01/05/2026	49,284.00	49,284.00	01/08/2026	
11851	NORTH COUNTRY CHEVROLET	BIGLAKE25-10	2026 SIERRA VIN 5994 UNIT 726	01/05/2026	49,284.00	49,284.00	01/08/2026	
11851	NORTH COUNTRY CHEVROLET	BIGLAKE25-10	2026 SIERRA VIN 9083 UNIT 726	01/05/2026	46,416.00	46,416.00	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total NORTH COUNTRY CHEVROLET:				144,984.00	144,984.00		
NORTHLAND SECURITIES INC								
10865	NORTHLAND SECURITIES INC	INV-2126	2024 DEBT CONTINUING DISCL	12/31/2025	1,050.00	1,050.00	01/14/2026	
10865	NORTHLAND SECURITIES INC	INV-2126	2024 DEBT CONTINUING DISCL	12/31/2025	1,050.00	1,050.00	01/14/2026	
10865	NORTHLAND SECURITIES INC	INV-2126	2024 DEBT CONTINUING DISCL	12/31/2025	1,050.00	1,050.00	01/14/2026	
	Total NORTHLAND SECURITIES INC:				3,150.00	3,150.00		
NORTHLAND SECURITIES-BONDS (E-CHECK)								
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A FEB 2026 PRINCIPAL PAY	01/13/2026	70,000.00	70,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A FEB 2026 PRINCIPAL PAY	01/13/2026	306,911.50	306,911.50	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A FEB 2026 PRINCIPAL PAY	01/13/2026	103,088.50	103,088.50	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A FEB 2026 INTEREST PAY	01/13/2026	2,768.75	2,768.75	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A FEB 2026 INTEREST PAY	01/13/2026	18,282.90	18,282.90	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A FEB 2026 INTEREST PAY	01/13/2026	3,792.10	3,792.10	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A PAYING AGENT FEE	01/13/2026	238.30	238.30	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A PAYING AGENT FEE	01/13/2026	199.65	199.65	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2015A PAYING AGENT FEE	01/13/2026	57.05	57.05	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016A FEB 2026 PRINCIPAL PAY	01/13/2026	180,000.00	180,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016A FEB 2026 INTEREST PAY	01/13/2026	10,860.00	10,860.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016A PAYING AGENT FEE	01/13/2026	495.00	495.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016B FEB 2026 PRINCIPAL PAY	01/13/2026	55,000.00	55,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016B FEB 2026 INTEREST PAY	01/13/2026	1,800.00	1,800.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016B PAYING AGENT FEE	01/13/2026	495.00	495.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016C FEB 2026 PRINCIPAL PAY	01/13/2026	330,000.00	330,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2016C FEB 2026 INTEREST PAY	01/13/2026	3,300.00	3,300.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2018A FEB 2026 PRINCIPAL PAY	01/13/2026	150,000.00	150,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2018A FEB 2026 INTEREST PAY	01/13/2026	23,775.00	23,775.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2021A FEB 2026 PRINCIPAL PAY	01/13/2026	300,000.00	300,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2021A FEB 2026 INTEREST PAY	01/13/2026	24,825.00	24,825.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2022A FEB 2026 PRINCIPAL PAY	01/13/2026	460,000.00	460,000.00	01/14/2026	
10916	NORTHLAND SECURITIES-BON	FEB 2026 BON	2022A FEB 2026 INTEREST PAY	01/13/2026	66,900.00	66,900.00	01/14/2026	
	Total NORTHLAND SECURITIES-BONDS (E-CHECK):				2,112,788.75	2,112,788.7		
NOTHING BUT HEMP								
11906	NOTHING BUT HEMP	4874	THC	12/01/2025	180.00	180.00	12/11/2025	
11906	NOTHING BUT HEMP	5031	THC	12/30/2025	255.00	255.00	01/08/2026	
	Total NOTHING BUT HEMP:				435.00	435.00		
NUTRIEN AG SOLUTIONS								
10982	NUTRIEN AG SOLUTIONS	58354455	SIDEWALK SALT	12/22/2025	448.35	448.35	01/08/2026	
	Total NUTRIEN AG SOLUTIONS :				448.35	448.35		
OMANN BROTHERS INC								
10501	OMANN BROTHERS INC	34155	WATER MAIN PATCHING - 10/23/	12/31/2025	5,600.00	5,600.00	01/08/2026	
	Total OMANN BROTHERS INC :				5,600.00	5,600.00		
OPTIONS INC								
7006	OPTIONS INC	00507498	DEC 2025 CLEANING CITY HAL	12/31/2025	147.00	147.00	01/08/2026	

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	Total OPTIONS INC:				147.00	147.00		
OREILLY AUTOMOTIVE INC								
10369	OREILLY AUTOMOTIVE INC	1532-205882	RENTAL TOOL RETURN	11/28/2025	169.99-	169.99-	12/11/2025	
10369	OREILLY AUTOMOTIVE INC	1532-206502	SHOP SUPPLIES	12/02/2025	233.25	233.25	12/11/2025	
10369	OREILLY AUTOMOTIVE INC	1532-206610	LOADER #112 REPAIRS	12/02/2025	92.98	92.98	12/11/2025	
10369	OREILLY AUTOMOTIVE INC	1532-208258	PD BATTERY	12/11/2025	218.99	218.99	12/19/2025	
10369	OREILLY AUTOMOTIVE INC	1532-208266	STREETS DEF FLUID	12/11/2025	45.80	45.80	12/19/2025	
10369	OREILLY AUTOMOTIVE INC	1532-208419	CORE RETURN	12/11/2025	22.00-	22.00-	12/19/2025	
10369	OREILLY AUTOMOTIVE INC	1532-208973	WASTEWATER LIFT #12	12/15/2025	8.99	8.99	12/19/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210294	#732 STREET VEHICLE REPAIR	12/29/2025	27.32	27.32	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210306	#732 VEHICLE REPAIRS	12/29/2025	64.68	64.68	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210419	#207 SKID STEER REPAIR	12/23/2025	97.93	97.93	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210469	#732 STREETS PICKUP REPAIR	12/29/2025	93.58	93.58	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210500	SKID STEER #207	12/23/2025	35.97	35.97	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210500 C	#207 SKID STEER CREDIT	12/23/2025	35.97-	35.97-	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-210727	#205 TURF TRACTOR AXLE OIL	12/29/2025	129.84	129.84	12/29/2025	
10369	OREILLY AUTOMOTIVE INC	1532-211238	DUMP TRUCK DEF FUEL	12/29/2025	57.25	57.25	01/08/2026	
10369	OREILLY AUTOMOTIVE INC	1532-212305	WATER VEHICLE #426	01/05/2026	29.94	29.94	01/14/2026	
10369	OREILLY AUTOMOTIVE INC	1532-212507	DUMP TRUCK REPAIR #106	01/06/2026	77.02	77.02	01/14/2026	
10369	OREILLY AUTOMOTIVE INC	1532-213451	SIDEWALK MACHINE	01/12/2026	238.99	238.99	01/14/2026	
	Total OREILLY AUTOMOTIVE INC:				1,224.57	1,224.57		
ORKIN								
10927	ORKIN	288759391	PEST CONTROL NOV 2025	11/25/2025	162.00	162.00	12/11/2025	
10927	ORKIN	290236354	PEST CONTROL POLICE/LIBRA	12/19/2025	162.00	162.00	01/08/2026	
	Total ORKIN:				324.00	324.00		
OTTESON, LAYNE								
10942	OTTESON, LAYNE	ENGINEER MT	ENGINEERS MEETING - MILEA	12/22/2025	68.60	68.60	12/23/2025	
	Total OTTESON, LAYNE :				68.60	68.60		
PATRIOT NEWS MN								
11075	PATRIOT NEWS MN	015383	THIRSTY BISON LIQUOR LICEN	11/22/2025	52.50	52.50	12/11/2025	
11075	PATRIOT NEWS MN	015407	2026 FEE SCHEDULE	11/29/2025	45.00	45.00	12/11/2025	
11075	PATRIOT NEWS MN	015450	WINTER FARMERS MKT AD	12/31/2025	199.00	199.00	01/08/2026	
11075	PATRIOT NEWS MN	015515	2026 SUMMARY BUDGET STAT	12/20/2025	168.75	168.75	01/08/2026	
11075	PATRIOT NEWS MN	015515	2026 SUMMARY BUDGET STAT	12/20/2025	168.75	168.75	01/08/2026	
11075	PATRIOT NEWS MN	015515	2026 SUMMARY BUDGET STAT	12/20/2025	168.75	168.75	01/08/2026	
11075	PATRIOT NEWS MN	015515	2026 SUMMARY BUDGET STAT	12/20/2025	168.75	168.75	01/08/2026	
11075	PATRIOT NEWS MN	015569	PUBLIC HEARING - ECONOMIC	12/27/2025	97.50	97.50	01/08/2026	
	Total PATRIOT NEWS MN :				1,069.00	1,069.00		
PAUSTIS WINE COMPANY								
1095	PAUSTIS WINE COMPANY	282266	WINE	12/04/2025	352.50	352.50	12/11/2025	
1095	PAUSTIS WINE COMPANY	282266	FRT	12/04/2025	12.50	12.50	12/11/2025	
1095	PAUSTIS WINE COMPANY	283450	WINE	12/17/2025	404.00	404.00	12/19/2025	
1095	PAUSTIS WINE COMPANY	283450	FREIGHT	12/17/2025	10.00	10.00	12/19/2025	
	Total PAUSTIS WINE COMPANY :				779.00	779.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
PERA								
11919	PERA	BIG LAKE 202	2026 BUDGET - SVF VOLUNTAR	01/08/2026	4,000.00	4,000.00	01/14/2026	
	Total PERA:				4,000.00	4,000.00		
PHILLIPS WINE & SPIRITS								
7106	PHILLIPS WINE & SPIRITS	5088293	LIQUOR	12/03/2025	1,415.15	1,415.15	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5088293	FREIGHT	12/03/2025	25.76	25.76	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5088294	WINE	12/03/2025	2,198.30	2,198.30	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5088294	FREIGHT	12/03/2025	60.72	60.72	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5088295	MIX	12/03/2025	398.95	398.95	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5088295	NA WINE	12/03/2025	88.00	88.00	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5088295	FREIGHT	12/03/2025	12.88	12.88	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092111	LIQUOR	12/10/2025	2,213.58	2,213.58	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092111	FREIGHT	12/10/2025	42.32	42.32	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092112	WINE	12/10/2025	986.10	986.10	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092112	FREIGHT	12/10/2025	46.00	46.00	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092113	MIX	12/10/2025	112.20	112.20	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092113	FREIGHT	12/10/2025	5.52	5.52	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5092114	THC	12/10/2025	138.20	138.20	12/11/2025	
7106	PHILLIPS WINE & SPIRITS	5096048	LIQUOR	12/17/2025	1,205.93	1,205.93	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5096048	FREIGHT	12/17/2025	20.24	20.24	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5096049	WINE	12/17/2025	590.75	590.75	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5096049	FREIGHT	12/17/2025	22.08	22.08	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5096050	MIX	12/17/2025	144.45	144.45	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5096050	FREIGHT	12/17/2025	5.52	5.52	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5096051	THC	12/17/2025	69.20	69.20	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	5099901	LIQUOR	12/23/2025	1,436.30	1,436.30	12/29/2025	
7106	PHILLIPS WINE & SPIRITS	5099901	FREIGHT	12/23/2025	15.03	15.03	12/29/2025	
7106	PHILLIPS WINE & SPIRITS	5099902	WINE	12/23/2025	599.65	599.65	12/29/2025	
7106	PHILLIPS WINE & SPIRITS	5099902	FRT	12/23/2025	23.92	23.92	12/29/2025	
7106	PHILLIPS WINE & SPIRITS	5099903	THC	12/23/2025	123.00	123.00	12/29/2025	
7106	PHILLIPS WINE & SPIRITS	5103582	LIQUOR	12/30/2025	636.92	636.92	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5103582	FREIGHT	12/30/2025	9.20	9.20	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5103583	WINE	12/30/2025	1,067.45	1,067.45	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5103583	FREIGHT	12/30/2025	44.31	44.31	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5103584	MIX	12/30/2025	286.40	286.40	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5103584	FREIGHT	12/30/2025	11.04	11.04	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5103585	THC	12/30/2025	560.00	560.00	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5105595	LIQUOR	01/07/2026	2,934.80	2,934.80	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5105595	FREIGHT	01/07/2026	57.04	57.04	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5105596	WINE	01/07/2026	700.00	700.00	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5105596	FREIGHT	01/07/2026	33.12	33.12	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5107194	LIQUOR	01/07/2026	1,355.07	1,355.07	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5107194	FREIGHT	01/07/2026	25.76	25.76	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5107195	WINE	01/07/2026	528.90	528.90	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5107195	FREIGHT	01/07/2026	14.72	14.72	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5107196	MIX	01/07/2026	149.58	149.58	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	5107196	FREIGHT	01/07/2026	5.52	5.52	01/08/2026	
7106	PHILLIPS WINE & SPIRITS	566545	LIQUOR	12/05/2025	33.75-	33.75-	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	566546	LIQUOR	12/05/2025	15.00-	15.00-	12/19/2025	
7106	PHILLIPS WINE & SPIRITS	566547	LIQUOR	12/05/2025	84.00-	84.00-	12/19/2025	
	Total PHILLIPS WINE & SPIRITS :				20,286.83	20,286.83		
PITNEY BOWES (E-CHECKS)								
7100	PITNEY BOWES (E-CHECKS)	DEC 19 2025 P	PITNEY BOW POSTAGE 12.19.2	12/19/2025	250.00	250.00	12/29/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total PITNEY BOWES (E-CHECKS):				250.00	250.00		
PLUNKETTS PEST CONTROL								
10898	PLUNKETTS PEST CONTROL	10284608	CITY HALL PEST CONTROL	12/02/2025	75.22	75.22	12/11/2025	
10898	PLUNKETTS PEST CONTROL	10289171	PEST CONTROL - LIQUOR STO	12/31/2025	53.69	53.69	01/08/2026	
	Total PLUNKETTS PEST CONTROL :				128.91	128.91		
POMPS TIRE SERVICE INC								
7751	POMPS TIRE SERVICE INC	2330018271	TIRE REPAIR	12/08/2025	165.85	165.85	12/11/2025	
7751	POMPS TIRE SERVICE INC	2390032115	#207 TURF TRACTOR TIRES	12/24/2025	1,000.00	1,000.00	12/29/2025	
	Total POMPS TIRE SERVICE INC:				1,165.85	1,165.85		
PRYES BREWING COMPANY, LLC								
11919	PRYES BREWING COMPANY, LL	W-113014	BEER	12/26/2025	111.16	111.16	12/29/2025	
	Total PRYES BREWING COMPANY, LLC:				111.16	111.16		
PSN (E-CHECKS)								
10903	PSN (E-CHECKS)	319472	PSN FEES - NOV 2025	11/30/2025	129.55	129.55	12/11/2025	
10903	PSN (E-CHECKS)	320694	PSN FEES - DEC 2025	12/31/2025	92.46	92.46	12/31/2025	
	Total PSN (E-CHECKS):				222.01	222.01		
QUALITY FLOW SYSTEMS								
1946	QUALITY FLOW SYSTEMS	50142	WWTP PUMP REPAIRS	12/02/2025	1,171.80	1,171.80	12/11/2025	
1946	QUALITY FLOW SYSTEMS	50201	WWTP LS #6 REPAIRS	12/15/2025	1,050.00	1,050.00	12/23/2025	
1946	QUALITY FLOW SYSTEMS	50206	WWTP NEW KSB PUMP	12/15/2025	11,410.00	11,410.00	12/23/2025	
1946	QUALITY FLOW SYSTEMS	50214	LS 2, 6 & 8 GATE REPAIRS/REP	12/17/2025	6,432.00	6,432.00	12/23/2025	
1946	QUALITY FLOW SYSTEMS	50220	LS #7 REPAIRS	12/17/2025	8,435.00	8,435.00	12/23/2025	
1946	QUALITY FLOW SYSTEMS	50245	CENTRIFUGE FEED - PUMP & M	12/22/2025	29,781.00	29,781.00	12/23/2025	
	Total QUALITY FLOW SYSTEMS :				58,279.80	58,279.80		
QUALITY REFRIGERATION								
11068	QUALITY REFRIGERATION	1150392	BUILDING MAINTENANCE - LIQ	11/25/2025	470.00	470.00	12/11/2025	
	Total QUALITY REFRIGERATION :				470.00	470.00		
RACE, ALRICK								
11074	RACE, ALRICK	SEPT 2025 FA	CC TOKENS SEPT 2025	12/10/2025	55.00	55.00	12/11/2025	
11074	RACE, ALRICK	SEPT 2025 FA	PROMOTION TOKENS SEPT 20	12/10/2025	13.00	13.00	12/11/2025	
	Total RACE, ALRICK:				68.00	68.00		
RED BULL DISTRIBUTION CO INC								
10905	RED BULL DISTRIBUTION CO IN	2030292364	MIX	12/02/2025	386.80	386.80	12/11/2025	
10905	RED BULL DISTRIBUTION CO IN	2030872494	MIX	12/23/2025	132.81	132.81	12/29/2025	
	Total RED BULL DISTRIBUTION CO INC:				519.61	519.61		
RELIANCE STANDARD LIFE INS CO (ECHECK)								
11883	RELIANCE STANDARD LIFE INS	GL166389 JAN	LIFE INS PREM JAN 202 ER PO	01/01/2026	1,621.11	1,621.11	01/01/2026	
11883	RELIANCE STANDARD LIFE INS	GL166389 JAN	LIFE INS PREM JAN 2026 EE PO	01/01/2026	793.80	793.80	01/01/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total RELIANCE STANDARD LIFE INS CO (ECHECK):					2,414.91	2,414.91		
RMR SERVICES								
10564	RMR SERVICES	202500445	SEPTEMBER 2025 METER REA	12/27/2025	73.50	73.50	01/08/2026	
10564	RMR SERVICES	202500445	SEPTEMBER 2025 METER REA	12/27/2025	330.75	330.75	01/08/2026	
10564	RMR SERVICES	202500445	SEPTEMBER 2025 METER REA	12/27/2025	330.75	330.75	01/08/2026	
10564	RMR SERVICES	202500446	OCTOBER 2025 METER READS	12/27/2025	69.00	69.00	01/08/2026	
10564	RMR SERVICES	202500446	OCTOBER 2025 METER READS	12/27/2025	310.50	310.50	01/08/2026	
10564	RMR SERVICES	202500446	OCTOBER 2025 METER READS	12/27/2025	310.50	310.50	01/08/2026	
10564	RMR SERVICES	202500447	NOV 2025 METER READS	12/27/2025	67.50	67.50	01/08/2026	
10564	RMR SERVICES	202500447	NOV 2025 METER READS	12/27/2025	303.75	303.75	01/08/2026	
10564	RMR SERVICES	202500447	NOV 2025 METER READS	12/27/2025	303.75	303.75	01/08/2026	
10564	RMR SERVICES	202500448	DEC 2025 MANUAL METER REA	12/27/2025	60.00	60.00	01/08/2026	
10564	RMR SERVICES	202500448	DEC 2025 MANUAL METER REA	12/27/2025	270.00	270.00	01/08/2026	
10564	RMR SERVICES	202500448	DEC 2025 MANUAL METER REA	12/27/2025	270.00	270.00	01/08/2026	
Total RMR SERVICES :					2,700.00	2,700.00		
ROSEVILLE MIDWAY FORD								
11908	ROSEVILLE MIDWAY FORD	916906	FIRE DEPT G1 SEAT BELT	12/12/2025	281.91	281.91	01/08/2026	
Total ROSEVILLE MIDWAY FORD:					281.91	281.91		
RUSSELL SECURITY RESOURCE INC								
7276	RUSSELL SECURITY RESOURC	A54094	PW SHOP BUILDING REPAIR	12/11/2025	936.00	936.00	12/19/2025	
Total RUSSELL SECURITY RESOURCE INC:					936.00	936.00		
SAND CREEK EAP, LLC								
10481	SAND CREEK EAP, LLC	EAP 2026	2026 EAP FEE	01/01/2026	1,900.93	1,900.93	01/08/2026	
10481	SAND CREEK EAP, LLC	EAP 2026	2026 EAP FEE	01/01/2026	1,900.94	1,900.94	01/08/2026	
10481	SAND CREEK EAP, LLC	EAP 2026	2026 EAP FEE	01/01/2026	1,900.94	1,900.94	01/08/2026	
10481	SAND CREEK EAP, LLC	EAP 2026	2026 EAP FEE	01/01/2026	1,900.94	1,900.94	01/08/2026	
10481	SAND CREEK EAP, LLC	WELLNESS PA	2026 WELLNESS PARTNERHSIP	01/01/2026	4,900.00	4,900.00	01/08/2026	
Total SAND CREEK EAP, LLC:					12,503.75	12,503.75		
SB22 LLC								
11872	SB22 LLC	2025 TAX SET	2025 TAX SETTLEMENT TIF 1-5	02/01/2026	2,028.28	2,028.28	01/08/2026	
11872	SB22 LLC	2025 TAX SET	2025 TAX SETTLEMENT TIF 1-5 I	02/01/2026	7,594.06	7,594.06	01/08/2026	
Total SB22 LLC:					9,622.34	9,622.34		
SESAC								
11868	SESAC	293817 MUSIC	2026 MUSIC LICENSE	01/01/2026	641.00	641.00	01/08/2026	
Total SESAC:					641.00	641.00		
SHERBURNE CO ATTORNEY								
7300	SHERBURNE CO ATTORNEY	234	NOVEMBER 2025 PROSECUTIO	12/05/2025	1,219.85	1,219.85	12/11/2025	
7300	SHERBURNE CO ATTORNEY	250	PROSECUTION FEES DEC 2025	12/31/2025	1,246.86	1,246.86	01/14/2026	
Total SHERBURNE CO ATTORNEY:					2,466.71	2,466.71		
SHERBURNE CO AUDITOR/TREASURER								
7324	SHERBURNE CO AUDITOR/TRE	2026 PROPER	2026 PROPERTY TAX NOTICES	01/01/2026	1,094.32	1,094.32	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total SHERBURNE CO AUDITOR/TREASURER:				1,094.32	1,094.32		
SHERBURNE CO HEALTH & HUMAN SERV								
10360	SHERBURNE CO HEALTH & HU	20251231CBL	SAHA 4TH QUARTER 2025 ASSI	12/31/2025	20,851.19	20,851.19	01/14/2026	
	Total SHERBURNE CO HEALTH & HUMAN SERV:				20,851.19	20,851.19		
SHERBURNE CO PUBLIC WORKS								
7113	SHERBURNE CO PUBLIC WOR	4300	CR 43 PROJECT - ROAD & ROU	12/23/2025	232,899.73	232,899.73	12/23/2025	
7113	SHERBURNE CO PUBLIC WOR	4300	CR 43 PROJECT - WATER LINE	12/23/2025	436,478.67	436,478.67	12/23/2025	
7113	SHERBURNE CO PUBLIC WOR	4300	CR 43 PROJECT - SEWER LINE	12/23/2025	345,171.64	345,171.64	12/23/2025	
	Total SHERBURNE CO PUBLIC WORKS:				1,014,550.04	1,014,550.0		
SHORT ELLIOTT HENDRICKSON INC								
7358	SHORT ELLIOTT HENDRICKSO	500221	WWTP DESIGN - NOVEMBER 20	12/09/2025	107,720.00	107,720.00	12/19/2025	
7358	SHORT ELLIOTT HENDRICKSO	501376	WWTP ENGINEERING - DEC 20	12/31/2025	460.46	460.46	01/14/2026	
7358	SHORT ELLIOTT HENDRICKSO	501378	WWTP DESIGN - DEC 2025	12/31/2025	96,948.00	96,948.00	01/14/2026	
	Total SHORT ELLIOTT HENDRICKSON INC:				205,128.46	205,128.46		
SHRED RIGHT								
10870	SHRED RIGHT	0062733	SHRED RIGHT DEC - CITY HALL	12/11/2025	21.27	21.27	01/08/2026	
10870	SHRED RIGHT	0062733	SHRED RIGHT DEC - POLICE	12/11/2025	21.26	21.26	01/08/2026	
	Total SHRED RIGHT:				42.53	42.53		
SMALL BATCH GOODIES								
11918	SMALL BATCH GOODIES	DEC 2025 FAR	MARKET BUCKS	12/23/2025	14.00	14.00	12/23/2025	
	Total SMALL BATCH GOODIES:				14.00	14.00		
SMALL LOT MN								
11028	SMALL LOT MN	MN112183	WINE	01/07/2026	288.00	288.00	01/08/2026	
11028	SMALL LOT MN	MN112183	FRT	01/07/2026	5.00	5.00	01/08/2026	
	Total SMALL LOT MN:				293.00	293.00		
SOUTHERN WINE & SPIRITS OF MN								
10755	SOUTHERN WINE & SPIRITS O	2673414 CRE	FREIGHT	12/04/2025	.47-	.47-	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2692009 CRE	WINE	12/04/2025	.01-	.01-	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2699909	WINE	12/04/2025	74.00	74.00	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2699909	LIQUOR	12/04/2025	6,062.26	6,062.26	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2699909	FREIGHT	12/04/2025	82.12	82.12	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2699910	WINE	12/04/2025	2,240.39	2,240.39	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2699910	FREIGHT	12/04/2025	39.32	39.32	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2699911	FREIGHT	12/04/2025	7.00	7.00	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	2702621	LIQUOR	12/11/2025	5,933.32	5,933.32	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2702621	FREIGHT	12/11/2025	50.05	50.05	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2702622	WINE	12/11/2025	949.54	949.54	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2702622	FRT	12/11/2025	22.40	22.40	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2702623	LIQUOR	12/11/2025	225.00	225.00	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2702623	FREIGHT	12/11/2025	2.80	2.80	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2702624	FREIGHT	12/11/2025	1.40	1.40	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2705378	LIQUOR	12/18/2025	11,000.52	11,000.52	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2705378	FREIGHT	12/18/2025	124.03	124.03	12/19/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10755	SOUTHERN WINE & SPIRITS O	2705380	WINE	12/18/2025	1,469.18	1,469.18	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2705380	FREIGHT	12/18/2025	29.40	29.40	12/19/2025	
10755	SOUTHERN WINE & SPIRITS O	2707892	FREIGHT	12/24/2025	7.35	7.35	12/29/2025	
10755	SOUTHERN WINE & SPIRITS O	2707893	LIQUOR	12/24/2025	1,845.01	1,845.01	12/29/2025	
10755	SOUTHERN WINE & SPIRITS O	2707893	FREIGHT	12/24/2025	23.10	23.10	12/29/2025	
10755	SOUTHERN WINE & SPIRITS O	2707894	WINE	12/24/2025	498.68	498.68	12/29/2025	
10755	SOUTHERN WINE & SPIRITS O	2707894	FREIGHT	12/24/2025	7.00	7.00	12/29/2025	
10755	SOUTHERN WINE & SPIRITS O	2710248	FRT	12/31/2025	2.92	2.92	01/08/2026	
10755	SOUTHERN WINE & SPIRITS O	2710249	LIQUOR	12/31/2025	7,436.96	7,436.96	01/08/2026	
10755	SOUTHERN WINE & SPIRITS O	2710249	FREIGHT	12/31/2025	64.05	64.05	01/08/2026	
10755	SOUTHERN WINE & SPIRITS O	2710250	WINE	12/31/2025	1,458.46	1,458.46	01/08/2026	
10755	SOUTHERN WINE & SPIRITS O	2710250	FREIGHT	12/31/2025	31.38	31.38	01/08/2026	
10755	SOUTHERN WINE & SPIRITS O	2710251	FREIGHT	12/31/2025	4.20	4.20	01/08/2026	
10755	SOUTHERN WINE & SPIRITS O	2712414	LIQUOR	01/08/2026	3,930.28	3,930.28	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	2712414	FREIGHT	01/08/2026	38.73	38.73	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	2712415	WINE	01/08/2026	432.00	432.00	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	2712415	FREIGHT	01/08/2026	4.20	4.20	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	2712416	WINE	01/08/2026	364.00	364.00	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	2712416	FREIGHT	01/08/2026	5.60	5.60	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	5132574	LIQUOR	11/26/2025	269.96	269.96	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	5132574	FREIGHT	11/26/2025	1.40	1.40	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	5135247	WINE	01/08/2026	490.84	490.84	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	5135247	FREIGHT	01/08/2026	11.20	11.20	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	5135248	WINE	01/08/2026	576.00	576.00	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	5135248	FREIGHT	01/08/2026	5.60	5.60	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	5135249	FREIGHT	01/08/2026	.70	.70	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	9670401	LIQUOR	12/03/2025	75.00-	75.00-	12/11/2025	
10755	SOUTHERN WINE & SPIRITS O	9675030	WINE	01/09/2026	456.00-	456.00-	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	9676283	LIQUOR	01/09/2026	20.40-	20.40-	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	9676284	LIQUOR	01/09/2026	12.00-	12.00-	01/14/2026	
10755	SOUTHERN WINE & SPIRITS O	9676285	LIQUOR	01/09/2026	24.74-	24.74-	01/14/2026	
	Total SOUTHERN WINE & SPIRITS OF MN:				45,233.73	45,233.73		
ST CLOUD STATE UNIVERSITY								
10365	ST CLOUD STATE UNIVERSITY	MCFOA.2026.	MCFOA CONFERENCE - DEB W	01/13/2026	395.00	395.00	01/14/2026	
	Total ST CLOUD STATE UNIVERSITY:				395.00	395.00		
STAPLES ADVANTAGE								
10741	STAPLES ADVANTAGE	7670776350	CITY HALL SUPPLIES	12/09/2025	87.41	87.41	12/11/2025	
10741	STAPLES ADVANTAGE	7670776350	CITY HALL SUPPLIES - BUILDIN	12/09/2025	13.45	13.45	12/11/2025	
10741	STAPLES ADVANTAGE	7670776350	CITY HALL SUPPLIES - MAYOR	12/09/2025	6.72	6.72	12/11/2025	
10741	STAPLES ADVANTAGE	7670776350	CITY HALL SUPPLIES - PLANNI	12/09/2025	6.72	6.72	12/11/2025	
10741	STAPLES ADVANTAGE	7670776350	CITY HALL SUPPLIES - EDA	12/09/2025	13.45	13.45	12/11/2025	
10741	STAPLES ADVANTAGE	7670776350	CITY HALL SUPPLIES - ENGINE	12/09/2025	6.72	6.72	12/11/2025	
10741	STAPLES ADVANTAGE	7672426675	CITY HALL SUPPLIES	01/07/2026	144.12	144.12	01/08/2026	
10741	STAPLES ADVANTAGE	7672426675	CITY HALL SUPPLIES - BUILDIN	01/07/2026	22.17	22.17	01/08/2026	
10741	STAPLES ADVANTAGE	7672426675	CITY HALL SUPPLIES - MAYOR	01/07/2026	11.09	11.09	01/08/2026	
10741	STAPLES ADVANTAGE	7672426675	CITY HALL SUPPLIES - PLANNI	01/07/2026	11.09	11.09	01/08/2026	
10741	STAPLES ADVANTAGE	7672426675	CITY HALL SUPPLIES - EDA	01/07/2026	22.17	22.17	01/08/2026	
10741	STAPLES ADVANTAGE	7672426675	CITY HALL SUPPLIES - ENGINE	01/07/2026	11.09	11.09	01/08/2026	
10741	STAPLES ADVANTAGE	7672426675	TARA - PENS	01/07/2026	7.09	7.09	01/08/2026	
	Total STAPLES ADVANTAGE:				363.29	363.29		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
STREICHERS								
4550	STREICHERS	I1798300	BULLET PROOF VEST - SAWAT	12/09/2025	1,989.00	1,989.00	12/23/2025	
4550	STREICHERS	I1801403	THREAT PLATES FOR BPV - SA	12/24/2025	121.00	121.00	01/08/2026	
	Total STREICHERS:				2,110.00	2,110.00		
SUSA								
11884	SUSA	DAN CHILDS 2	2026 SUSA DUES - DAN	01/07/2026	75.00	75.00	01/08/2026	
11884	SUSA	DAN CHILDS 2	2026 SUSA DUES - DAN	01/07/2026	75.00	75.00	01/08/2026	
11884	SUSA	NORM MICHE	2026 SUSA DUES - NORM	01/07/2026	150.00	150.00	01/08/2026	
	Total SUSA:				300.00	300.00		
THE AMERICAN BOTTLING COMPANY								
10988	THE AMERICAN BOTTLING CO	4851507099	MIX	12/09/2025	295.50	295.50	12/11/2025	
10988	THE AMERICAN BOTTLING CO	4851507099	WATER	12/09/2025	15.00	15.00	12/11/2025	
10988	THE AMERICAN BOTTLING CO	4851507491	MIX	01/06/2026	330.00	330.00	01/08/2026	
	Total THE AMERICAN BOTTLING COMPANY:				640.50	640.50		
THE GARAGE GUYS LLC & LUPULIN								
11072	THE GARAGE GUYS LLC & LUP	TAX ABATE PY	TAX ABATEMENT PAYMENT - 20	01/07/2026	3,267.80	3,267.80	01/08/2026	
	Total THE GARAGE GUYS LLC & LUPULIN:				3,267.80	3,267.80		
THELEN MECHANICAL								
11072	THELEN MECHANICAL	20438 JUNEG	BUILDING PERMIT FEE	12/30/2025	50.00	50.00	01/08/2026	
11072	THELEN MECHANICAL	20438 JUNEG	SURCHARGE	12/30/2025	1.00	1.00	01/08/2026	
11072	THELEN MECHANICAL	20438 JUNEG	ADMINISTRATIVE FEE	12/30/2025	25.00-	25.00-	01/08/2026	
	Total THELEN MECHANICAL :				26.00	26.00		
TOFTS OUTDOOR SUPPLY LLC								
11866	TOFTS OUTDOOR SUPPLY LLC	9067	2025 COMPOST SITE GRINDIN	12/31/2025	69,173.07	69,173.07	01/08/2026	
	Total TOFTS OUTDOOR SUPPLY LLC:				69,173.07	69,173.07		
TOSHIBA FINANCIAL SERVICES - E CHECK								
11922	TOSHIBA FINANCIAL SERVICES	571519727	POLICE LEASE - JAN 2026	01/03/2026	130.96	130.96	01/08/2026	
11922	TOSHIBA FINANCIAL SERVICES	571519727	SURCHARGE - JAN 2026	01/03/2026	24.47	24.47	01/08/2026	
	Total TOSHIBA FINANCIAL SERVICES - E CHECK:				155.43	155.43		
TOTAL CONTROL SYSTEMS INC								
10930	TOTAL CONTROL SYSTEMS IN	11936	LS4 CONTROL PANEL	12/10/2025	34,766.00	34,766.00	12/19/2025	
10930	TOTAL CONTROL SYSTEMS IN	11962	WWTP CELLULAR INTERNET Q	12/18/2025	135.00	135.00	12/23/2025	
10930	TOTAL CONTROL SYSTEMS IN	11962	WTP CELLULAR INTERNET QT	12/18/2025	135.00	135.00	12/23/2025	
	TOTAL CONTROL SYSTEMS INC:				35,036.00	35,036.00		
TOWMASTER								
10766	TOWMASTER	90004183	DUMP TRUCK #106 REPAIRS	12/31/2025	3,943.00	3,943.00	01/08/2026	
	Total TOWMASTER :				3,943.00	3,943.00		
TRACKER PRODUCTS								
10889	TRACKER PRODUCTS	TPINV-005117	2026 SOFTWARE - EVIDENCE/S	01/01/2026	2,700.00	2,700.00	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
	Total TRACKER PRODUCTS:				2,700.00	2,700.00		
UDERMANN, JOSH								
11928	UDERMANN, JOSH	2025 COLD W	2025 COLD WEATHER ALLOWA	12/30/2025	350.00	350.00	01/08/2026	
	Total UDERMANN, JOSH:				350.00	350.00		
US AUTOFORCE								
11928	US AUTOFORCE	INV001335682	POLICE TIRES	12/01/2025	882.48	882.48	12/11/2025	
11928	US AUTOFORCE	INV001344229	POLICE TIRES	12/03/2025	878.72	878.72	12/11/2025	
11928	US AUTOFORCE	inv0013442308	UNIT 727 TIRES	12/03/2025	310.64	310.64	12/11/2025	
	Total US AUTOFORCE:				2,071.84	2,071.84		
US BANK (E-CHECKS)								
10527	US BANK (E-CHECKS)	ELEC DEPOSI	ELECTRONIC DEPOSIT FEES N	11/30/2025	131.43	131.43	12/31/2025	
10527	US BANK (E-CHECKS)	FARMERS MK	FARMERS MKT DEC 2025	12/31/2025	28.74	28.74	12/31/2025	
10527	US BANK (E-CHECKS)	FARMERS MK	FARMERS MKT NOV 2025	11/30/2025	28.32	28.32	12/11/2025	
10527	US BANK (E-CHECKS)	OCTOBER 202	OCTOBER 2025 BANK FEES	10/31/2025	136.96	136.96	12/19/2025	
10527	US BANK (E-CHECKS)	PARKING BOX	CHARGES AND FEES - DEC 202	12/31/2025	15.72	15.72	12/31/2025	
10527	US BANK (E-CHECKS)	PARKING BOX	PARKING BOXX NOV 2025	11/30/2025	21.37	21.37	12/11/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	TRAINING & EDAM MEMBERSHI	12/11/2025	685.00	685.00	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	POLICE SUPPLIES/TINA	12/11/2025	192.28	192.28	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	WELLNESS WATER/LISA	12/11/2025	15.96	15.96	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	ENVELOPES, 1099 FORMS & C	12/11/2025	266.70	266.70	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	COMPUTER STAND, WHITE BO	12/11/2025	55.10	55.10	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	REMARKABLE & ADOBE/HANN	12/11/2025	201.97	201.97	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	COMPUTER SUPPLIES & MONI	12/11/2025	456.91	456.91	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	SURVEY MONKEY SUBSCRIPTI	12/11/2025	468.00	468.00	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	POLICE EXTRA STORAGE & MO	12/11/2025	63.90	63.90	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	ENGINEERING TRAINING/LAYN	12/11/2025	507.14	507.14	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	MOUSE TRAPS & OFFICE SUPP	12/11/2025	61.97	61.97	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	BLADES, MAILBOX REPAIR & M	12/11/2025	213.59	213.59	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	UNIFORM SAFETY CHAPS/DAN	12/11/2025	378.69	378.69	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	COLD WEATHER GEAR/CHAZ	12/11/2025	229.95	229.95	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	FUEL/BADER, BRANDON, KOLL	12/11/2025	1,601.31	1,601.31	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	TRUCK DETAIL, SOAP & REPAI	12/11/2025	50.47	50.47	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	LOADER REPAIR/KOLLER	12/11/2025	28.92	28.92	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	PARKS CHAINSAW/BADER	12/11/2025	20.37	20.37	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	PARK SUPPLIES, TREE LIGHTIN	12/11/2025	105.11	105.11	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	GLOVES/CHAZ	12/11/2025	21.98	21.98	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	DOOR STOPS & RAKE/DAN & C	12/11/2025	123.22	123.22	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	MONTHLY ADOBE/PRIGGE	12/11/2025	21.46	21.46	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	POLICE SUPPLIES/PRIGGE	12/11/2025	23.47	23.47	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	WINTER PLANT, NOTARY REGI	12/11/2025	116.15	116.15	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	POLICE POSTAGE/REEK	12/11/2025	21.60	21.60	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	BCA TRAINING/KUCALA	12/11/2025	300.00	300.00	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	TRAINING MEALS/KUCALA	12/11/2025	75.54	75.54	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	VEHICLE EQUIPMENT/CHIEF	12/11/2025	52.59	52.59	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	2026 EDAM CONFERENCE/MAR	12/11/2025	395.00	395.00	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	FARMERS MKT ADD/DEB	12/11/2025	26.70	26.70	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	WW SUPPLIES, BATTERIES & W	12/11/2025	63.96	63.96	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	WW SUPPLIES & WATER REPAI	12/11/2025	39.05	39.05	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	WATER POSTAGE/TYLER & DA	12/11/2025	19.00	19.00	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	TOILET REPAIR/DAN	12/11/2025	213.89	213.89	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	BONDING TOUR/DEB	12/11/2025	42.00	42.00	12/19/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10527	US BANK (E-CHECKS)	STMT DATE 12	2025 BOOTS/TYLER & PHIL	12/11/2025	384.37	384.37	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	CAMERA, WRENCH & WW TOO	12/11/2025	808.65	808.65	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	LS12 GENERATOR/KOLLER	12/11/2025	430.54	430.54	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	NCR CC FEES/GREG	12/11/2025	237.12	237.12	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	LIQ STORE SUPPLIES/GREG &	12/11/2025	299.34	299.34	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	LIQ STORE AMAZON PRIME ME	12/11/2025	179.00	179.00	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	SMART FOAM FOR LIQ STORE/	12/11/2025	10.99	10.99	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	LIMES/GARY & GREG	12/11/2025	23.50	23.50	12/19/2025	
10527	US BANK (E-CHECKS)	STMT DATE 12	2025 QTR 3 REBATE	12/11/2025	501.10-	501.10-	12/19/2025	
	Total US BANK (E-CHECKS):				9,393.90	9,393.90		
UTILITY CONSULTANTS								
3896	UTILITY CONSULTANTS	125908	WWTP TESTING	12/10/2025	2,215.02	2,215.02	12/11/2025	
3896	UTILITY CONSULTANTS	126405	WWTP TESTING - DEC 2025	12/30/2025	1,046.14	1,046.14	01/08/2026	
	Total UTILITY CONSULTANTS:				3,261.16	3,261.16		
VECTOR SOLUTIONS								
11883	VECTOR SOLUTIONS	INV132164	2026 GUARDIAN POLICE TRAC	12/02/2025	1,315.52	1,315.52	12/11/2025	
	Total VECTOR SOLUTIONS:				1,315.52	1,315.52		
VERIZON WIRELESS								
10463	VERIZON WIRELESS	6129927920	PLANNER CELL PHONE 612-297	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	RECREATION CORD CELL PHO	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	COMM DEV DIR CELL 763-402-1	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	BUILDING OFFICIAL CELL 763-4	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	BUILDING OFFICIAL IPAD 612-2	12/01/2025	40.01	40.01	12/11/2025	
10463	VERIZON WIRELESS	6129927920	BUILDING OFFICIAL IPAD 612-8	12/01/2025	40.01	40.01	12/11/2025	
10463	VERIZON WIRELESS	6129927920	CODES INSPECTOR CELL 763-8	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	PW IPADS	12/01/2025	240.06	240.06	12/11/2025	
10463	VERIZON WIRELESS	6129927920	PW IPAD	12/01/2025	80.02	80.02	12/11/2025	
10463	VERIZON WIRELESS	6129927920	PW IPAD	12/01/2025	240.06	240.06	12/11/2025	
10463	VERIZON WIRELESS	6129927920	POLICE PHONES	12/01/2025	1,413.22	1,413.22	12/11/2025	
10463	VERIZON WIRELESS	6129927920	PETERSON HOT SPOT 763-264-	12/01/2025	40.01	40.01	12/11/2025	
10463	VERIZON WIRELESS	6129927920	ASST MGR - LIQUOR 763-353-2	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	STORE MGR - LIQUOR 763-353-	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	WW IPADS	12/01/2025	120.03	120.03	12/11/2025	
10463	VERIZON WIRELESS	6129927920	WW IPADS	12/01/2025	120.03	120.03	12/11/2025	
10463	VERIZON WIRELESS	6129927920	WW ON CALL 763-238-8260	12/01/2025	38.41	38.41	12/11/2025	
10463	VERIZON WIRELESS	6129927920	DAN NEW PHONE 612-528-1102	12/01/2025	19.21	19.21	12/11/2025	
10463	VERIZON WIRELESS	6129927920	DAN NEW PHONE 612-528-1102	12/01/2025	19.20	19.20	12/11/2025	
10463	VERIZON WIRELESS	6129927920	WASTE WATER TREATMENT 61	12/01/2025	40.01	40.01	12/11/2025	
10463	VERIZON WIRELESS	6129927920	LOCATES HOT SPOT - 763-260-	12/01/2025	20.01	20.01	12/11/2025	
10463	VERIZON WIRELESS	6129927920	LOCATES HOT SPOT - 763-260-	12/01/2025	20.00	20.00	12/11/2025	
10463	VERIZON WIRELESS	6129969979	CELL TOWER - NOV 2025	12/01/2025	25.20	25.20	12/11/2025	
10463	VERIZON WIRELESS	6129969979	CELL TOWER - NOV 2025	12/01/2025	325.14	325.14	12/11/2025	
10463	VERIZON WIRELESS	6132447097	CODES INSPECTOR CELL 763-8	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	PLANNER CELL PHONE 612-297	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	COMM DEV DIR CELL 763-402-1	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	BUILDING OFFICIAL CELL 763-4	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	BUILDING OFFICIAL IPAD 612-8	12/31/2025	40.01	40.01	01/14/2026	
10463	VERIZON WIRELESS	6132447097	PW IPADS	12/31/2025	240.06	240.06	01/14/2026	
10463	VERIZON WIRELESS	6132447097	PW IPAD	12/31/2025	80.02	80.02	01/14/2026	
10463	VERIZON WIRELESS	6132447097	PW IPAD	12/31/2025	240.06	240.06	01/14/2026	
10463	VERIZON WIRELESS	6132447097	POLICE PHONES	12/31/2025	1,413.30	1,413.30	01/14/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
10463	VERIZON WIRELESS	6132447097	PETERSON HOT SPOT 763-264-	12/31/2025	40.01	40.01	01/14/2026	
10463	VERIZON WIRELESS	6132447097	RECREATION CORD CELL PHO	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	WW ON CALL 763-238-8260	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	DAN NEW PHONE 612-528-1102	12/31/2025	19.21	19.21	01/14/2026	
10463	VERIZON WIRELESS	6132447097	WW IPADS	12/31/2025	120.03	120.03	01/14/2026	
10463	VERIZON WIRELESS	6132447097	LOCATES HOT SPOT - 763-260-	12/31/2025	20.01	20.01	01/14/2026	
10463	VERIZON WIRELESS	6132447097	LOCATES HOT SPOT - 763-260-	12/31/2025	20.00	20.00	01/14/2026	
10463	VERIZON WIRELESS	6132447097	WW IPADS	12/31/2025	120.03	120.03	01/14/2026	
10463	VERIZON WIRELESS	6132447097	DAN NEW PHONE 612-528-1102	12/31/2025	19.20	19.20	01/14/2026	
10463	VERIZON WIRELESS	6132447097	WASTE WATER TREATMENT 61	12/31/2025	40.01	40.01	01/14/2026	
10463	VERIZON WIRELESS	6132447097	ASST MGR - LIQUOR 763-353-2	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	STORE MGR - LIQUOR 763-353-	12/31/2025	38.41	38.41	01/14/2026	
10463	VERIZON WIRELESS	6132447097	BUILDING OFFICIAL IPAD 612-2	12/31/2025	40.01	40.01	01/14/2026	
10463	VERIZON WIRELESS	6132488554	CELL TOWER - DEC 2025	12/31/2025	325.16	325.16	01/08/2026	
10463	VERIZON WIRELESS	6132488554	CELL TOWER - DEC 2025	12/31/2025	25.20	25.20	01/08/2026	
	Total VERIZON WIRELESS:				6,219.10	6,219.10		
VIKING COCA-COLA								
2350	VIKING COCA-COLA	3822831	MIX	12/03/2025	574.10	574.10	12/11/2025	
2350	VIKING COCA-COLA	3822950	MIX	12/18/2025	415.80	415.80	12/19/2025	
2350	VIKING COCA-COLA	3838064	MIX	12/31/2025	269.70	269.70	01/08/2026	
	Total VIKING COCA-COLA:				1,259.60	1,259.60		
VINOCOPIA								
10568	VINOCOPIA	0386259-IN	WINE	12/04/2025	56.00	56.00	12/11/2025	
10568	VINOCOPIA	0386259-IN	FREIGHT	12/04/2025	2.50	2.50	12/11/2025	
10568	VINOCOPIA	0387220-IN	LIQUOR	12/18/2025	351.75	351.75	12/23/2025	
10568	VINOCOPIA	0387220-IN	WINE	12/18/2025	93.00	93.00	12/23/2025	
10568	VINOCOPIA	0387220-IN	FREIGHT	12/18/2025	7.50	7.50	12/23/2025	
10568	VINOCOPIA	0388214-IN	WINE	01/08/2026	784.00	784.00	01/14/2026	
10568	VINOCOPIA	0388214-IN	FREIGHT	01/08/2026	16.00	16.00	01/14/2026	
	Total VINOCOPIA :				1,310.75	1,310.75		
VONCO								
10454	VONCO	V2 000008994	SLUDGE HAULING - NOV 2025	11/30/2025	3,212.29	3,212.29	12/11/2025	
10454	VONCO	V2 000009026	SLUDGE HAULING	12/14/2025	2,115.91	2,115.91	12/23/2025	
10454	VONCO	V2 000009038	SLUDGE HAULING - DEC 2025	12/21/2025	2,099.84	2,099.84	01/08/2026	
10454	VONCO	V2 000009048	SLUDGE HAULING - DEC 2025	12/31/2025	574.39	574.39	01/14/2026	
	Total VONCO :				8,002.43	8,002.43		
WATER LABORATORIES INC								
10420	WATER LABORATORIES INC	10759	WATER TESTING-NOVEMBER 2	12/04/2025	180.00	180.00	12/11/2025	
10420	WATER LABORATORIES INC	10764	WATER TESTING-DECEMBER 2	12/31/2025	180.00	180.00	01/14/2026	
	Total WATER LABORATORIES INC :				360.00	360.00		
WH SECURITY								
11063	WH SECURITY	15016949253 J	150-1694-9253 FIRE/TEST 18041	01/07/2026	1,026.35	1,026.35	01/08/2026	
11063	WH SECURITY	15016949253 J	150-1699-5472 MONTHLY ALAR	01/07/2026	44.90	44.90	01/08/2026	
11063	WH SECURITY	15016949253 J	150-1699-5472 CELLULAR 1804	01/07/2026	73.35	73.35	01/08/2026	
11063	WH SECURITY	15016949253 J	150-1694-9254 17991 203RD AV	01/07/2026	538.80	538.80	01/08/2026	
11063	WH SECURITY	15016949253 J	150-1694-9256 160 LAKE ST N M	01/07/2026	490.80	490.80	01/08/2026	
11063	WH SECURITY	15016949253 J	150-1695-1909 615 ROSE DR	01/07/2026	308.60	308.60	01/08/2026	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
11063	WH SECURITY	150-1697-3731	POLICE/LIBRARY ALARM SERVI	01/07/2026	33.95	33.95	01/08/2026	
	Total WH SECURITY:				2,516.75	2,516.75		
WINDSTREAM								
87369	WINDSTREAM	091121503 DE	DEC 2025 ALARM SERVICES	12/03/2025	144.55	144.55	12/11/2025	
87369	WINDSTREAM	091121503 DE	DEC 2025 ALARM SERVICES	12/03/2025	48.19	48.19	12/11/2025	
87369	WINDSTREAM	091121503 JA	JAN 2026 ALARM SERVICES	01/05/2026	48.19	48.19	01/08/2026	
87369	WINDSTREAM	091121503 JA	JAN 2026 ALARM SERVICES	01/05/2026	144.29	144.29	01/08/2026	
	Total WINDSTREAM:				385.22	385.22		
WINE MERCHANTS								
10384	WINE MERCHANTS	7544630	WINE	12/03/2025	981.00	981.00	12/11/2025	
10384	WINE MERCHANTS	7544630	FRT	12/03/2025	13.19	13.19	12/11/2025	
10384	WINE MERCHANTS	7546639	WINE	12/17/2025	866.08	866.08	12/19/2025	
10384	WINE MERCHANTS	7546639	FRT	12/17/2025	13.95	13.95	12/19/2025	
10384	WINE MERCHANTS	7548559	WINE	12/30/2025	1,846.80	1,846.80	01/08/2026	
10384	WINE MERCHANTS	7548559	FRT	12/30/2025	39.56	39.56	01/08/2026	
	Total WINE MERCHANTS:				3,760.58	3,760.58		
WRUCK SEWER & PORTABLE RENTALS								
10888	WRUCK SEWER & PORTABLE R	I31891	LAKESIDE PARK - DEC 2025	12/31/2025	79.00	79.00	01/14/2026	
10888	WRUCK SEWER & PORTABLE R	I31892	BOAT LANDING DEC 2025	12/31/2025	79.00	79.00	01/14/2026	
10888	WRUCK SEWER & PORTABLE R	I31893	ICE RINK DEC 2025	12/31/2025	79.00	79.00	01/14/2026	
	Total WRUCK SEWER & PORTABLE RENTALS:				237.00	237.00		
XCEL ENERGY								
6950	XCEL ENERGY	955371462 - 5	STREET LIGHTS NOV 2025	12/03/2025	3,618.81	3,618.81	12/11/2025	
6950	XCEL ENERGY	956026865	PARK IRRIGATION - NOV 2025	12/08/2025	18.80	18.80	12/19/2025	
6950	XCEL ENERGY	956479672	OLD SCHOOL/PIZZA FACTORY -	12/10/2025	454.36	454.36	12/19/2025	
6950	XCEL ENERGY	956613585	302808445 LIFT 256 CRESCENT	12/11/2025	252.50	252.50	12/23/2025	
6950	XCEL ENERGY	956613585	302808445 LIFT 256 CRESCENT	12/11/2025	136.95-	136.95-	12/23/2025	
6950	XCEL ENERGY	956613585	302963558 SKATING RINK SERV	12/11/2025	142.42	142.42	12/23/2025	
6950	XCEL ENERGY	956613585	302963558 SKATING RINK SERV	12/11/2025	174.05-	174.05-	12/23/2025	
6950	XCEL ENERGY	956613585	303085700 CITY HALL	12/11/2025	1,180.76	1,180.76	12/23/2025	
6950	XCEL ENERGY	956613585	303085700 CITY HALL STREET	12/11/2025	21.49	21.49	12/23/2025	
6950	XCEL ENERGY	956613585	303085700 CITY HALL SOLAR C	12/11/2025	807.87-	807.87-	12/23/2025	
6950	XCEL ENERGY	956613585	303275744 CROSS WALK SIGN -	12/11/2025	17.10	17.10	12/23/2025	
6950	XCEL ENERGY	956613585	303456004 SEWER PLANT	12/11/2025	87.79	87.79	12/23/2025	
6950	XCEL ENERGY	956613585	303456004 SEWER PLANT	12/11/2025	154.00	154.00	12/23/2025	
6950	XCEL ENERGY	956613585	303456004 SEWER PLANT SOL	12/11/2025	31.28-	31.28-	12/23/2025	
6950	XCEL ENERGY	956613585	303771827 SEWER PLANT	12/11/2025	1,765.82	1,765.82	12/23/2025	
6950	XCEL ENERGY	956613585	303922326 514 FOREST ROAD	12/11/2025	17.39	17.39	12/23/2025	
6950	XCEL ENERGY	956613585	303922326 514 FOREST ROAD	12/11/2025	10.00-	10.00-	12/23/2025	
6950	XCEL ENERGY	956613585	303997372 615 ROSE DRIVE SE	12/11/2025	1,373.41	1,373.41	12/23/2025	
6950	XCEL ENERGY	956613585	303997372 615 ROSE DRIVE SO	12/11/2025	1,123.00-	1,123.00-	12/23/2025	
6950	XCEL ENERGY	956613585	304046381 616 ROSE DRIVE TE	12/11/2025	83.48	83.48	12/23/2025	
6950	XCEL ENERGY	956613585	304054546 ST LIGHTS CITY HAL	12/11/2025	23.02	23.02	12/23/2025	
6950	XCEL ENERGY	956613585	304054546 ST LIGHTS CITY HAL	12/11/2025	11.07-	11.07-	12/23/2025	
6950	XCEL ENERGY	956613585	304166698 ST LIGHTS EAGLE L	12/11/2025	51.55	51.55	12/23/2025	
6950	XCEL ENERGY	956613585	304229382 SEWER PLANT	12/11/2025	28.00	28.00	12/23/2025	
6950	XCEL ENERGY	956613585	304242713 10 LAKE ST UNIT SI	12/11/2025	85.84	85.84	12/23/2025	
6950	XCEL ENERGY	956613585	304242713 10 LAKE ST UNIT SI	12/11/2025	129.87-	129.87-	12/23/2025	
6950	XCEL ENERGY	956613585	304242721 10 LAKE ST UNIT SI	12/11/2025	123.42	123.42	12/23/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
6950	XCEL ENERGY	956613585	304242721 10 LAKE ST UNIT SI	12/11/2025	370.75-	370.75-	12/23/2025	
6950	XCEL ENERGY	956613585	304244893 SEWER LIFT	12/11/2025	1,696.94	1,696.94	12/23/2025	
6950	XCEL ENERGY	956613585	304244893 SEWER LIFT SOLAR	12/11/2025	794.99-	794.99-	12/23/2025	
6950	XCEL ENERGY	956613585	302808445 LIFT 256 CRESCENT	12/11/2025	18.61-	18.61-	12/23/2025	
6950	XCEL ENERGY	956613585	302963558 SKATING RNK SERVI	12/11/2025	7.61-	7.61-	12/23/2025	
6950	XCEL ENERGY	956613585	302987575 616 ROSE DRIVE SE	12/11/2025	1.00-	1.00-	12/23/2025	
6950	XCEL ENERGY	956613585	303069137 PUMP HSE - 601 MIN	12/11/2025	472.47	472.47	12/23/2025	
6950	XCEL ENERGY	956613585	303069137 PUMPHOUSE SERVI	12/11/2025	.45-	.45-	12/23/2025	
6950	XCEL ENERGY	956613585	303085700 CITY HALL SERVICE	12/11/2025	107.06-	107.06-	12/23/2025	
6950	XCEL ENERGY	956613585	303456004 SEWER PLANT SER	12/11/2025	4.02-	4.02-	12/23/2025	
6950	XCEL ENERGY	956613585	303922326 514 FOREST RD SE	12/11/2025	.80-	.80-	12/23/2025	
6950	XCEL ENERGY	956613585	304046381 615 ROSE DR SERVI	12/11/2025	135.20-	135.20-	12/23/2025	
6950	XCEL ENERGY	956613585	304054546 ST LIGHTS CITY HAL	12/11/2025	2.25-	2.25-	12/23/2025	
6950	XCEL ENERGY	956613585	304166698 ST LIGHTS EAGLE L	12/11/2025	3.36-	3.36-	12/23/2025	
6950	XCEL ENERGY	956613585	304242713 10 LAKE ST UNIT SI	12/11/2025	6.77-	6.77-	12/23/2025	
6950	XCEL ENERGY	956613585	304242721 10 LAKE ST UNIT SI	12/11/2025	50.13-	50.13-	12/23/2025	
6950	XCEL ENERGY	956613585	304244893 SEWER LIFT SERVIC	12/11/2025	139.78-	139.78-	12/23/2025	
6950	XCEL ENERGY	959132061	WELL #1 DEC 2025 SERVICES	12/30/2025	484.81	484.81	01/08/2026	
6950	XCEL ENERGY	959622497	DEC 2025 STREET LIGHTS	12/31/2025	3,942.08	3,942.08	01/14/2026	
6950	XCEL ENERGY	960338699	DEC 2025 PARK IRRIGATION	12/31/2025	18.66	18.66	01/14/2026	
	Total XCEL ENERGY:				12,048.05	12,048.05		
YACCARINO, KRIS								
11904	YACCARINO, KRIS	DEC 2025 FAR	CC TOKENS	12/23/2025	5.00	5.00	12/23/2025	
11904	YACCARINO, KRIS	DEC 2025 FAR	EBT TOKENS	12/23/2025	22.00	22.00	12/23/2025	
11904	YACCARINO, KRIS	DEC 2025 FAR	PROMOTION TOKENS	12/23/2025	9.00	9.00	12/23/2025	
11904	YACCARINO, KRIS	DEC 2025 FAR	MARKET BUCKS	12/23/2025	17.00	17.00	12/23/2025	
	Total YACCARINO, KRIS:				53.00	53.00		
ZIEGLER								
10422	ZIEGLER	IN002187261	LOADER #225 REPAIRS	11/26/2025	156.85	156.85	12/11/2025	
10422	ZIEGLER	IN002189011	LS12 REPAIRS	11/27/2025	2,410.12	2,410.12	12/11/2025	
10422	ZIEGLER	IN002189422	LOADER #225 REPAIRS	11/27/2025	119.90	119.90	12/11/2025	
10422	ZIEGLER	IN002198250	STREET LOADER #225	12/04/2025	700.10	700.10	12/11/2025	
10422	ZIEGLER	IN002200354	LOADER #225 REPAIRS	12/05/2025	137.59	137.59	12/19/2025	
10422	ZIEGLER	IN002200904	LOADER #225 REPAIRS	12/05/2025	237.28	237.28	12/19/2025	
10422	ZIEGLER	IN002218666	LS12 GENERATOR	12/16/2025	8.47	8.47	12/29/2025	
10422	ZIEGLER	IN002218991	SNOW PLOW BLADES #225	12/17/2025	1,589.44	1,589.44	12/29/2025	
	Total ZIEGLER:				5,359.75	5,359.75		
ZIPS DIESEL SERVICE								
10926	ZIPS DIESEL SERVICE	Z150826	215 WASTEWATER FORKLIFT	12/15/2025	45.55	45.55	12/19/2025	
10926	ZIPS DIESEL SERVICE	Z150946-1	LS #12 REPAIRS	12/23/2025	1,750.70	1,750.70	01/08/2026	
	Total ZIPS DIESEL SERVICE :				1,796.25	1,796.25		
	Grand Totals:				5,803,608.52	5,803,608.5		

Water Refunds

Check Number	Check Issue Date	Payee	Amount
98311	01/05/2026	DARWIN RUIZ & JANYVETTE VEGA	-238.31
98542	01/05/2026	DARWIN RUIZ & JANYVETTE VEGA	238.31
98543	01/05/2026	BOLD TITLE COMPANY	65.10
98544	01/05/2026	BRYAN & EMILY HUHTA	60.00
98545	01/05/2026	BURY PROPERTIES LLC	27.14
98546	01/05/2026	CAVALIERA HOMES LLC	13.34
98547	01/05/2026	CENTRAL LAND TITLE GUARANTEE CO	98.20
98548	01/05/2026	CLOSING HUB	24.77
98549	01/05/2026	CUSTOM TITLE SERVICES LLC	21.02
98550	01/05/2026	DEVIN & MADISON CHUBA	24.75
98551	01/05/2026	EXECUTIVE TITLE OF MINNESOTA	51.82
98552	01/05/2026	FLEX TITLE COMPANY LLC	37.14
98553	01/05/2026	HOME SECURTIY ABSTRACT & TITLE CO	102.83
98554	01/05/2026	KL MN2 LLC	68.28
98555	01/05/2026	MICHAEL MILLER	29.33
98556	01/05/2026	PILLAR TITLE SERVICES	51.38
98557	01/05/2026	PREFERRED TITLE INC	270.00
98558	01/05/2026	THE TITLE GROUP INC	134.88
Grand Totals:			1,079.98

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Pay Period Dates: 11/30/2025 - 12/13/2025 | Jan 14, 2026 9:16AM

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
12/13/2025	PC	12/17/2025	522501	ADAMSKI, TYLER JAMES	4007		2,304.88-	D
12/13/2025	PC	12/17/2025	522502	ASFELD, MICHAEL	3020		2,228.96-	D
12/13/2025	PC	12/17/2025	522503	ASFELD, MICHAEL	3020		2,425.81-	D
12/13/2025	PC	12/17/2025	522504	ATKINSON, DEBRA ANN	5050		331.95-	D
12/13/2025	PC	12/17/2025	522505	BADER, RANDY	2001		2,698.72-	D
12/13/2025	PC	12/17/2025	522506	BAKER, JESSICA S	3025		1,450.81-	D
12/13/2025	PC	12/17/2025	522507	BAUTCH, GARY	2002		2,910.07-	D
12/13/2025	PC	12/17/2025	522508	BERGSTROM, TAMARA	5001		1,234.42-	D
12/13/2025	PC	12/17/2025	522509	BERNER, MICHAEL B	5041		402.29-	D
12/13/2025	PC	12/17/2025	522510	BERNER, MICHELLE A	5039		341.68-	D
12/13/2025	PC	12/17/2025	522511	BRANDT, RANDY M	2024		2,117.90-	D
12/13/2025	PC	12/17/2025	522512	BUSCH, MASON A	6028		36.94-	D
12/13/2025	PC	12/17/2025	522513	CHAFFEE, GUY D	3001		3,101.33-	D
12/13/2025	PC	12/17/2025	522514	CHILDS, DANIEL M	4000		2,991.69-	D
12/13/2025	PC	12/17/2025	522515	CLARKSEAN, DONNA	6019		73.88-	D
12/13/2025	PC	12/17/2025	522516	CRUZE, SOPHIE M	5006		36.84-	D
12/13/2025	PC	12/17/2025	522517	DANIELS, SCOTT	4005		3,178.93-	D
12/13/2025	PC	12/17/2025	522518	ENEBAK, TROY M	2005		1,901.58-	D
12/13/2025	PC	12/17/2025	522519	FINGARSON, JENNIFER S	5046		83.29-	D
12/13/2025	PC	12/17/2025	522520	FRECHETTE, KERI	5022		248.59-	D
12/13/2025	PC	12/17/2025	522521	GARDAS, CODY T	3029		2,474.23-	D
12/13/2025	PC	12/17/2025	522522	GARDAS, CODY T	3029		2,112.02-	D
12/13/2025	PC	12/17/2025	522523	GEROUX, KENNETH L	6002		73.88-	D
12/13/2025	PC	12/17/2025	522524	GREENWALD, BRANDON T	2007		2,361.66-	D
12/13/2025	PC	12/17/2025	522525	HANSON, ANDREW C	3026		2,173.79-	D
12/13/2025	PC	12/17/2025	522526	HANSON, ANDREW C	3026		2,363.18-	D
12/13/2025	PC	12/17/2025	522527	HANSON, AUTUMN LYNN	3027		2,584.09-	D
12/13/2025	PC	12/17/2025	522528	HANSON, AUTUMN LYNN	3027		2,413.16-	D
12/13/2025	PC	12/17/2025	522529	HAWKINS, JULIE	3023		2,260.16-	D
12/13/2025	PC	12/17/2025	522530	HAWKINS, JULIE	3023		2,449.54-	D
12/13/2025	PC	12/17/2025	522531	HEDSTROM, NATHAN R	3028		2,163.26-	D
12/13/2025	PC	12/17/2025	522532	HEDSTROM, NATHAN R	3028		2,363.18-	D
12/13/2025	PC	12/17/2025	522533	HEIDEMANN, ALAN P	6007		83.11-	D
12/13/2025	PC	12/17/2025	522534	HENNESSY, JOHN GORDON	5054		1,469.54-	D
12/13/2025	PC	12/17/2025	522535	HOARD, CHRIS	3004		2,872.02-	D
12/13/2025	PC	12/17/2025	522536	HOARD, CHRIS	3004		2,655.64-	D
12/13/2025	PC	12/17/2025	522537	HOLL, AMELIA SUSAN	5052		263.06-	D
12/13/2025	PC	12/17/2025	522538	HOLL, ANNIKA NICOLE	5056		193.28-	D
12/13/2025	PC	12/17/2025	522539	HUBER, KELSEY M	5037		253.04-	D
12/13/2025	PC	12/17/2025	522540	JOHNSON, BRETT V.	2008		2,317.25-	D
12/13/2025	PC	12/17/2025	522541	KACZMAREK, JOHN	3019		3,419.63-	D
12/13/2025	PC	12/17/2025	522542	KALLA, JOSEPH	3005		2,892.02-	D
12/13/2025	PC	12/17/2025	522543	KALLA, JOSEPH	3005		2,642.73-	D
12/13/2025	PC	12/17/2025	522544	KAUTZMAN, JOSEPH	4006		2,355.04-	D
12/13/2025	PC	12/17/2025	522545	KLIMMEK, JOHANNA	1003		3,737.03-	D
12/13/2025	PC	12/17/2025	522546	KNIER, PAUL A.	6008		73.88-	D
12/13/2025	PC	12/17/2025	522547	KNODLE, KRISTOPHER	6032		73.88-	D
12/13/2025	PC	12/17/2025	522548	KOHL, TARA L	1020		1,591.29-	D
12/13/2025	PC	12/17/2025	522549	KOLLAR, PHILIP	4002		2,201.84-	D
12/13/2025	PC	12/17/2025	522550	KOLLER, JOHN R	2012		3,096.25-	D
12/13/2025	PC	12/17/2025	522551	KUCALA, THOMAS D	3006		2,703.94-	D
12/13/2025	PC	12/17/2025	522552	KUCALA, THOMAS D	3006		3,267.78-	D

D = Direct Deposit

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
12/13/2025	PC	12/17/2025	522553	LARSON, CAROL J.	5013		451.46-	D
12/13/2025	PC	12/17/2025	522554	LEGER, MOLLY A	5025		434.73-	D
12/13/2025	PC	12/17/2025	522555	LOGSDON, TRISTIN M	5057		496.03-	D
12/13/2025	PC	12/17/2025	522556	MATTSON, DANA A	4003		2,775.56-	D
12/13/2025	PC	12/17/2025	522557	MICHELS, NORMAN M	2010		2,662.78-	D
12/13/2025	PC	12/17/2025	522558	MILLER, LISA M	1018		1,878.37-	D
12/13/2025	PC	12/17/2025	522559	MOENING, ERIC	4004		2,078.70-	D
12/13/2025	PC	12/17/2025	522560	NORLIN, SAMUEL J	3008		3,494.99-	D
12/13/2025	PC	12/17/2025	522561	NORLIN, SAMUEL J	3008		2,991.99-	D
12/13/2025	PC	12/17/2025	522562	ODENS, LISA	6011		46.17-	D
12/13/2025	PC	12/17/2025	522563	OLSON, SAMUEL D	3009		3,000.03-	D
12/13/2025	PC	12/17/2025	522564	OTTESON, LAYNE R	1007		3,332.03-	D
12/13/2025	PC	12/17/2025	522565	PARSONS, KATHRYN M	6027		69.88-	D
12/13/2025	PC	12/17/2025	522566	PETERSON, RICKY H	5031		477.99-	D
12/13/2025	PC	12/17/2025	522567	PETERSON, TINA D	3011		2,337.52-	D
12/13/2025	PC	12/17/2025	522568	PETROWSKI, SANDRA L	1004		1,688.47-	D
12/13/2025	PC	12/17/2025	522569	POPP, MARIE ANN	1022		2,917.65-	D
12/13/2025	PC	12/17/2025	522570	PRIGGE, NICHOLAS D	3012		2,512.87-	D
12/13/2025	PC	12/17/2025	522571	RANELLE, CARLA K	1023		1,821.74-	D
12/13/2025	PC	12/17/2025	522572	RATHMANNER, JULIE A	1009		2,360.92-	D
12/13/2025	PC	12/17/2025	522573	REEK, SILAS D.	3013		2,459.52-	D
12/13/2025	PC	12/17/2025	522574	REEK, SILAS D.	3013		2,917.08-	D
12/13/2025	PC	12/17/2025	522575	ROHRBECK, JACOB	6031		73.88-	D
12/13/2025	PC	12/17/2025	522576	ROSA, JESS N	5038		155.28-	D
12/13/2025	PC	12/17/2025	522577	RUPAR, KENDALL SAVANNAH	5055		238.90-	D
12/13/2025	PC	12/17/2025	522578	SALITERMAN, WILLIAM J	3018		2,410.47-	D
12/13/2025	PC	12/17/2025	522579	SALITERMAN, WILLIAM J	3018		2,490.05-	D
12/13/2025	PC	12/17/2025	522580	SALO, MATTHEW S	2028		3,106.87-	D
12/13/2025	PC	12/17/2025	522581	SAWATSKY, CALEB I	3024		2,825.39-	D
12/13/2025	PC	12/17/2025	522582	SAWATSKY, CALEB I	3024		3,091.80-	D
12/13/2025	PC	12/17/2025	522583	SCHLAPKOHL, CHAZ M	2029		2,141.32-	D
12/13/2025	PC	12/17/2025	522584	SCHULTZ, TIMMOTHY J	5051		74.95-	D
12/13/2025	PC	12/17/2025	522585	SCOTT, CORRIE L	1005		2,015.08-	D
12/13/2025	PC	12/17/2025	522586	SPLITTSTOZER, JAY F	5045		242.64-	D
12/13/2025	PC	12/17/2025	522587	STOLTZ, GARY J	5048		1,774.49-	D
12/13/2025	PC	12/17/2025	522588	TRADEWELL, BRYCE M	6029		36.94-	D
12/13/2025	PC	12/17/2025	522589	UDERMANN, JOSHUA H	2033		2,107.71-	D
12/13/2025	PC	12/17/2025	522590	VELISHEK, ANTHONY	6017		36.94-	D
12/13/2025	PC	12/17/2025	522591	WEGELEBEN, DEBORAH K	1011		4,290.45-	D
12/13/2025	PC	12/17/2025	522592	WIEBOLD, DUSTIN	6018		36.94-	D
12/13/2025	PC	12/17/2025	522593	WITTER, KYLIE	5034		210.10-	D
12/13/2025	PC	12/17/2025	522594	WOLBECK, GINA	1001		2,366.22-	D
12/13/2025	PC	12/17/2025	522595	ZURBEY, GREGORY S	5020		2,183.35-	D
12/13/2025	CDPT	12/15/2025	522596	ICMA	3	RETIREMENT ICMA ROTH Pay Period: 12/13/2	4,694.20-	
12/13/2025	CDPT	12/15/2025	522597	MN CHILD SUPPORT	7	CHILD SUPPORT CHILD SUPPORT Pay Perio	36.91-	
12/13/2025	CDPT	12/15/2025	522598	OPTUM - H.S.A.	4	HSA HEALTH SAVINGS ACCOUNT Pay Period:	5,375.68-	
12/13/2025	CDPT	12/15/2025	522599	PAYROLL TAX - STATE	6	STATE WITHHOLDING STATE WITHHOLDING	11,188.96-	
12/13/2025	CDPT	12/15/2025	522600	PAYROLL TAXES - FED/FICA	1	FEDERAL PAYROLL TAXES FEDERAL WITHH	47,039.25-	
12/13/2025	CDPT	12/15/2025	522601	PERA	2	RETIREMENT & LIFE	51,953.48-	
12/13/2025	CDPT	12/15/2025	522602	TASC	5	SECTION 125 FLEX DEP CARE Pay Period: 12	453.83-	
Grand Totals:							289,913.52-	
			102					

D = Direct Deposit

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

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Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
12/27/2025	PC	12/31/2025	522603	ADAMSKI, TYLER JAMES	4007		2,306.54-	D
12/27/2025	PC	12/31/2025	522604	ASFELD, MICHAEL	3020		2,578.77-	D
12/27/2025	PC	12/31/2025	522605	ATKINSON, DEBRA ANN	5050		197.92-	D
12/27/2025	PC	12/31/2025	522606	BADER, RANDY	2001		2,845.95-	D
12/27/2025	PC	12/31/2025	522607	BAKER, JESSICA S	3025		1,592.91-	D
12/27/2025	PC	12/31/2025	522608	BAUTCH, GARY	2002		2,097.78-	D
12/27/2025	PC	12/31/2025	522609	BERGSTROM, TAMARA	5001		1,496.57-	D
12/27/2025	PC	12/31/2025	522610	BERNER, MICHAEL B	5041		197.47-	D
12/27/2025	PC	12/31/2025	522611	BERNER, MICHELLE A	5039		364.77-	D
12/27/2025	PC	12/31/2025	522612	BRANDT, RANDY M	2024		2,067.61-	D
12/27/2025	PC	12/31/2025	522613	CHAFFEE, GUY D	3001		4,095.56-	D
12/27/2025	PC	12/31/2025	522614	CHILDS, DANIEL M	4000		3,113.78-	D
12/27/2025	PC	12/31/2025	522615	CRUZE, SOPHIE M	5006		40.73-	D
12/27/2025	PC	12/31/2025	522616	DANIELS, SCOTT	4005		2,836.02-	D
12/27/2025	PC	12/31/2025	522617	ENEBAK, TROY M	2005		2,071.11-	D
12/27/2025	PC	12/31/2025	522618	FINGARSON, JENNIFER S	5046		83.79-	D
12/27/2025	PC	12/31/2025	522619	FRECHETTE, KERI	5022		365.23-	D
12/27/2025	PC	12/31/2025	522620	GARDAS, CODY T	3029		2,766.36-	D
12/27/2025	PC	12/31/2025	522621	GREENWALD, BRANDON T	2007		2,130.41-	D
12/27/2025	PC	12/31/2025	522622	HANSON, ANDREW C	3026		2,457.88-	D
12/27/2025	PC	12/31/2025	522623	HANSON, AUTUMN LYNN	3027		2,559.43-	D
12/27/2025	PC	12/31/2025	522624	HAWKINS, JULIE	3023		2,305.25-	D
12/27/2025	PC	12/31/2025	522625	HEDSTROM, NATHAN R	3028		2,457.87-	D
12/27/2025	PC	12/31/2025	522626	HENNESSY, JOHN GORDON	5054		1,469.54-	D
12/27/2025	PC	12/31/2025	522627	HOARD, CHRIS	3004		2,673.14-	D
12/27/2025	PC	12/31/2025	522628	HOLL, AMELIA SUSAN	5052		183.23-	D
12/27/2025	PC	12/31/2025	522629	HOLL, ANNIKA NICOLE	5056		194.96-	D
12/27/2025	PC	12/31/2025	522630	HUBER, KELSEY M	5037		252.60-	D
12/27/2025	PC	12/31/2025	522631	JOHNSON, BRETT V.	2008		2,283.11-	D
12/27/2025	PC	12/31/2025	522632	KACZMAREK, JOHN	3019		3,828.32-	D
12/27/2025	PC	12/31/2025	522633	KALLA, JOSEPH	3005		2,659.10-	D
12/27/2025	PC	12/31/2025	522634	KAUTZMAN, JOSEPH	4006		2,370.42-	D
12/27/2025	PC	12/31/2025	522635	KLIMMEK, JOHANNA	1003		5,508.75-	D
12/27/2025	PC	12/31/2025	522636	KOHL, TARA L	1020		1,672.55-	D
12/27/2025	PC	12/31/2025	522637	KOLLAR, PHILIP	4002		2,201.84-	D
12/27/2025	PC	12/31/2025	522638	KOLLER, JOHN R	2012		2,270.07-	D
12/27/2025	PC	12/31/2025	522639	KUCALA, THOMAS D	3006		2,832.04-	D
12/27/2025	PC	12/31/2025	522640	LARSON, CAROL J.	5013		432.02-	D
12/27/2025	PC	12/31/2025	522641	LEGER, MOLLY A	5025		297.91-	D
12/27/2025	PC	12/31/2025	522642	LOGSDON, TRISTIN M	5057		384.26-	D
12/27/2025	PC	12/31/2025	522643	MATTSON, DANA A	4003		2,519.61-	D
12/27/2025	PC	12/31/2025	522644	MICHELS, NORMAN M	2010		2,718.39-	D
12/27/2025	PC	12/31/2025	522645	MILLER, LISA M	1018		2,265.47-	D
12/27/2025	PC	12/31/2025	522646	MOENING, ERIC	4004		2,067.51-	D
12/27/2025	PC	12/31/2025	522647	NORLIN, SAMUEL J	3008		2,114.98-	D
12/27/2025	PC	12/31/2025	522648	OLSON, SAMUEL D	3009		3,331.82-	D
12/27/2025	PC	12/31/2025	522649	OTTESON, LAYNE R	1007		3,761.30-	D
12/27/2025	PC	12/31/2025	522650	PETERSON, RICKY H	5031		510.22-	D
12/27/2025	PC	12/31/2025	522651	PETERSON, TINA D	3011		2,337.52-	D
12/27/2025	PC	12/31/2025	522652	PETROWSKI, SANDRA L	1004		1,801.85-	D
12/27/2025	PC	12/31/2025	522653	POPP, MARIE ANN	1022		3,202.86-	D
12/27/2025	PC	12/31/2025	522654	PRIGGE, NICHOLAS D	3012		3,237.02-	D

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12/27/2025	PC	12/31/2025	522655	RANELLE, CARLA K	1023		1,933.02-	D
12/27/2025	PC	12/31/2025	522656	RATHMANNER, JULIE A	1009		1,933.31-	D
12/27/2025	PC	12/31/2025	522657	REEK, SILAS D.	3013		2,534.93-	D
12/27/2025	PC	12/31/2025	522658	ROSA, JESS N	5038		173.92-	D
12/27/2025	PC	12/31/2025	522659	RUPAR, KENDALL SAVANNAH	5055		381.85-	D
12/27/2025	PC	12/31/2025	522660	SALITERMAN, WILLIAM J	3018		2,335.50-	D
12/27/2025	PC	12/31/2025	522661	SALO, MATTHEW S	2028		2,356.22-	D
12/27/2025	PC	12/31/2025	522662	SAWATSKY, CALEB I	3024		3,225.00-	D
12/27/2025	PC	12/31/2025	522663	SCHLAPKOHL, CHAZ M	2029		2,116.62-	D
12/27/2025	PC	12/31/2025	522664	SCHULTZ, TIMMOTHY J	5051		78.30-	D
12/27/2025	PC	12/31/2025	522665	SCHWEIGER, ALEXIS C	5053		482.97-	D
12/27/2025	PC	12/31/2025	522666	SCOTT, CORRIE L	1005		2,052.20-	D
12/27/2025	PC	12/31/2025	522667	SPLITTSTOZER, JAY F	5045		215.82-	D
12/27/2025	PC	12/31/2025	522668	STOLTZ, GARY J	5048		2,086.11-	D
12/27/2025	PC	12/31/2025	522669	UDERMANN, JOSHUA H	2033		2,175.99-	D
12/27/2025	PC	12/31/2025	522670	WEGELEBEN, DEBORAH K	1011		3,733.60-	D
12/27/2025	PC	12/31/2025	522671	WITTER, KYLIE	5034		209.27-	D
12/27/2025	PC	12/31/2025	522672	WOLBECK, GINA	1001		2,510.65-	D
12/27/2025	PC	12/31/2025	522673	ZURBEY, GREGORY S	5020		2,254.88-	D
12/27/2025	CDPT	12/29/2025	522674	ICMA	3	RETIREMENT ICMA ROTH Pay Period: 12/27/2	4,588.81-	
12/27/2025	CDPT	12/29/2025	522675	MN CHILD SUPPORT	7	CHILD SUPPORT CHILD SUPPORT Pay Perio	36.91-	
12/27/2025	CDPT	12/29/2025	522676	PAYROLL TAX - STATE	6	STATE WITHHOLDING STATE WITHHOLDING	9,000.10-	
12/27/2025	CDPT	12/29/2025	522677	PAYROLL TAXES - FED/FICA	1	FEDERAL PAYROLL TAXES FEDERAL WITHH	40,907.24-	
12/27/2025	CDPT	12/29/2025	522678	PERA	2	RETIREMENT & LIFE	37,821.52-	
12/27/2025	CDPT	12/29/2025	522679	TASC	5	SECTION 125 FLEX DEP CARE Pay Period: 12	453.78-	
Grand Totals:							230,010.64-	
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Report Criteria:

Includes the following check types:

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Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
01/10/2026	PC	01/14/2026	522680	ADAMSKI, TYLER JAMES	4007		2,275.06-	D
01/10/2026	PC	01/14/2026	522681	ASFELD, MICHAEL	3020		3,386.20-	D
01/10/2026	PC	01/14/2026	522682	ATKINSON, DEBRA ANN	5050		416.92-	D
01/10/2026	PC	01/14/2026	522683	BADER, RANDY	2001		2,663.23-	D
01/10/2026	PC	01/14/2026	522684	BAKER, JESSICA S	3025		1,501.06-	D
01/10/2026	PC	01/14/2026	522685	BAUTCH, GARY	2002		2,727.18-	D
01/10/2026	PC	01/14/2026	522686	BERGSTROM, TAMARA	5001		1,311.54-	D
01/10/2026	PC	01/14/2026	522687	BERNER, MICHAEL B	5041		132.62-	D
01/10/2026	PC	01/14/2026	522688	BERNER, MICHELLE A	5039		328.75-	D
01/10/2026	PC	01/14/2026	522689	BRANDT, RANDY M	2024		2,365.01-	D
01/10/2026	PC	01/14/2026	522690	BUSCH, MASON A	6028		36.76-	D
01/10/2026	PC	01/14/2026	522691	CHAFFEE, GUY D	3001		4,957.38-	D
01/10/2026	PC	01/14/2026	522692	CHILDS, DANIEL M	4000		3,168.84-	D
01/10/2026	PC	01/14/2026	522693	CRUZE, SOPHIE M	5006		41.67-	D
01/10/2026	PC	01/14/2026	522694	DANIELS, SCOTT	4005		2,766.72-	D
01/10/2026	PC	01/14/2026	522695	ENEBAK, TROY M	2005		1,985.55-	D
01/10/2026	PC	01/14/2026	522696	FINGARSON, JENNIFER S	5046		89.86-	D
01/10/2026	PC	01/14/2026	522697	FRECHETTE, KERI	5022		447.64-	D
01/10/2026	PC	01/14/2026	522698	GARDAS, CODY T	3029		3,730.49-	D
01/10/2026	PC	01/14/2026	522699	GEROUX, JAKE RYAN	6033		36.76-	D
01/10/2026	PC	01/14/2026	522700	GEROUX, KENNETH L	6002		367.64-	D
01/10/2026	PC	01/14/2026	522701	GREENWALD, BRANDON T	2007		2,292.42-	D
01/10/2026	PC	01/14/2026	522702	HALVERSON, KEN	6005		355.91-	D
01/10/2026	PC	01/14/2026	522703	HANSON, ANDREW C	3026		3,280.28-	D
01/10/2026	PC	01/14/2026	522704	HANSON, AUTUMN LYNN	3027		3,396.93-	D
01/10/2026	PC	01/14/2026	522705	HAWKINS, JULIE	3023		3,126.44-	D
01/10/2026	PC	01/14/2026	522706	HEDSTROM, NATHAN R	3028		3,358.30-	D
01/10/2026	PC	01/14/2026	522707	HEIDEMANN, ALAN P	6007		36.76-	D
01/10/2026	PC	01/14/2026	522708	HENNESSY, JOHN GORDON	5054		1,507.71-	D
01/10/2026	PC	01/14/2026	522709	HOARD, CHRIS	3004		3,503.45-	D
01/10/2026	PC	01/14/2026	522710	HOLL, AMELIA SUSAN	5052		186.40-	D
01/10/2026	PC	01/14/2026	522711	HOLL, ANNIKA NICOLE	5056		251.48-	D
01/10/2026	PC	01/14/2026	522712	HUBER, KELSEY M	5037		285.26-	D
01/10/2026	PC	01/14/2026	522713	JOHNSON, BRETT V.	2008		2,346.04-	D
01/10/2026	PC	01/14/2026	522714	KACZMAREK, JOHN	3019		13,038.40-	D
01/10/2026	PC	01/14/2026	522715	KALLA, JOSEPH	3005		3,490.85-	D
01/10/2026	PC	01/14/2026	522716	KAUTZMAN, JOSEPH	4006		2,203.36-	D
01/10/2026	PC	01/14/2026	522717	KLIMMEK, JOHANNA	1003		3,987.15-	D
01/10/2026	PC	01/14/2026	522718	KNIER, PAUL A.	6008		459.55-	D
01/10/2026	PC	01/14/2026	522719	KOHL, TARA L	1020		1,677.56-	D
01/10/2026	PC	01/14/2026	522720	KOLLAR, PHILIP	4002		2,413.25-	D
01/10/2026	PC	01/14/2026	522721	KOLLER, JOHN R	2012		2,396.48-	D
01/10/2026	PC	01/14/2026	522722	KUCALA, THOMAS D	3006		3,782.81-	D
01/10/2026	PC	01/14/2026	522723	LARSON, CAROL J.	5013		478.76-	D
01/10/2026	PC	01/14/2026	522724	LAVENTURE, CARTER J	1024		169.57-	D
01/10/2026	PC	01/14/2026	522725	LEGER, MOLLY A	5025		607.16-	D
01/10/2026	PC	01/14/2026	522726	LOGSDON, TRISTIN M	5057		489.73-	D
01/10/2026	PC	01/14/2026	522727	MATTSON, DANA A	4003		2,608.02-	D
01/10/2026	PC	01/14/2026	522728	MICHELS, NORMAN M	2010		2,859.85-	D
01/10/2026	PC	01/14/2026	522729	MILLER, LISA M	1018		2,151.10-	D
01/10/2026	PC	01/14/2026	522730	MOENING, ERIC	4004		2,491.77-	D
01/10/2026	PC	01/14/2026	522731	NODING, KIM	6010		297.64-	D

D = Direct Deposit

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	Amount	D
01/10/2026	PC	01/14/2026	522732	NORLIN, SAMUEL J	3008		2,859.04-	D
01/10/2026	PC	01/14/2026	522733	ODENS, LISA	6011		45.95-	D
01/10/2026	PC	01/14/2026	522734	OLSON, SAMUEL D	3009		3,184.57-	D
01/10/2026	PC	01/14/2026	522735	OTTESON, LAYNE R	1007		3,463.84-	D
01/10/2026	PC	01/14/2026	522736	PETERSON, RICKY H	5031		597.43-	D
01/10/2026	PC	01/14/2026	522737	PETERSON, TINA D	3011		2,463.92-	D
01/10/2026	PC	01/14/2026	522738	PETROWSKI, SANDRA L	1004		1,769.31-	D
01/10/2026	PC	01/14/2026	522739	POPP, MARIE ANN	1022		3,017.10-	D
01/10/2026	PC	01/14/2026	522740	PRIGGE, NICHOLAS D	3012		3,824.89-	D
01/10/2026	PC	01/14/2026	522741	RANELLE, CARLA K	1023		1,922.59-	D
01/10/2026	PC	01/14/2026	522742	RATHMANNER, JULIE A	1009		1,557.35-	D
01/10/2026	PC	01/14/2026	522743	REEK, SILAS D.	3013		3,630.16-	D
01/10/2026	PC	01/14/2026	522744	RUPAR, KENDALL SAVANNAH	5055		270.77-	D
01/10/2026	PC	01/14/2026	522745	SALITERMAN, WILLIAM J	3018		3,176.84-	D
01/10/2026	PC	01/14/2026	522746	SALO, MATTHEW S	2028		2,367.42-	D
01/10/2026	PC	01/14/2026	522747	SAWATSKY, CALEB I	3024		4,087.06-	D
01/10/2026	PC	01/14/2026	522748	SCHLAPKOHL, CHAZ M	2029		2,069.12-	D
01/10/2026	PC	01/14/2026	522749	SCHULTZ, TIMMOTHY J	5051		38.52-	D
01/10/2026	PC	01/14/2026	522750	SCHWEIGER, ALEXIS C	5053		419.81-	D
01/10/2026	PC	01/14/2026	522751	SCOTT, CORRIE L	1005		2,068.71-	D
01/10/2026	PC	01/14/2026	522752	SEEFELD, PAUL J	6012		401.44-	D
01/10/2026	PC	01/14/2026	522753	SPLITTSTOZER, JAY F	5045		258.51-	D
01/10/2026	PC	01/14/2026	522754	STOLTZ, GARY J	5048		1,897.85-	D
01/10/2026	PC	01/14/2026	522755	TRADEWELL, BRYCE M	6029		36.76-	D
01/10/2026	PC	01/14/2026	522756	UDERMANN, JOSHUA H	2033		1,948.59-	D
01/10/2026	PC	01/14/2026	522757	VELISHEK, ANTHONY	6017		36.76-	D
01/10/2026	PC	01/14/2026	522758	WEGELEBEN, DEBORAH K	1011		3,800.21-	D
01/10/2026	PC	01/14/2026	522759	WITTER, KYLIE	5034		316.84-	D
01/10/2026	PC	01/14/2026	522760	WOLBECK, GINA	1001		2,530.05-	D
01/10/2026	PC	01/14/2026	522761	ZURBEY, GREGORY S	5020		2,332.31-	D
01/10/2026	CDPT	01/12/2026	522762	ICMA	3	RETIREMENT ICMA ROTH Pay Period: 01/10/2	4,744.57-	
01/10/2026	CDPT	01/12/2026	522763	MN CHILD SUPPORT	7	CHILD SUPPORT CHILD SUPPORT Pay Perio	36.91-	
01/10/2026	CDPT	01/12/2026	522764	OPTUM - H.S.A.	4	HSA HEALTH SAVINGS ACCOUNT Pay Period:	5,581.69-	
01/10/2026	CDPT	01/12/2026	522765	PAYROLL TAX - STATE	6	STATE WITHHOLDING STATE WITHHOLDING	10,076.04-	
01/10/2026	CDPT	01/12/2026	522766	PAYROLL TAXES - FED/FICA	1	FEDERAL PAYROLL TAXES FEDERAL WITHH	44,257.50-	
01/10/2026	CDPT	01/12/2026	522767	PERA	2	RETIREMENT & LIFE	40,354.01-	
01/10/2026	CDPT	01/12/2026	522768	TASC	5	SECTION 125 FLEX DEP CARE Pay Period: 01	453.83-	
Grand Totals:							266,165.54-	
			89					

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Transmittal, Void

Includes unprinted checks

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6B**
Item Description: *December 10, 2025 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 December 10, 2025 City Council Workshop Minutes as presented.

BACKGROUND/DISCUSSION

The December 10, 2025 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

DECEMBER 10, 2025

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 John Kaczmarek, Liquor Store Manager Greg Zurbey, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaison Adelyn Gosewisch.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Continued Discussion on Proposed Amendments to the City Personnel Policy

Deb Wegeleben discussed, at the November 25, 2025, workshop, Council directed staff to revise the "Possession and Use of Dangerous Weapons" section of the Personnel Policy. Staff worked with the City Attorney to incorporate the requested changes. Wegeleben reviewed operational issues that must be resolved if Council adopts this change. If Council chooses to allow non-police employees to carry while on duty, the City will need to establish clear, enforceable guidelines. The current concerns include: 1. Concealed vs. Open Carry - The policy must specify whether employees may openly carry or if firearms must remain concealed at all times. Open carry introduces higher risk of public alarm, workplace disruption, and tactical disadvantages. 2. Entering Homes or Businesses with Weapon Prohibitions - Some residents or business owners may not allow firearms on their property. This creates legal and operational challenges including code enforcement, building inspections, or rental inspections may be denied entry, and this can delay compliance, conflict with statutory deadlines, or prevent issuance of a Certificate of Occupancy. A clear procedure is needed to determine whether staff must secure or remove the weapon before entering. 3. Staff Concerns about Working with Armed Co-Workers - Employees may feel unsafe or unable to perform their duties if working alongside an armed colleague. The City must determine whether accommodations are required or feasible, whether departments can restrict carry based on operational needs, and how disputes or complaints will be handled without creating a hostile work environment. 4. High-Risk Retail Environment at the Liquor Store - Allowing liquor store employees

to carry poses significant risks including an increased potential for a weapon to be taken by a bad actor, staff are not trained law-enforcement or military personnel equipped to respond under threat, and introducing firearms into a high-stress retail setting may escalate rather than deter incidents. Council must consider whether certain locations should be categorically excluded. 5. Onboarding and Disclosure - The City Attorney indicated the City is not required to emphasize this provision during onboarding. This helps reduce training complexity, but internal expectations still needs to be clear: how staff should notify supervisors if they choose to carry, whether human resources (HR) tracks this information (staff does not believe this is allowed) and what happens if someone violates location-specific restrictions. Wegeleben stated the bottom line is, if Council rewrites the policy to allow carry by non-police personnel, it must also adopt guidelines. Leaving these issues unaddressed will create operational inconsistencies, potential liability exposures, and workplace tension.

Wegeleben reviewed options for Council consideration. Option 1 is to change the Policy as previously directed and allow carry by non-police employees. Under this option, the city would adopt the revised "Dangerous Weapons" language that permits non-police staff to carry a firearm while working, provided they hold a valid permit if required. If Council chooses this option, staff will need to develop detailed implementation guidelines, including whether carry must be concealed or can be open, procedures for entering private property where firearms are prohibited, how to address staff discomfort or workplace conflicts involving armed employees, location-based restrictions (e.g., Liquor Store, City Hall public spaces, community events), storage requirements inside personal or city vehicles used for city business, whether HR must be notified if an employee is carrying while on duty, and enforcement and disciplinary expectations. This option expands employee rights but increases operational complexity, risk exposure, and the need for ongoing policy management. Option 2 is to leave the Policy as originally written (no exception for non-police staff). Under this option, only police officers or employees carrying a firearm within the scope of their official, job-related duties may possess or use a firearm on city property, in city vehicles, or while performing city business. This option requires no additional procedures or guidelines. Benefits include clear, simple enforcement, no workplace disruption or staff conflict over firearms, no risk of violations when entering private property with firearm restrictions, no risk of weapons being taken in high-risk settings (e.g., Liquor Store), and lower liability exposure. This maintains the City's long-standing practice and avoids unintended consequences tied to staff who are not trained in crisis response.

Mayor Knier stated he will never vote against the second amendment.

Council Member Geroux discussed he has changed his position on this since the last meeting after further information from legal counsel. Geroux stated he wishes we live in a society where we can go strictly off the Constitution and Ten Commandments, but we don't. We hire legal staff for a reason, and of course staff opinion is important in personnel matters. He suggested we go back to the policy as recommended by our legal counsel.

Council Member Seefeld stated he will never vote to infringe on the second amendment. He would be fine with requiring a Conceal, and if we enter a space that does not allow, it's like any other person, if you are asked to leave you leave, otherwise you are trespassing.

Council Member Halverson agreed with Council Member Geroux. He thought it was a bad idea before and still does. He understands the second amendment, but in the next breath, everybody has the same right. When you come to work, we make the rules. When you are on your own, you make the rules. There are a lot of work place rules that staff have to follow, and this should be one of them. Halverson stated he feels we should leave the policy as legal and staff recommended.

Council Member Noding discussed employees currently are allowed to carry in their personal vehicles. Wegeleben responded they can if they have the legal right to have a weapon, but it must be kept in their personal vehicle. Council direction from the last workshop would allow employees to carry it on their person as well as in a city vehicle doing city work, or in our work spaces. Noding stated she is assuming the City Attorney hasn't changed his stance on this, which Wegeleben confirmed is true. They are recommending only allowing a weapon in an individual's personal vehicle, but if council chooses to allow it, the City Attorney is firm in that we will need guidelines. Noding asked for feedback from Liquor Store Manager Greg Zurbey, who responded he is against allowing the change, noting individuals coming into the liquor store who are carrying have made staff extremely uncomfortable in the past.

Mayor Knier discussed the memo reads "the option expands employee rights but increases occupational complexity". He stated he doesn't believe this, as this right has always been there. Wegeleben clarified it expands their rights within the business walls, not their freedom rights.

Council Member Halverson asked for feedback from Police Chief Kaczmarek. Kaczmarek responded he doesn't agree with the change. If the question was raised about carrying in a city vehicle but not on premises, you would still have an issue as there would need to be proper storage or security within City vehicles which would be a cost. Kaczmarek stated he doesn't feel it would be appropriate for an employee to remove their personal weapon to go into a residence, and leave the weapon unsecured inside a city vehicle, noting there could be an issue with theft and/or discharge. If Council entertains this new language, each city vehicle should be outfitted with a mounted safe to the floor board as a safety precaution. It also could create a problem for law enforcement if they are called to the scene because they would now be introduced to other threats, whether they are civilian or a city employee. They would have to tactically deal with in these situations. While he is for the second amendment, there is a distinct difference with law enforcement upholding laws, and training in the use of firearms, noting law enforcement personnel use firearms differently than the average city employee. Council Member Noding asked if law enforcement would want to know if an employee is carrying. Kaczmarek responded not unless they are involved in an investigation. Noding asked if he would he be apprised of every employee who is carrying, and Kaczmarek responded he doesn't know if that is public data, which could be a problem for the city in itself. Wegeleben stated she can't ask an employee this information, but possibly law enforcement could, noting that is something we would need to look into. Noding reviewed we had previous discussions about requiring employees to show proof of a valid permit, and Wegeleben responded an employee could respond that the city can't ask. Halverson stated the liability is astronomical. Noding commented staff has indicated no other city has a carry policy for their employees, according to Deb Wegeleben.

Council Member Noding stated she is all for the second amendment, but she doesn't feel comfortable with the liability or the level of staff discomfort with this change. She is all in favor of people carrying, but within the bounds of their city employment.

A consensus of the Council was to leave the weapons section of the City Personnel Policy as it is currently written.

4B. 2025 Work Plan Update

Hanna Klimmek provided a status update on the 2025 Work Plan, which was based on the City's Strategic Plan. Klimmek explained the Work Plan consists of projects that are above and beyond the everyday services the city provides. Klimmek reviewed projects that have been completed, noting projects that haven't been completed will likely carry over into the 2026 Work Plan or be redefined to be more specific. Klimmek informed Council the plan is to bring the 2026 Work Plan to Council for review at the January 2026 workshop, noting 2026 is the final year of our Strategic Plan.

4C. Discuss Potential Sales of THC Infused Edibles at Lake Liquors

Greg Zurbey reviewed, at the August 23, 2023 Council Workshop the Council authorized the sale of cannabinoids in the form of beverages only. The sale of edibles was not considered by council at that time. After two year of watching this industry grow, staff is now asking the council to discuss and consider again. Zurbey noted edibles do have the restriction they must be behind the counter or in a locked case. After ideas from other stores at the MMBA conference, we have an established plan to sell the edibles in a safe and compliant manner. Staff believes this is a category of business we should expand. Lake Liquors already controls the sale of alcohol and provides training for staff. Beverages in this category have been successful at Lake Liquors. Offering other forms of legal cannabinoids could open the market to new customers that would prefer them over our current inventory or are already purchasing them at other locations. Staff plans to work with current vendors and other successful operations to finalize a plan of action. As the cannabinoid category grows in Minnesota, staff feels the sales of our traditional products will decline. Adding edibles for our customers would retain some sales that are currently going elsewhere. Zurbey discussed Lake Liquors has gone through the new process of applying for the license required by the State of Minnesota. This process also included Sherburne County. This was a much longer and detailed process than in the past. The sale of beverages and edibles would be contingent on our license being approved by the State.

Council Member Halverson commented he believes they are changing the potency regulations on these types of products. Zurbey responded the dosage limit was changed in recent legislation, but it is expected this will change back during the next legislative session.

Council Member Noding discussed cannabis dispensaries that are popping up. Zurbey clarified we are just looking at low dose hemp products to sell at the liquor store, not cannabis. Zurbey noted there are a lot of companies looking for better regulations, and MN laws are one of the most restrictive. Other jurisdictions will most likely model Minnesota's regulations. Council Member Halverson asked if there are regulations for youth. Zurbey responded Minnesota is the strictest, and there are clear regulations regarding the sale to minors.

Mayor Knier stated he was a no previously, and continues to be a no to allowing the sale of THC Infused edibles at the municipal liquor store. The remaining Council Members agreed with Mayor Knier.

Council directed Staff to not move forward with the sale of THC infused edibles at Lake Liquors.

4D. 172nd Street Resurfacing Project proposed by Big Lake Township

Layne Otteson discussed Big Lake Township Supervisor Dean Brenteson contacted staff with an update regarding improvements to a 1,000-foot segment of 172nd Street from US 10 Service Drive northerly to Prairie Drive. Last winter they expressed interest in reconstructing but then decided to forgo the project. They have now begun the process to design the project. Current design includes reclaiming the pavement, widening the road two or three feet and paving bituminous, with no storm sewer or curbing being proposed. Staff has requested construction plans for review, noting this segment of 172nd Street is shared by the City and Township, and no agreements regarding cost share for construction are known. Otteson reviewed City policy is to assess a portion of the work to adjacent property owners that benefit from construction projects. The project has been included in Staff's request for Council to order a preliminary engineering report for Minnesota Avenue. Minnesota State Statute Chapter 429 requires this step as part of the assessment process. It can be removed at any point in the process should the project not continue moving forward.

Mayor Knier discussed it can be explained that a township's tax base pays for all county street projects, and city properties pay for street improvements that are adjacent to them.

Council Member Noding asked why our boundaries are intertwined in this area. Otteson responded the three parcels west of 172nd Street wanted to hook up to city services, so they petitioned for annexation.

Mayor Knier asked if this project really needs to be done, and Otteson responded it is prime for resurfacing. The discussion needs to be how we are going to do the cost share, which needs to be formalized. Otteson discussed we have other areas similar to this where it is a mix of city and township.

Council Member Halverson stated we discussed this last year, noting we have had a year to discuss a plan. Halverson questioned why we didn't come up with a plan in the past year. Otteson responded it hasn't been on his priority list due to other projects.

Council Member Noding stated we need to come up with an agreement for all future streets. Hanna Klimmek discussed this could be discussed with representatives from each board. Mayor Knier questioned what would be worked out other than what we discussed tonight. Otteson noted the Township backed off from doing this project last year, but is revisiting this now. Halverson asked if they are serious about the project now, suggesting we set a 90-day timeline to get this figured out. Otteson responded that could be a goal, but due to the 429 assessment process, there is a schedule we will have to follow. Deb Wegeleben stated we need an agreement with the Township before it can move forward.

Council directed staff to work towards establishing an agreement with Big Lake Township on reconstruction of street areas affecting both jurisdictions.
Otteson discussed he would like to have a preliminary framework by the middle to end of January. If council wants to make this a priority, we can relay that to the Township, noting we do need to get this process going.

4E. Discuss Preliminary Engineering Street Design for the proposed Minnesota Avenue Improvements

Layne Otteson discussed the proposed Minnesota Avenue street segment east of County Road 43. The City is applying for a Local Road Improvement Project (LRIP) to fund the segment, noting the LRIP application is competitive and a stronger submittal will score better. LRIP scorers also gauge the readiness of the project. The LRIP application requests design status, and concurrence from the Council, and ordering the preliminary engineering report will show project progression. Otteson noted the LRIP could fund $1M towards the project.

Council concurrence was to proceed with Preliminary Engineering Street Design for the Minnesota Avenue Street Improvement project.

5. OTHER – No other.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 5:37 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: *Gina Wolbeck, City Clerk*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6C**
Item Description: *December 10, 2025 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 December 10, 2025 City Council Regular Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The December 10, 2025 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

DECEMBER 10, 2025

1. CALL TO ORDER

Mayor Paul Knier called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: 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 John Kaczmarek, Liquor Store Manager Greg Zurbey, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaison Adelyn Gosewisch.

4. OPEN FORUM

Mayor Knier opened the Open Forum at 6:01 p.m.

Tom Pietrzak, 22147 County Road 5 and President of the Big Lake Community Food Shelf – Pietrzak thanked the City for hosting the food shelf over the past 30 years. He discussed this has been a benefit for our community, helping neighbors put food on the table and ensuring no one in Big Lake goes hungry. Due to the planned new City Hall building, the Food Shelf was informed they will need to vacate their current space by May 1, 2027. He noted they have been working hard to move forward with plans to continue to provide this much needed service in Big Lake. Pietrzak stated they are hoping the City can find a way to continue their three decades of support for the Food Shelf. Pietrzak discussed their interest in learning more about any available city-owned buildings or property that may become available the City can gift, lease or sell to the Food Shelf. Specifically, they are interested in the Police and Library building located at 790 Minnesota Avenue, noting they would like to pursue this opportunity. Pietrzak asked the Council to consider giving back to the people of Big Lake by gifting the 790 Minnesota Avenue property to the Food Shelf, or if that is not possible, to be open to leasing or selling the property to them.

No one else came forward. Mayor Knier closed the Open Forum at 6:05 p.m.

5. PROPOSED AGENDA

Council Member Noding motioned to adopt the proposed Agenda as presented. Seconded by Council Member Seefeld, 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 November 25, 2025, 6C. Approve Regular Council Meeting Minutes of November 25, 2025, 6D. Approve Committee Workshop Minutes of December 2, 2025, 6E. Approve Tobacco and 3.2% Malt Liquor License Resolutions No. 2025-66 and 2025-67 for MN Cstore, Inc. for the property located at 220 Jefferson Blvd, 6F. Approve Appointment of Megan Weber and Kameron Hanson to the Big Lake Parks Advisory Committee, 6G. Recognize Dustin Wiebold for his service on the Big Lake Planning Commission, and 6H. Approve Replacement of Fire Department Grass Truck No. 16.

7. BUSINESS

7A. PUBLIC HEARING – Adoption of the 2026 City Fee Schedule

Deb Wegeleben reviewed the proposed 2026 City Fee Schedule. Proposed changes from 2025 include general fee changes, Building Department and Planning fee changes, as well as changes to water and sewer charges.

Mayor Knier opened the public hearing at 6:09 p.m. No one came forward. Mayor Knier closed the public hearing at 6:09 p.m.

Council Member Halverson motioned to approve Ordinance No. 2025-08 adopting the 2026 City Fee Schedule effective January 1, 2025. Seconded by Council Member Noding, unanimous ayes, motion carried.

Council Member Halverson motioned to approve Resolution No. 2025-68 authorizing summary publication of Ordinance No. 2025-08. Seconded by Council Member Geroux, unanimous ayes, motion carried.

7B. Final 2026 City and BLEDA Tax Levies, Budgets, and Pay Scales

Deb Wegeleben reviewed discussions held at budget workshops and at the Budget and Levy Hearing held on November 25, 2025. The proposed 2026 tax levy reflects an increase of $395,112

over the 2025 Property Tax Levy. Wegeleben provided a summary of the General Fund Budget, which incorporates all the changes that have been discussed at previous workshops, and reviewed the City's Capital Improvement Plan. Wegeleben also reviewed the 2026 Economic Development Authority property tax levy of $160,000, which is an increase of $30,000 over the amount levied in 2025. Staff recognized the Municipal Liquor Store profits have continuously benefited the general fund and is projected to again contribute $450,000 in 2026. Wegeleben also reviewed the 3% increase to the 2026 City Grade and Pay Scale and the 2026 Fire JPA Budget and Pay Scale, and explained how expenses and revenues are split between the City and the Township.

Council Member Geroux motioned to approve Resolution No. 2025-69 adopting the final 2026 Tax Levy and General Fund Budget as presented. Seconded by Council Member Noding. 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 Resolution No. 2025-70 adopting the final 2026 Economic Development Authority Levy as presented. 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 Geroux motioned to approve all 2026 City Budgets, and the City Grade and Pay Scale. 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 2026 Fire JPA Budget and Pay Scale as presented. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

7C. Appointment of Jake Geroux and Alan Heidemann to the Big Lake Planning Commission

Marie Popp reviewed the Planning Commission has two seats that are set to expire December 31, 2025. Staff advertised the seats and received four (4) letters of interest. The interview panel interviewed candidates on November 19, 2025 and recommended Jake Geroux and Alan Heidemann be appointed to the Planning Commission seats.

Council Member Seefeld motioned to approve the appointment of Jake Geroux and Alan Heidemann to the Planning Commission for terms ending December 31, 2029. Seconded by Council Member Noding. Motion passed with a vote of 3:1:1 with Council Members Knier, Noding and Seefeld voting in favor, Council Member Halverson voting against, and Council Member Geroux abstaining. Motion carried.

7D. Ordinance Amending Chapters 6, 10, 11 and 13 – Annual City Code Updates

Kendra Lindahl reviewed the planners report for the annual City Code updates. Lindahl discussed the City completed a repeal and replace of the Zoning Ordinance, Subdivision Ordinance and Sign Ordinance in 2023, which was adopted on April 26, 2023. When the new ordinances were adopted, staff noted that regular review and updates should be expected to correct any errors and address policy changes as needed. This item is an annual ordinance review and clean up as intended. Lindahl reviewed proposed changes to Chapter 6 (Traffic), Chapter 10 (Zoning Code), Chapter 11 (Subdivision), and Chapter 13 (Signs). Staff believes the proposed amendments will make it easier for residents and developers to understand by clarifying a number of issues. It will also address issues identified by staff and will make it easier for implementation of the City Code. Lindahl discussed we will separately be proposing amendments to other City Code sections next year, including the Shoreland Ordinance, which is budgeted, park dedication to comply with MN Law, Nuisance Ordinances, reasonable accommodation and other minor amendments as time and budget permits. Lindahl noted the Planning Commission held a public hearing on December 1, 2025, and no one from the public spoke on the issue. The Planning Commission unanimously recommended approval of the amendments as presented.

Council Member Halverson asked if the garage size requirement used to be for a three-car garage for a single-family dwelling. Lindahl responded the garage requirement prior to the 2023 code revision was a two-car, 440 square foot dimension garage size. She noted the difference is, if it was a multi-family building such as a town-home, they had to have the bigger garage of 528 square feet. She believes the idea behind the larger size requirement was they don't have as much storage space as a single-family home.

Council Member Seefeld motioned to approve Ordinance No. 2025-09 amending Chapter 6 (Traffic), Chapter 10 (Zoning Ordinance), Chapter 11 (Subdivision) and Chapter 13 (Signs) of the Big Lake City Code. Seconded by Council Member Geroux, unanimous ayes, motion carried.

Council Member Noding motioned to approve Resolution No. 2025-71 approving Summary Publication of Ordinance No. 2025-09 amending Chapters 6, 10, 11 and 13. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

7E. Order Preliminary Engineering Report for the 2026 Street and Utility Improvement Project No. ST2026-1

Layne Otteson discussed the proposed 2026 Street and Utility Improvement Project No. ST2026-1, noting this project is being considered in order to expand and maintain City infrastructure. The City is growing in many areas and maturing in other areas. The project consists of three segments, which have previously been discussed at a high level with the expectation of construction in the

near future. The cost effectiveness and timing to combine all three segments will be examined as part of the preliminary engineering report that would be presented to the Council at a later date. Segments shared with the Township will require discussion and agreements to be set in place. The Minnesota Avenue segment consists of 300 feet west of County Road 43 to 180th Street. This corridor includes segments east and west of County Road 43. The segment east of County Road 43 is a platted right of way across an agricultural field and identified as an east – west collector per the City's Comprehensive Plan. The adjacent property owner has petitioned the City to construct the segment and assess per State Statute Chapter 429. The segment west of County 43 is a 23-year-old collector street that may require modification to better align geometrically with the east side due to potential median and turn lanes. The first 500 feet east of County 43 is adjacent to the anticipated Public Safety Facility and developable land to the south. The remaining segment is about 770 feet and will complete the street to 180th Street. If completed, Minnesota Avenue would then be continuous from Lake Street to 177th Street. The second segment on Minnesota Avenue would run from 176th Street to 177th Street. This segment of right of way was platted circa 2008 as part of the Industrial Park with anticipation of future construction of an east – west collector. The other streets were constructed, but this segment was not graded or improved. There has been recent street construction to the west and development interest to the east along this planned corridor of Minnesota Avenue. Trees will be cleared this winter in preparation of an opportunity to grade the corridor to save costs. Staff has discussed the opportunity to prepare the corridor in order to utilize excess reclaim aggregate base off other street projects rather than have it trucked out of town. Grading and drainage work can be evaluated for cost effectiveness and timing as part of this preliminary engineering report. The third segment would consist of 172nd Street from US Highway 10 to Prairie Drive. Otteson reviewed Big Lake Township had approached the City last winter to consider a joint project as both the City and Township have corporate limits that share the segment. The City corporate limits border about 40% of the 1,000-foot-long street under consideration. The Township has preliminarily indicated they wish to reconstruct the pavement and widen the street several feet on either side due to its current narrow lane widths. The street is observed to be in generally poor condition with a low rating. This reconstruction process will likely produce a reclaim material that can be reused for base construction onsite and elsewhere. This will require a Joint Powers Agreement addressing responsibilities, cost share and reimbursement procedures.

Otteson reviewed, during the scope review period leading up to the delivery of the preliminary engineering report, infrastructure work may be needed at the request of Public Works such as pipe repair, curb replacement, sidewalk replacement, etc. This allows the work to be considered as part of this report and potentially be included in the bidding of the project thereby saving costs. Otteson also discussed special assessments are expected to be a funding source for this project. The report is required as the first step to satisfy the Minnesota State Statute Chapter 429 process for special assessments. The report will include such items as scope, project limits, total estimated project costs, assessment policy, funding and estimated special assessments against benefitting

properties. The proposed work and cost estimate will be further refined with the preliminary engineering report. Otteson reviewed the financial impact of the project, noting construction and high level engineering costs for the full scope of work is estimated to be $1,350,000 which includes Minnesota Avenue segments and the 172nd Street segment. The preliminary engineering report will examine costs and funding more closely. The scope of the project will be adjusted to match available funding. The scope would likely be pared down if funding is not received for the full segment of Minnesota Avenue. The City's preliminary Capital Improvement Plan identifies $600,000 available for street construction which funds the street segment adjacent to the future Public Safety Facility. However, the City is submitting a grant application through the State's Local Road Improvement Program (LRIP) to fund the full length of the Minnesota Avenue segment from County Road 43 to 180th Street at an estimated cost of $1.2 million. The funding for 172nd Street would be shared based on an agreement with the Township and will likely reflect the frontage for each jurisdiction. The City estimated cost-share would be $50,000 to $60,000 for 172nd Street depending on final design and bid costs.

Mayor Knier reviewed discussion during the workshop, noting the Council directed staff to work with the Township on establishing an agreement for the 172nd Street Improvements due to roughly half of the parcels in the project area being in the City and half in Big Lake Township. Otteson discussed we would include the 172nd Street improvements in the process. If the process goes smooth, we can have agreements in place by the end of January. Otteson stated he is recommending alternative no. 3, which includes all areas identified in the memo to be included in the Preliminary Engineering Report.

Council Member Seefeld motioned to approve Resolution No. 2025-72 ordering the preparation of the Preliminary Engineering Report for the 2026 Street and Utility Improvement Project No. ST2026. Seconded by Council Member Noding, unanimous ayes, motion carried.

7F. Big Lake Pizza Factory, Inc. Fifth Amendment to Sale and Purchase Agreement

Marie Popp reviewed that on September 11, 2024, the City Council approved a Purchase Agreement between the City of Big Lake and Big Lake Pizza Factory, Inc. for the sale of city-owned property located at 616 Rose Drive. Upon completion of the sale, Mr. Robert Monson, owner of Big Lake Pizza Factory, Inc., plans to relocate his business to this new location. Council approved subsequent extensions to accommodate the business' timeline for financing approvals.

The owner and the lender are completing the required documents for an SBA 504 loan, which unfortunately, has been delayed with the recent government shutdown and review backlog. They will also be pursuing gap financing from the Initiative Foundation and the Big Lake Economic Development Authority. The intent is to have the EDA's revolving loan application submitted and ready for the BLEDA to review at the January 12 meeting. The owner is requesting a fifth

amendment to extend the financing commitment deadline and closing deadline. Mr. Monson and his lender are requesting an extension to allow for the SBA approval and BLEDA loan review. The lender submitted a letter outlining the extension request and related reasoning. Staff is recommending a deadline of January 31st for proof of financing with a deadline of February 27 for a closing.

Council Member Halverson stated the taxpayer is bleeding money on this deal. He understands it says $899 per month is what we are losing, but he feels that number is low due to the costs we continue to incur on the rental space while it remains empty. Halverson asked if the selling price on the property is $70,000, and Popp responded the sale price is $166,000. He commented the sale price needs to minus the costs we have incurred due to the delay in the sale. Popp discussed the sale was approved by the Council in September 2024. Halverson stated now the sale will be going into 2027, and Popp clarified the sale will be going into 2026. Halverson stated we are going to be going into 2026 still carrying this property, noting he loves the Pizza Factory, but every month they drag their feet that is less money coming to the taxpayers, especially with the amount of taxes we are paying on that property. Mayor Knier discussed we are still getting monthly rent for their current space. Popp noted the property they will be purchasing does not have any taxes payable for 2026 as it will be exempt starting in 2026. Deb Wegeleben estimated the 2025 taxes payable was $2,500 but that will go away starting in 2026. Halverson responded at that rate we are losing $900 per month times 15 months; they are going to have to pay $2,500 for a long time just to get that back. Knier also clarified we are making $2,000 per month in rent on their current lease which amounts to $24,000 per year. Halverson discussed they do pay $2,000 per month, but we lose $1,000 per month by holding onto the other building, which is a 50% loss.

Council Member Noding discussed they have had some fairly unfortunate circumstances this fall due to the government shutdown and the SBA not being available to facilitate their loan application. Mayor Knier stated the City will get their money for the purchase, and in the interim we are collecting $2,000 per month, noting it's not the worse deal in the world.

Council Member Seefeld motioned to approve Resolution No. 2025-73 approving a Fifth Amendment to the Sale and Purchase Agreement between the City of Big Lake and Big Lake Pizza Factory, Inc. Seconded by Council Member Noding. 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.

8. ADMINISTRATOR'S REPORT

City Administrator Hanna Klimmek discussed tonight's Council meeting is the last City Council meeting of the year as the second meeting in December has been cancelled due to the Christmas Holiday. Klimmek also noted throughout the remainder of December, staff will be prioritizing

annual performance reviews and end-of-year reporting. Klimmek also reminded members of the Council, staff and the public of the new council meeting schedule starting in January 2026 with Council Meetings being held on the third Wednesday of each month. Workshops will start at 5:00 p.m. and regular meetings will start at 6:30 p.m. Klimmek wished everyone a Merry Christmas and a Happy New Year.

Council Member Seefeld asked for an update on the CEDA grant funding that will help fund some of our park improvements. Klimmek responded we have a kick off meeting next week.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Knier: reviewed the December BLEDA Meeting, and the December 2 All-Committee Workshop. Mayor Knier wished everyone a Merry Christmas.

Council Member Geroux: discussed the December BLEDA Meeting.

Council Member Seefeld: thanked Ketti Green and everyone involved in the community tree lighting event.

10. OTHER

Mayor and Council Member wished everyone a Merry Christmas.

11. ADJOURN

Council Member Seefeld motioned to adjourn 6:45 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

_____ _____

Clerk Date Approved by Council

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6D**
Item Description: *January 12, 2026 City Council Special 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 January 12, 2026 City Council Special Meeting Minutes as presented.

BACKGROUND/DISCUSSION

The January 12, 2026 City Council Special Meeting Minutes are attached for Council's review.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

Special Meeting Minutes

BIG LAKE CITY COUNCIL
SPECIAL MEETING MINUTES

JANUARY 12, 2026

1. CALL TO ORDER

Mayor Knier called the special 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, Paul Knier, Kim Noding, and Paul Seefeld. Council Member absent: Ken Halverson. Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Marie Popp, and Acting Police Chief Sam Olson.

4. PROPOSED AGENDA

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

5. BUSINESS – 2026 Official City and Council Committee Appointments

Hanna Klimmek reviewed the need for the special meeting, noting at 5:30 p.m., the Big Lake Economic Development Authority will be holding a public hearing and considering adoption of a Resolution for Establishment of an Economic Development District. These are required for the issuance of Lease Revenue Bonds, Series 2026A, which will fund the future Public Safety Facility project. City Attorney Soren Mattick, and Bond Counsel Mary Ippel have advised BLEDA appointments should be in place before the public hearing is held. Klimmek discussed the special meeting was duly noticed, and is considered the City's 2026 Annual Meeting and all required approvals are included in the appointment Resolution.

Klimmek reviewed City appointments, and discussed Mayor Knier's recommendations for Council Member committee appointments, which mirror last year's appointments with the addition of the new Street Committee that was discussed at the December 2025 workshop. Mayor Knier has recommended appointment of the Finance Committee members to serve on this new committee.

Council Member Seefeld motioned to approve Resolution No. 2026-01 adopting the Official City and Council Member Committee Appointments. Seconded by Council Member Noding, unanimous ayes, motion carried.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 5:02 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: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *01/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6E**

Item Description: *Amendment to the City Computer Use, Social Media Use and City Issued Device Policies*	***Reviewed By:*** *Hanna Klimmek, City Administrator*
	Reviewed By: *Information Technology Consultant*

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving the amendments to the City of Big Lake Computer Use, Social Media Use and City issue Devices Policies.

BACKGROUND/DISCUSSION

Staff worked with Marco, the City's IT consultant, to update the Computer Use, Social Media Use and City Issued Device Policy. The recommended revisions strengthen cybersecurity, clarify expectations for personal device use, and establish guardrails for the responsible use of artificial intelligence. As discussed at the November 25, 2025, workshop, the amendments are listed below and highlighted in yellow in the attached policy.

Amendments:

Personal Use (p. 3)

Add language which prohibits employees from connecting any personal peripheral tools or equipment, including keyboards, mice, external hard drives, flash drives, printers, or any other device to City owned systems without prior IT approval.

This reduces the risk of malware, unauthorized software, and data exposure.

Security (p. 5)

Strengthening password and account-security standards:

- Minimum 10-character password with required complexity (uppercase, lowercase, numbers, symbols).
- Mandatory passwords change every 180 days.
- Account lockout after 10 failed attempts; employees must contact IT to unlock their account.

These updates reflect current cybersecurity best practices and align with the City's ongoing cybersecurity plan.

Artificial Intelligence (AI) (p. 6)

Add a new section outlining responsible use of AI tools:

- Only City-approved AI tools may be used.
- Any information entered into AI tool must be low-risk and already public; no confidential, private, or sensitive data may be used.
- If AI is used to generate an entire document, staff must disclose AI authorship.
    - *Example*: Finance Department podcasts generated through AI include this disclosure.

This section establishes transparency, protects data, and sets expectations as AI use increases across public-sector operations.

FINANCIAL IMPACT

There is no financial impact.

STAFF RECOMMENDATION

Approve the amendments to the City Computer Use, Social Media Use, and City Issued Devices policies.

ATTACHMENTS

City Computer Use, Social Media Use and City Issued Devices Policies, highlighted in yellow.

CITY OF BIG LAKE

COMPUTER USE

SOCIAL MEDIA USE

CITY ISSUED DEVICES

POLICIES

Adopted by Big Lake City Council – January 21, 2026

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COMPUTER USE

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a city-owned computer or related system, including personal information created or maintained by an employee. The city may conduct inspections on an as-needed basis as determined by City Administrator or Council.

Beyond this policy, the City Administrator or ~~City Clerk~~ Information Technology Consultant may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (suck as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the Information Technology Consultant. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator or Council to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to City Administrator for a determination.

Hardware

In general, the city will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the City Administrator.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperatures or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software

In general, the city will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to City Administrator.

Employees shall not download or install any software on their computer without the prior approval of the Department Director and/or City Administrator. Exceptions to this include updates to software approved by Information Technology consultants such as Microsoft updates, Adobe Reader, and Adobe Flash. The City Administrator or Department Director may, without notice, direct the Information Technology consultant to remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The city provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the city authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars: A shared calendar environment is provided as part of the City's email software program. All employees are required to keep their electronic calendar up to date and, if there is a purpose, grant staff the ability to view their calendar.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an

e-discovery or other court-ordered scenarios and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Password requirements are 10 characters with complexity and may be changed as necessary, as determined by the Information Technology consultant, ~~City Clerk~~ and/or City Administrator.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee's computer when he or she is absent, contact your supervisor or the City Administrator; Information Technology consultant or ~~City Clerk~~ will not provide access to staff accounts without approval of the Department Director or City Administrator.
- Passwords should not be stored in any location on or near the computer or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every ~~60~~ 180 days when prompted, or on another schedule as determined by the Information Technology Consultant, ~~City Clerk~~ and/or City Administrator.
- After 10 failed password attempts account will be locked, staff must contact Information Technology consultant to unlock or change password.

Network access: Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the City Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the City Administrator and/or Information Technology Consultant. Personal equipment may be subject to password requirements or other electronic security measures as determined by the Information Technology Consultant and City Administrator.

Remote Access to the Network: Examples of remote access include but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- With the exception of Outlook Web Access, remote access to the City's network requires a request from a supervisor and approval from the City Administrator. Remote access privileges may be revoked at any time by an employee's supervisor or the City Administrator.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the city network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include

those over cellular networks and wireless access points, regardless of the technology used to connect.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, Information Technology consultant staff may temporarily restrict that employee's access to the Internet. If Information Technology Consultant staff does restrict access, they will notify the employee, the City Administrator, ~~the City Clerk~~, and the employee's manager as soon as possible, and work with the employee and manager to rectify the situation.
- The city may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's supervisor and/or the City Administrator.

Artificial Intelligence

The purpose of this policy is to provide clear guidance for the responsible and ethical use of Artificial Intelligence (AI) technologies within the City of Big Lake. AI has the potential to improve efficiency, enhance service delivery, and support informed decision-making; however, its use must remain transparent, accountable, and aligned with public trust. This policy applies to all employees, contractors, elected officials, and third-party vendors who use, or manage AI systems on behalf of the City of Big Lake.

It is assumed that any data used on AI platforms like ChatGPT, Google Bard/Gemini, or Microsoft Bing are going to be retained by the service. Removing or correcting data is very difficult, if not impossible. Therefore, the following must be adhered to:

- Employees may use low-risk data with Artificial Intelligence (AI) technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as "public" and is intended to be available to the public. If you are unsure whether the data you enter into AI applications is classified as public data, consult your city's responsible authority or designee prior to using AI technologies. All data created with the use of AI is to be retained according to the City's records retention schedule.
- Employees must prevent improper access to or dissemination of all moderate or high-risk data. Using moderate or high-risk data in AI applications could result in a data breach and corresponding civil or criminal penalties for violations.
- When using GenAI, subject matter experts must verify that any work generated is accurate, complete, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with City policies and applicable laws.
- Employees shall inform consumers when work has been generated by AI. It is at the discretion of the employee to determine when this is appropriate. Some considerations include the extent to which AI is used and whether a citation would be needed if the content was generated by

another non-AI source. An example of a notification is: "The preparation of this content was aided by AI [cite the specific platform such as ChatGPT] version [cite the version such as 4.0]".
- Employees must receive specific written permission from a department director and the Information Technology consultant before integrating any GenAI tool with internal City software.

Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Clerk.
Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on network drives. The city will not back up documents stored on local computer hard drives and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The city will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media; Information Technology consultant, City Clerk or City Administrator can assist in the encryption of media.

SOCIAL MEDIA USE

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information, which is distributed via social networking, must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Big Lake's social media sites by its representatives.

The City has limited control of social media accounts with third parties (i.e., Facebook, Twitter, etc.). At the same time, there is a general expectation by the public that this City have a social media presence by which to share information about current city projects and city business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the city's social media accounts to be a medium for transactions of city business. The one exception is in the case of a natural or man-made disaster, if it is determined by the city that the best means of communicating with the public is through the social media account(s).

The City of Big Lake wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy

The City of Big Lake will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the city at any time and without notice, as described in this document.

City of Big Lake social media accounts are considered a city asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Big Lake, including a link to the City's official web site. The City of Big Lake does not create or maintain social media accounts for its elected officials.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Big Lake. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the

extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or councilmembers.
"Social media manger" means any city employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

Rules of Use

City social media managers are responsible for managing City social media accounts or websites.

Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator or designee in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Big Lake site and will be linked with the official City website (www.biglakemn.org). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

The City's social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using or posting to the City's social media page.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

Outside of situations of disaster, no City social media account will be used for transactions of city business. In the event a user initiates a request, application, or question through social media that affects city business or requires another city policy or process to be followed, follow up with that user by phone, email, or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

City of Big Lake's social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

When using social media sites as representatives of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Big Lake as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

Personal Social Media Use

The City of Big Lake respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Big Lake, its personnel, its operation or its property. Employees and agents and others affiliated with the city may not use a city brand, logo or other city identifier on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Big Lake employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

> "These are my own opinions and do not represent those of the city."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the City Administrator.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator.

Data Ownership and Retention

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read. The City of Big Lake also maintains the sole property rights to any image, video or audio captured while a city employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its rights as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharged from employment.

CITY ISSUED DEVICE GUIDELINES

General Information

These guidelines pertain to city employees, elected and appointed officials who are issued a device purchased by the city. The purpose of these guidelines is to outline the responsibilities and care required for the city-issued devices.

The devices are intended to be utilized by staff members and elected and appointed officials for the purpose of enhancing meeting workflow, reducing the use of paper agenda packet materials, improve staff efficiency, and improving the timeliness of Council, staff and resident communication.

City Use

Issued devices are intended for professional use. The city does not maintain loaner devices, so users will be responsible for conducting meetings without a device in the event of a lost or misplaced device.

- Devices shall be maintained in a suitable charged state during work hours.
- Inappropriate media may not be used as a screensaver or background photo.
- Devices will be secured with a password.
- Sound shall be muted at all times unless needed for instructional purposes.
- Personally, owned music, games and apps may only be present on city-issued devices when using a personal account.
- In case a device is restored to its original condition, the user is responsible for restoring any personal content.
- City staff is not responsible for backing up personal related content.
- Users may save work locally on the device. It is strongly recommended that users utilize the city-designated online storage technology.
- Information stored on a city own device could be classified as public, private, or other data and is governed by Minnesota Government Data Practice Act (MN Statute Chapter 13) and must be treated accordingly.
- Staff, elected or appointed officials, should retain information stored on any city-issued device in keeping with city policies and procedures per the General Records Retention Schedule.

Personal/Home Use

City-issued devices may be taken home provided the use is consistent with the Electronic Media Usage Policy portion found in the Personnel Policy Manual and the City Computer Use Policy. Failure to adhere to the policy shall result in the revocation of such use privilege.

- Users are allowed to connect devices to non-city wireless networks.

- While instruction and advice may be offered, city staff is not responsible for home network use or support.
- It is the policy of the city to maintain the right to access and disclose any and all message communicated through electronic means when city-issued equipment is used. Regardless of the intent of the message (business or personal), any employee and/or city official involved has no right to privacy, or to the expectation of privacy, concerning the content of any message or the intended destination of any message when using city-issued equipment.

Device Care

Users will be held responsible for the maintenance and care of assigned communication devices.

- Keep batteries charged and ready for use at meetings.
- Clean the view screen with soft, dry cloth or anti-static cloth as needed.
- Do not lean or place anything on the screen that may cause damage.
- Utilize the protective case at all times.
- When not in use, store in a secure location. Never leave in an unlocked care or any other theft-prone area.
- Immediately report lost stolen, malfunctioning or damaged devices to the City Clerk.
- Stolen devices must be reported immediately to the local authorities.
- Consult with the City Clerk office before connecting or syncing devices to another computer.
- Upon request, devices must be delivered to the City Clerk's office for annual maintenance.

Application Software

All software applications purchased and installed by the city staff must remain on the device in an usable condition and be accessible at all times. Users are responsible for personal software applications and are responsible for installation and backup.

- Software purchased by the city will be coordinated through the city IT consultant.
- Users are allowed to purchase and download personal applications providing they are not profane, obscene or offensive to others. The city reserves the right to remove any personal applications at any time for any reason.
- The city is not responsible for the loss of any personal software applications when they device is updated, tested with diagnostic tools or restored to its original state.
- Storage space needed for city applications will take precedence over space used for personal items.

COMPUTER – SOCIAL MEDIA – CITY DEVICES POLICIES ADOPTION

The Computer/Social Media/City Issued Device Policies shall be adopted by the City Council. The policies shall be reviewed by the Finance Department staff on an ongoing basis and any modifications made thereto must be approved by the City Council.

Adopted by City Council May 24, 2017

Revisions: January 2020
January 2026

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	**Meeting Date:** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6F**

Item Description: *Agreement for AIS Watercraft Inspection Services with WaterGuards, LLC*	**Reviewed By:** *Hanna Klimmek, City Administrator*
	Reviewed By: *Norm Michels, Streets/Parks/Fleet Superintendent*

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving an Agreement between WaterGuards, LLC and the City of Big Lake to perform AIS watercraft inspections at the Lakeside Park boat launch in 2026.

BACKGROUND/DISCUSSION

In the past, inspections have been effective in maintaining a high-water quality by protecting against aquatic invasive species (AIS). AIS inspections have been taking place at Lakeside Park for several years under the direction of the City, SSWCD and DNR. For the past few years, the City has utilized WaterGuards, LLC to provide this service. The City wishes to continue this practice for the 2026 season.

WaterGuards inspectors will be trained pursuant to the DNR training program for watercraft inspections. The inspectors will wear official uniforms (vests) provided by WaterGuards. The inspectors will visually and tactilely inspect boats and water-related equipment to determine whether AIS may be present. The inspectors will also be trained to educate boaters on how to comply with AIS laws by removing AIS, draining, decontamination or treating AIS and water-related equipment to prevent the transportation and spread of AIS.

WaterGuards will provide 225 hours of inspections from May 10, 2026, through September 7, 2026, between the hours of 7:00 am and 7:00 pm, Wednesday through Sunday. The terms, which are the same as 2025, are as follows:

- Hourly Rate - $29
- Training Rate for the DNR training - $20

FINANCIAL IMPACT

The cost to provide this service is within the budgeted amount for 2026.

STAFF RECOMMENDATION

Staff recommends the agreement be approved, signed and forwarded to WaterGuards, LLC for final execution.

ATTACHMENTS

2026 Watercraft Inspection Agreement with WaterGuards, LLC

Agreement for Watercraft Inspection Services

PARTIES AND TERMS:

Name: City of Big Lake ("Governmental Unit")

Name of Lake(s) Big Lake ("Lake(s)")

Address: 160 Lake Street North, Big Lake MN 55309

WaterGuards, LLC ("WaterGuards")
10050 Crosstown Cir
Suite 620
Eden Prairie, MN 55344

Schedule of Services (hours of coverage and other detail attached as Exhibit A) ("Exhibit A")

RECITALS:

1. Governmental Unit desires to reduce the risk of introducing Aquatic Invasive Species (AIS) to the Lake(s). AIS are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state.
2. WaterGuards provides a service of watercraft inspections at lake access points pursuant to DNR training techniques and DNR developed AIS inspection protocols.
3. Governmental Unit desires to enter into this agreement with WaterGuards for WaterGuards to provide watercraft inspection services on its Lake(s) to aid in the prevention of spreading invasive species.

AGREEMENT:

NOW THEREFORE, in consideration of the agreements contained herein and other valuable consideration the receipt of which is hereby acknowledged, the parties agree as follows:

WATERGUARD RESPONSIBLITIES:

1. Hire Inspectors. WaterGuards agrees to provide inspectors to inspect watercraft at the access point(s) on the Lake(s) subject to this agreement for the coverage hours outlined in Exhibit A. WaterGuards agrees that its inspectors will meet the following qualifications.

1.1. DNR Trained. The inspectors will be trained pursuant to the DNR training program for watercraft inspections. The inspectors will be authorized inspectors in accordance with Minnesota Statutes section 84D.105, subd. 2(a).

1.2. Age/Maturity. The inspectors will be at least 16 years of age unless otherwise agreed.

1.3. Uniforms. The inspectors will wear official uniforms (vests) provided by WaterGuards.

2. Schedule Inspectors. WaterGuards will perform the following services.

2.1. Inspect Boats/Interview Boaters. WaterGuards inspectors will visually and tactilely inspect boats and water-related equipment to determine whether aquatic invasive species may be present.

2.2. Educate Boaters. WaterGuards inspectors will be trained to educate boaters on how to comply with AIS laws by removing AIS, draining, decontamination, or treating AIS and water-related equipment to prevent the transportation and spread of aquatic invasive species. WaterGuards inspectors will be prepared and willing to educate boaters on the types of AIS and how to identify AIS.

2.3. Interview Boaters/Data Collection. WaterGuards inspectors will interview the boaters and collect data consistent with DNR rules and processes for collecting data. Governmental Unit can contract for additional data collection beyond the DNR process; however, that is not part of the standard services. WaterGuards inspectors will upload collected inspection data at a minimum of once per week.

2.4. Issue Verbal Warnings. WaterGuards inspectors will issue verbal orders to prohibit placing water-related equipment, which has AIS attached or contains water that has not been into the waters of the Lake(s).

2.5. Assist in the Removal of AIS. With the boater's consent, WaterGuards inspectors will assist with the removal of AIS.

2.6. Contact Conservation Officers or Police. WaterGuards inspectors will contact Conservation Officers or local deputies if a person transporting watercraft or water-related equipment refuses to take corrective actions to remove AIS or fails to comply with the requirements to drain water prior to leaving the water access or entering the Lake(s).

2.7. Meet Coverage Expectations. WaterGuards will work with the Governmental Unit to determine coverage requirements at the outset of the program and work to meet the coverage requirements documented in Exhibit A.

2.8. Schedule and Supervise Inspectors. WaterGuards will schedule all inspectors and manage the ongoing calendar to ensure coverage for lakes outlined in Exhibit A. We will use an electronic attendance app with built-in GPS. Employees may not clock in or out if they are not at their designated site. Inspectors will be regularly and randomly spot checked for quality assurance.

2.9. Manage Schedule Changes. WaterGuards will manage the day-to-day coverage of the Lake access point(s). Although every effort will be made to provide coverage for all days and times requested by the Governmental Unit or Lake Association, there will be some times when the Governmental Unit budget will not provide for full coverage, where the weather or other extenuating circumstances will require or suggest the need for a schedule change, or for other reasons the schedule will require changes. WaterGuards will manage the schedule with input from the Governmental Unit, as appropriate. Governmental Unit acknowledges the special circumstances for this contract in regards to the difficulty of hiring qualified inspectors and accepts whatever hours WaterGuards is able to fill.

2.10. Manage Budget. WaterGuards will work with the Governmental Unit to set a budget for the season's watercraft inspection program and that budget will be reflected in Exhibit A. WaterGuards will then manage the hours to meet the budget expectations.

2.11. Enforce Best Practices. WaterGuards will remain current on invasive species issues and best practices for watercraft inspection services.

3. Reporting. WaterGuards engages in a number of different data collection and reporting activities.

3.1. Hours Worked Report. WaterGuards will provide the Governmental Unit a report of hours covered by month. WaterGuards will provide the report to the Governmental Unit by the 10th day following the end of the month.

3.2. DNR Data Collection. WaterGuards will follow DNR protocol and procedures for making records of boats and boaters entering the Lake(s). This data is provided directly to the DNR via a DNR online data entry system. In rare cases when the access is very busy, the inspector is occupied with a problem boat/boater, or the inspector is otherwise occupied, a boater refuses to cooperate, a boat could enter the lake without inspection and/or an interview.

3.3. Report. WaterGuards will provide the Governmental Unit a report at the end of the summer summarizing and totaling the hours worked. WaterGuards will not request data from the DNR. The Governmental Unit is responsible to request data from the DNR.

4. Payroll. WaterGuards is an independent contractor and takes responsibility for hiring, paying and managing its inspectors whom it hires as its employees.

4.1. Government Reporting. WaterGuards will collect required forms from employees (e.g. W-4) and provide required reports to the government (e.g. W-2).

4.2. Payroll. WaterGuards will pay inspectors an hourly wage with payments made on either a semi-monthly, bi-weekly or monthly basis at WaterGuards discretion.

4.3. Payroll Taxes/Withholding/Workers Comp/Unemployment/Other Taxes. WaterGuards will pay or withhold for FICA, FUTA, State Unemployment, Workers Compensation, and state and federal withholding, as necessary. WaterGuards will provide proof of Workers Compensation coverage to Governmental Unit.

4.4. Certificate of Insurance. WaterGuards will provide a certificate of insurance to Governmental Unit demonstrating any insurance coverage it has beyond Workers Compensation and Unemployment.

5. **Hold Harmless/Limitation on Liability.** Governmental Unit acknowledges that even with the best efforts of WaterGuards, AIS could enter the Lake(s). The inspection service is a preventative measure but WaterGuards does not guarantee that no AIS will enter the Lake. Governmental Unit and WaterGuards agree to hold each other harmless in the event that an AIS enters the Lake(s).

GOVERNMENTAL UNIT RESPONSIBILITIES:

6. Payments. Governmental Unit agrees to pay WaterGuards pursuant to the payment terms below.

6.1. Hourly Rate. Governmental Unit agrees to pay WaterGuards Twenty-Nine Dollars ($29) per hour worked.

6.2. Training Rate. Governmental Unit agrees to pay WaterGuards Twenty Dollars ($20) per hour for inspector DNR training (not to exceed eight hours per inspector). One inspector to be training maximum.

6.3. Services Invoiced Monthly. WaterGuards will invoice the Governmental Unit at the end of each month for that month's hours of coverage provided. WaterGuards agrees to provide the hours worked for the previous month by the 10th day of the month along with a note highlighting any variation from the budget. WaterGuards will not exceed a monthly budget without prior permission from the

Governmental Unit. A monthly invoice could be less than the budgeted amount due to inclement weather, Covid or other sickness, employee emergencies or other unforeseen circumstances.

6.4. Invoices Due in 30 Days. Governmental Unit agrees to pay WaterGuards within thirty (30) days of receiving the invoice.

7. Other Terms.

7.1. Term and Termination. This agreement shall remain in effect for the summer following the Effective Date of this Agreement. Either party may terminate upon thirty-days prior written notice. WaterGuards may stop coverage immediately if Governmental Unit fails to pay.

7.2. Notices. All communications, demands, notices, and other communications from any party hereto to the other party shall be in writing and, except as otherwise provided herein, shall be considered to have been duly given, if deposited in the United States mail, certified postage prepaid, return receipt requested, and addressed to the respective party at its address set forth herein or at such other address as such party may hereafter designate by notice to the other party. Email serves as an acceptable method of communication provided a confirmation method is used to confirm receipt of the email for formal notices.

7.3. Amendment. This Agreement cannot be amended, altered, enlarged, supplemented, abridged, modified, or any provisions waived except by a writing duly signed by both parties hereto.

7.4. Titles, Headings, or Captions. The titles, headings, or captions in the paragraphs or sections of this Agreement are inserted for the convenience of reference only and shall not constitute a part of this Agreement.

7.5. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to the relationship contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such subject matter.

7.6. Severability. Whenever possible, each provision of this Agreement will be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this Agreement is held to be invalid, illegal, or unenforceable under any applicable law or rule in any jurisdiction, such provision will be ineffective only to the extent of such invalidity, illegality, or unenforceability in such jurisdiction, without invalidating the remainder of this Agreement in such jurisdiction or any provision hereof in any other jurisdiction.

7.7. Assignment. Either party to this Agreement may assign its interest in this Agreement to a third party upon the express written consent of the other party. An assignment of this Agreement shall not relieve the assignor of its obligations under this Agreement. This Agreement shall be binding on, and shall inure to the benefit of, the parties to this Agreement and their respective heirs, legal representatives, successors and assigns.

7.8. Counterparts. This Agreement may be executed in counterparts and by different parties on different counterparts with the same effect as if the signatures thereto were on the same instrument. This Agreement shall be effective and binding upon all parties hereto at such time as all parties have executed a counterpart of this Agreement.

7.9. State Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.

7.10. Rights of Third Parties. Nothing in this Agreement, whether express or implied, is intended to confer any

rights or remedies under this Agreement on any persons other than the parties to this Agreement and their respective successors and assigns. Further, nothing in this Agreement is intended to relieve or discharge the obligations or liabilities of any third persons to any party to this Agreement.

7.11. Waiver. The waiver of any of the rights and/or remedies arising under the terms of the Agreement on any one occasion by any party hereto shall not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of the Agreement. The rights and remedies provided or referred to under the terms of this Agreement are cumulative and not mutually exclusive.

7.12. Confidentiality. Both parties agree to keep this Agreement and corresponding discussions and work confidential unless agreed otherwise.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year set forth below.

Effective Date of Agreement: from signature date below through October 31, 2026.

Governmental Unit	WaterGuards, LLC
By: _____	By: _____
Its: Paul Knier, Mayor Print Name / Title	Its: Madyson Shafer / President Print Name / Title
Date January 21, 2026	Date 01/08/2026

Schedule of Services
Exhibit A to Agreement for Watercraft Services

Governmental Unit Name**:** **City of Big Lake**
Contact Person for Billing and Reports:

Names:	Deb Wegeleben
Title:	City Finance Director
Email:	DWegeleben@biglakemn.org
Phone:	763-251-2974
Address:	160 Lake Street North, Big Lake MN 55309

Table 1. Lakes and Accesses Watercraft Inspection Program

County	**Lake**	**Access Point**	**Notes**
Sherburne	Big Lake	Lakeside Park	

Table 2. Planned Overall Schedule for Watercraft Monitoring.

225 hours maximum from May 10 - September 1, 2026

Between 7am and 7pm Wednesday-Sundays.

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6G**
Item Description: *Resignation of Police Chief – John Kaczmarek*		***Reviewed By:*** *Hanna Klimmek, City Administrator*	
		Reviewed By: *Personnel Committee*	

ACTION REQUESTED

By approving this item on the Consent Agenda, the City Council would be accepting the resignation of Police Chief John Kaczmarek, effective January 11, 2026.

BACKGROUND/DISCUSSION

Upcoming Staff Departure – Police Department

John began his service with the City of Big Lake on September 6, 2022, as Police Chief. He submitted his resignation on December 12, 2025, with his final day of employment on Sunday, January 11, 2026.

The city thanks John for his service and wishes him success in his next chapter.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommend that the City Council formally accept the resignation of Police Chief John Kaczmarek.

ATTACHMENTS

N/A

AGENDA ITEM

Big Lake City Council

Prepared By: *Dan Childs, Water/Wastewater Superintendent*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6H**

Item Description: *Quote for Lift Station No. 6 Control Panel Updates/Improvements*	***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 Quote from Total Control Systems, Inc. in the amount of $35,051.00 to update electrical and control components and replacement of the panel at Lift Station No. 6.

BACKGROUND/DISCUSSION

Lift Station No. 6 was originally installed in 1979. Many controls and electrical components are obsolete and difficult to find and replace when they fail.

The control panel itself is dangerous by today's standards. There is no separation between live electrical components and some controls. Most emergency call-outs to lift stations happen during adverse weather events in the middle of the night. Safety is vitally important for Big Lake employees who respond to these calls, and updating/replacing the lift station panels would address safety concerns. It will also benefit citizens for the city to update lift station controls to help avoid extended outages due to obsolete parts and potentially flooding houses with raw sewage.

We chose not to seek additional quotes because maintaining a consistent controller type across the system was a priority. Mixing different controllers can create integration challenges, increase support complexity, and raise long-term operational costs. Standardizing on one platform provides better reliability and efficiency.

FINANCIAL IMPACT

Costs for improvements to Lift Station No. 6 would be funded from Wastewater CIP Fund 499.

STAFF RECOMMENDATION

Staff recommends Council approve the quote submitted by Total Control Systems, Inc. in the amount of $35,051.00 for improvements to Lift Station No. 6.

ATTACHMENTS

Quote from Total Control Systems, Inc.

Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

January 12, 2026

To: Dan Re: Big Lake, Minnesota – SLS6 Lift station Improvements.

Total Control Systems, Inc. (TCS) proposes to furnish equipment and services in accordance with the project plans and specifications that were received.

Lift station control panel for 240 volt 1ph power 3.4 hp 10.1 FLA 3ph pumps duplex

Including: Liftstation control panel
NEMA 3R 2 door double sided stainless steel enclosure 42x60x12
Inner doors
Enclosure SS legs and skirts with louvers 18”
Main breaker 100amp (SE rating) 35KAIC
Generator Breaker with interlock 100amp
Generator Receptacle 100amp (Remount existing)
Incoming power terminal block
Lightning arrestor (TVSS) 70KVA
Pump circuit breakers (2)
Control circuit breakers (5)
Hand-Off-Auto switches, oil tight, 30 mm
Pushbutton switches, oil tight 30mm
Lamps, LED, oil tight, 30mm (call, run, fail, overtemp, seal, hi) (11)
Condensation heater/fans, 400 watt
Starters, VFD (2)
Power monitor Single phase
Intrinsic barriers Class I, Div 1, Group C, D
Relays
GFI receptacle rated at 15 amps
External alarm strobe
Control power TVSS
Cradlepoint (reuse)
Antenna (reuse)
Uninterruptible power supply 850VA (UPS)
Allen-Bradley Micrologix 1400 and cards
Cmore Touchscreen 7” Color Ethernet
Float Backup controller
Elapsed time meters (2)
RTU outlet
Ethernet Switch 5 port
Door switches
Submersible Level transmitter Keller
Floats (2)
Float mount kit
Master PLC program modifications

SCADA software and screen additions
Reports
Master alarm dialer programming
Programming, training
Existing SCADA modifications
Documentation
Testing and commissioning

Price for the SLS6 lift station panel package: **$35,051.00 total excluding tax.**

Does **not** include:

Sales Tax (Exempt)
Direct Bury Antenna/Light Pole
Hand holes
Meter sockets/Cold sequence disconnects
Grounding materials
Underground warning tape
Installation of panels
Conduit
Permits
Demolition
Generator and equipment
Any wire external to panel

- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms. Terms upon request.
- F.O.B. job-site.
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Al Doberstein
AD/kd

AGENDA ITEM

Big Lake City Council

Prepared By: *Tara Kohl, Planning Technician*	***Meeting Date:*** *1/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6I**
Item Description: *2026 Planning Commission & BLEDA Officer Appointments*		***Reviewed By:*** *Marie Popp, Community Development Director*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be making the following appointments to the 2026 Big Lake Planning Commission Officer and Parks Advisory Committee Liaison positions: Chair – Lisa Odens; Vice Chair – Alan Heidemann; Parks Advisory Committee Liaison – Lisa Odens; and the following appointments to the 2026 BLEDA Officer positions: President – Alan Heidemann; Vice-President – Jake Rohrbeck; Treasurer – Donna Clarksean; Secretary – Lisa Miller; and Assistant Treasurer – Deb Wegeleben.

BACKGROUND/DISCUSSION

At their January 5, 2026 and January 12, 2026 regular meetings, respectively, the Big Lake Planning Commission and Big Lake Economic Development Authority motioned to recommend that the City Council appoint the following Commissioners to the 2026 Planning Commission Officer and PAC Liaison positions and the 2026 BLEDA Officer positions:

Planning Commission
Chair – Lisa Odens
Vice Chair – Alan Heidemann
PAC Liaison – Lisa Odens

BLEDA
President – Alan Heidemann
Vice President – Jake Rohrbeck
Treasurer – Donna Clarksean
Secretary – Lisa Miller
Assistant Treasurer – Deb Wegeleben

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends that Council consider and approve the following appointments to the 2026 Planning Commission Officer and PAC Liaison positions: Chair – Lisa Odens; Vice Chair – Alan Heidemann; PAC Liaison – Lisa Odens; and the following appointments to the 2026 BLEDA Officer positions: President – Alan Heidemann; Vice-President – Jake Rohrbeck; Treasurer – Donna Clarksean; Secretary – Lisa Miller; and Assistant Treasurer – Deb Wegeleben.

ATTACHMENTS

Planning Commission Status of Terms
BLEDA Status of Terms

Planning Commissioner Status of Terms

(Appointment Term: 4 years)

Bryce Tradewell	Current Term Expires:	12/31/2026
	Original Appointment:	02/2024
	Current Title:	Commissioner
Alan Heidemann	Current Term Expires:	12/31/2029
	Reappointment:	01/2026
	Current Title:	Vice-Chair
Mason Busch	Current Term Expires:	12/31/2027
	Original Appointment:	02/2024
	Current Title:	Commissioner
Jake Geroux	Current Term Expires:	12/31/2029
	Original Appointment:	01/2026
	Current Title:	Commissioner
Lisa Odens	Current Term Expires:	12/31/2026
	Reappointment:	01/2023
	Current Title:	Chair & PAC Liaison
Tony Velishek	Current Term Expires:	12/31/2027
	Reappointment:	01/2024
	Current Title:	Commissioner
Paul Seefeld	Current Council Term Expires:	12/31/2028
	Original Appointment:	01/2021
	Current Title:	Council Liaison

DRAFT

Big Lake Economic Development Authority (BLEDA)
Commissioner Status of Terms

(Appointment Term: 6 years)

Jake Rohrbeck	BLEDA Term Expires:	12/31/2026
SEAT A	Appointed to BLEDA:	01/2025
	BLEDA Title:	Vice-President
Donna Clarksean	BLEDA Term Expires:	12/31/2027
SEAT B	Appointed to BLEDA:	10/2022
	BLEDA Title:	Treasurer
Kathy Parsons	BLEDA Term Expires:	12/31/2030
SEAT C	Appointed to BLEDA:	1/2025
	BLEDA Title:	Commissioner
Alan Heidemann	BLEDA Term Expires:	12/31/2029
SEAT D	Re-Appointed to BLEDA:	12/2023
	BLEDA Title:	President
Kristopher Knodle	BLEDA Term Expires:	12/31/2028
SEAT E	Appointed to BLEDA:	01/2025
	BLEDA Title:	Commissioner
Paul Knier	Appointed to BLEDA:	1/2026
	Elected to Council:	11/2024
	City Council Term Expires:	12/2028
	BLEDA Title:	Council Liaison
Ken Geroux	Appointed to BLEDA:	1/2026
	Elected to Council:	11/2024
	City Council Term Expires:	12/2028
	BLEDA Title:	Council Liaison

DRAFT

AGENDA ITEM

Big Lake City Council

Prepared By:	**Meeting Date:**	☐ **Regular Agenda Item**	**Item No.**
Layne R. Otteson, City Engineer *ENG26-002*	*1/21/2026*	☒ **Consent Agenda Item**	**6J**

Item Description:	**Reviewed By:** *Hanna Klimmek, City Administrator*
Accept Project and Approve Final Payment for the 2024 Street and Utility Improvement Project No. ST2024-1	**Reviewed By:** *Deb Wegeleben, Finance Director*

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be accepting the project and approving final payment in the amount of $5,890.75 for 2024 Street and Utility Project No. ST2024-1 to ASTEC Corporation.

BACKGROUND/DISCUSSION

All work associated with the project is complete and this is the final payment to the Contractor. Final payment includes adjustments to some final quantities and release of retainage. Final payment to the Contractor is in the amount of **$5,890.75**. The final cost is $294,537.19 which is less than the approved Contract amount. Payment will be released upon receipt of signatures and project close out documents such as lien waivers, IC-134, etc.

City Engineer finds that the warranty bond should not be required as time period since substantial work and punch list completion has exceeded the warranty period. The work is found acceptable and performing.

FINANCIAL IMPACT

The final payment is within the approved contract amount.

STAFF RECOMMENDATION

Staff recommends the City Council approve final payment and accept the project.

ATTACHMENTS

Pay Estimate No. 4 Final

STATEMENT OF WORK

ENGINEERING DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE, MN 55309

From: City of Big Lake
Engineering Department

Pay Estimate: No. 4 Final
Period End: January 9, 2026

To: Honorable Mayor and City Council
City of Big Lake
160 Lake Street North
Big Lake, MN 55309

For: ASTECH Corporation
PO Box 1025
St. Cloud, MN 56302

Dated: January 9, 2026

2024 Street & Utility Improvement Project No. ST2024-1

Finance Code: _____

Item No.	Contract Item	Contract Quantity	Unit	Unit Price	Quantity This Estimate	Cost This Estimate	Previous Quantity	Total Quantity to Date	Total Cost to Date
1	MOBILIZATION	1.0	LS	$ 13,500.00	0.25	$3,375.00	0.75	1.00	$13,500.00
2	1" - 2" MILL BIT PAVEMENT	13,158.0	SY	$ 1.50		$0.00	13,158.00	13,158.00	$19,737.00
3	BITUMINOUS TACK OIL	750.0	GAL	$ 2.80		$0.00	750.00	750.00	$2,100.00
4	2" TYPE SP 12.5 WEARING COURSE (SPWEB330	1,635.0	TN	$ 78.94	168.04	$13,265.08	1,400.00	1,568.04	$123,781.08
5	REPLACE GV BOX TOP SECTION & COVER	1.0	EA	$ 440.00		$0.00	5.00	5.00	$2,200.00
6	ADJUST GV BOX TOP SECTION & COVER	13.0	EA	$ 250.00		$0.00	11.00	11.00	$2,750.00
7	ADJUST FRAME AND RING CASTING (MH)	23.0	EA	$ 825.00		$0.00	24.00	24.00	$19,800.00
8	REMOVE AND INSTALL RINGS - EXTRA DEPTH	10.0	LF	$ 220.00		$0.00	2.00	2.00	$440.00
9	CATCH BASIN INLET PROTECTION	22.0	EA	$ 154.00		$0.00	29.00	29.00	$4,466.00
10	REPLACE EXISTING 5" CONCRETE WALK	840.0	SF	$ 18.92	51.00	$964.92	775.00	826.00	$15,627.92
11	F&I TRUNCATED DOMES (2'X2')	60.0	SF	$ 71.50		$0.00	81.00	81.00	$5,791.50
12	REPLACE EXISTING CONCRETE C&G	453.0	LF	$ 50.05	-463.0	-$23,173.15	916.00	453.00	$22,672.65
13	REPLACE EXISTING CONCRETE C&G (2' TO 3' SE	216.0	LF	$ 52.25	100.0	$5,225.00	109.00	209.00	$10,920.25
14	PATCH ASPHALT DRIVEWAY (12" WIDE)	160.0	SF	$ 6.82		$0.00	408.50	408.50	$2,785.97
15	F&I TURF RESTORATION (18" WIDE)	1,075.0	SF	$ 3.14	-883.0	-$2,772.62	1,958.00	1,075.00	$3,375.50
16	4" DOUBLE SOLID LINE - YELLOW PAINT	1,840.0	LF	$ 0.88	2,311.00	$2,033.68	-	2,311.00	$2,033.68
17	4" DASHED LINE - YELLOW PAINT (10' DASH)	170.0	LF	$ 0.44	170.00	$74.80	-	170.00	$74.80
18	4" SOLID LINE WITH DASHED LINE - YELLOW PA	1,750.0	LF	$ 0.66	2,287.00	$1,509.42	-	2,287.00	$1,509.42
19	4" SOLID LINE - WHITE PAINT	2,880.0	LF	$ 0.44	2,960.00	$1,302.40	-	2,960.00	$1,302.40
20	24" SOLID LINE - WHITE PAINT (STOP BAR)	50.0	LF	$ 4.95	53.00	$262.35	-	53.00	$262.35
21	LEFT ARROW SYMBOL - WHITE PAINT	2.0	EA	$ 82.50	2.00	$165.00	-	2.00	$165.00
22	RIGHT ARROW SYMBOL - WHITE PAINT	2.0	EA	$ 82.50	2.00	$165.00	-	2.00	$165.00
23	3' X 6' CROSSWALK - WHITE PAINT	65.0	EA	$ 49.50	65.00	$3,217.50	-	65.00	$3,217.50
24	TRAFFIC CONTROL	1.0	LS	$ 1,320.00		$0.00	1.00	1.00	$1,320.00
25	REPLACE EXISTING CATCH BASIN CASTING & RI	4.0	EA	$ 1,210.00		$0.00	4.00	4.00	$4,840.00
26	REPLACE ASPHALT STREET BASE (12" WIDE)	669.0	SF	$ 6.82	-801.0	-$5,462.82	1,470.00	669.00	$4,562.58
					GRAND TOTAL	**$151.56**			**$269,400.60**

Change Order No. 1 (Council approved $24,868.59)

1	2" TYPE SP 12.5 WEARING COURSE (SPWEB330	1635.0	TN	$ (4.00)	1568.00	-$6,272.00	0.00	1568.00	-$6,272.00
2	REPLACE EXISTING CONCRETE C&G	463.0	LF	$ 50.05	463.00	$23,173.15	0.00	463.00	$23,173.15
3	F&I TURF RESTORATION (18" WIDE)	883.0	SF	$ 3.14	883.00	$2,772.62	0.00	883.00	$2,772.62
4	REPLACE ASPHALT STREET BASE (12" WIDE)	801.0	SF	$ 6.82	801.00	$5,462.82	0.00	801.00	$5,462.82
					CHANGE ORDER TOTAL	**$25,136.59**			**$25,136.59**
								GRAND TOTAL	**$294,537.19**

SUMMARY

Original Contract Amount	**$269,898.83**
Change Order No 1	**$24,868.59**
Revised Contract Amount	**$294,767.42**
Value Completed to Date	**$294,537.19**
Retainage Withheld (5%)	**$0.00**
Less Amount Paid Previously	**$288,646.44**
AMOUNT DUE THIS ESTIMATE	**$5,890.75**

Project complete. Reduce to 0%.

CERTIFICATE OF THE CONTRACTOR

I hereby certify that the work performed and the materials supplied to date under the terms of the Contract for the Project and all authorized changes thereto, have an actual value under the contract of the amounts shown on this estimate (and the final quantities on the final estimate are correct), and this estimate is just and correct and no part of the "amount due this estimate" has been received.

Signature _____ Date _____

Print _____
Contractor's Authorized Representative (Title)

CERTIFICATE OF THE CITY FIELD REPRESENTATIVE

I hereby certify that I have observed the work and materials supplied and this estimate is representative of the work completed.

Signature _____ Date _____

Print _____
City's Authorized Representative (Title)

CERTIFICATE OF THE CITY ENGINEER

I hereby certifiy that I have prepared or examined this estimate and the Contractor is entitled to payment under the Contract for referenced project.

Signature _____ Date _____
City Engineer, Layne Otteson, P.E.

CITY ADMINSTRATOR APPROVAL

Signature _____ Date _____
City Administrator, Hanna Klimmek

Project Payment Tracking (verify)

Pay Est.	Payment	
No. 1	$ 102,287.49	$ 102,287.49
No. 2	$ 153,499.10	$ 255,786.59
No. 3	$ 32,859.85	$ 288,646.44
No. 4		
No. 5		

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *01/21/2026*	☐ ***Regular Agenda Item*** ☒ ***Consent Agenda Item***	***Item No.*** **6K**
Item Description: *2025 Donations for City of Big Lake Projects*		***Reviewed By:*** *Hanna Klimmek, City Administrator*	
		Reviewed By: *N/A*	

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would be approving a RESOLUTION accepting 2025 donations towards the Police Department, Farmers Market, and the Veterans Memorial landscaping project totaling $15,585.50.

BACKGROUND/DISCUSSION

The City has received numerous donations towards approved projects on City property. Donations received for 2025 are valued at $15,585.50 and include the following:

1. **Big Lake Police Department** – The City received a **$1,000** cash donation from Clyde Frisk to be used towards bullet proof vests for the Police Officers.

2. **Big Lake Police Department** – The City received a **$312.50** cash donation from Coborn's to be used towards unbudgeted operational expense of the police department.

3. **Big Lake Police Department** – The City received a **$10,000** cash donation from Luther/Brookdale Mazda Mitsubishi to be used towards the unbudgeted operational expenses of the police department.

4. **Big Lake Farmers Market** – The City received a **$23.00** cash donation from Great River Spine and Sport to be used to support the Farmers Market.

5. **Big Lake Farmers Market –** The City received a **$2,000** cash donation from the Big Lake Spud Fest to be used to support the Farmers Market.

6. **Big Lake Farmers Market -** The City received a **$2,000** cash donation from the Big Lake Knights of Columbus to be used to support the Farmers Market.

7. **Veterans Memorial landscaping project –** In April 2022, a citizen of Big Lake, along with staff, worked on a new landscaping plan at the Veteran's Memorial. The total cost for the project amounted to $6,417. To date, $6,020 has been collected in donated funds towards the cost of the project. For 2025, a total of **$250** was received in donations from the following parties:
    a. George Quinn cash donation - $250

The City greatly appreciates all of the donations received for city projects and services. This is a very giving community.

FINANCIAL IMPACT

Donations are used to cover the cost of the projects as listed.

STAFF RECOMMENDATION

Accept donations as presented

ATTACHMENTS

Donation 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 6:00 p.m. in the Council Chambers of City Hall, Big Lake, Minnesota, on Wednesday, January 21, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding and Paul Seefeld. A motion to adopt the following resolution was made by Council Member and seconded by Council Member .

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2026-XX

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

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

WHEREAS, 2025 donations were received towards City projects as follows:

1. **Big Lake Police Department -** $11,312.50 in cash donations towards unbudgeted items from the following:
    a. Clyde Frisk - $1,000 cash donation
    b. Coborn's - $312.50 cash donation
    c. Luther/Brookdale Mazda Mitsubishi - $10,000 cash donation

2. **Big Lake Farmers Market** – $4,023 in cash donations towards the operation of the farmers' market from the following:
    a. Great River Spine and Sport – $23 cash donation
    b. Big Lake Spud Fest - $2,000 cash donation
    c. Big Lake Knights of Columbus – $2,000 cash donation

3. **Veterans Memorial Landscaping Project** – a 2025 donation towards the Veterans Memorial Landscape Project:
    a. George Quinn - $250 cash donation

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, to hereby accept 2025 donations listed above towards City projects.

Adopted by the Big Lake City Council this 21nd day of January 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 21st day of January 2026 by Paul Knier and Gina Wolbeck, the Mayor and City Clerk of the City of Big Lake, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

AGENDA ITEM

Big Lake City Council

Prepared By: *Kendra Lindahl, AICP, Consulting Planner*	***Meeting Date:*** *1/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **6L**
Item Description: *Final Plat and Development Contract for "Cobblestone 2nd Addition" (PID #65-00538-0105)*		***Reviewed By:*** *Hanna Klimmek, City Administrator*	
		Reviewed By: *Marie Popp, Community Development Director/EDA Executive Director*	

ACTION REQUESTED

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 Final Plat for Cobblestone 2nd Addition for a property at 55 County Road 43 NW, subject to the conditions identified therein.**
2. **Motion to approve the Cobblestone 2nd Addition Development Contract, contingent upon review and approval from the City Attorney.**

BACKGROUND/DISCUSSION

At the October 22, 2025, City Council meeting, the Council approved a Preliminary Plat and Site Plan for Cobblestone Second Addition and an AutoZone. The next step is a Final Plat and Development Contract

APPLICATION:

Kimley Horn & Associates, on behalf of AutoZone, the applicant, and Casey's Retail Company, the owner, submitted a development application requesting a Final Plat for a two-lot subdivision of part of the existing Lot 1, Block 1 of the Cobblestone Addition.

**NOTE: Staff has attached the most relevant files to this packet; however, due to the size of the project not all files could be attached. The full set of plans, including detailed plans and application materials, is available at City Hall for inspection during regular business hours.*

ANALYSIS OF REQUEST

FINAL PLAT REQUESTED:

The applicant is requesting a final plat for a two-lot subdivision to allow for a new commercial development. The lot is platted but previously had another section split off as part of a simple subdivision to allow for a different commercial property to develop. This requires a new plat for the proposed subdivision.

Staff has compared the final plat to the approved preliminary plat and find they are consistent.

DEVELOPMENT FEES

Park Dedication

The total park dedication requirement for the project is based on the assessed value of the land being subdivided and 4% of the value will be required for park dedication. When the lot was platted in 2004, no park dedication was taken. Instead, park dedication has been taken based on the areas of the existing lot developing. The simple subdivision for Liberty Bank in 2020 took a portion of the split off property for park dedication, therefore, park dedication is due for Lot 1, Block 1 with this final plat.

The entire plat is assessed at $1,054,200.00 and is 3.33 acres in size. The new AutoZone will be on Lot 1, Block 1 and is roughly 1.39 acres in size. Park dedication is required based on the fair market value based on the tax valuation (Section 1108 of the City Code). The park dedication for this lot is $17,601.66 ($1,054,200.00 * 4% * 41.74%).

Other Development Fees

When land is developed, trunk sewer and trunk water fees are charged based on the amount of land that is being developed. However, this property previously paid the fees with the initial Cobblestone plat and will not be subject to these fees again.

FINANCIAL IMPACT

N/A. The applicant is responsible for all costs related to the development applications.

STAFF RECOMMENDATION

The City Council is asked to make the following motions:

Items 1 and 2 require a 3/5 vote and can be approved in one motion:

1. Motion to approve a RESOLUTION approving a Final Plat for Cobblestone 2nd Addition for a property at 55 County Road 43 NW, subject to the conditions identified therein.
2. Motion to approve the Cobblestone 2nd Addition Development Contract, contingent upon review and approval from the City Attorney.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Response to City Engineer Memo dated September 29, 2025
Attachment C:	Civil Plans dated December 12, 2025
Attachment D:	Final Plat dated December 12, 2025
Attachment E:	Resolution approving the Final Plat
Attachment F:	Draft Development Contract

Attachment A
Site Location Map


65-00532-0105
65-00020-3210
65-00587-0010
65-00608
1
1
1
1
65-00538-0105
65-00561-0105
1
1
1
1
65-00020-3302
65-00020-3405
1
1

Attachment B
Response to City Engineer Memo

Kimley»Horn

MEMORANDUM

To: City of Big Lake

From: Alan Catchpool, Project Manager, P.E.

Kimley-Horn and Associates, Inc.

Date: December 12, 2025

Subject: Engineering Comments for Auto Zone final site plan review

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Kimley-Horn has reviewed the comments provided by the City of Big Lake, MN of dated September 29, 2025, and has modified the plans accordingly. The comments and responses are listed below. Responses to comments are in ***bold italics***.

GENERAL COMMENTS

1. Has connection to the private storm pipe with Liberty Bank (property to the west) been approved? Is there an agreement? The storm pipe was installed in 2021 by the bank.
   An agreement between AutoZone Parts Inc. and Liberty Bank will be drafted and supplied to the city once completed.

2. Acquire City permits related to civil work include water/sewer service, right of way, etc.
   Permits will be acquired by the contractor, Kimley-Horn & Associates, or AutoZone Parts, Inc. as needed.

3. Provide product material, manufacturer and contractor reference submittals as requested by the City.
   Kimley-Horn & Associates will provide submittals as received from the contractors.

4. Provide copies of NPDES and State permits to City Engineer.
   Kimley-Horn & Associates will supply the City Engineer with NPDES and State permit copies.

5. Execute storm water maintenance agreement for on-site storm water facilities and record with Sherburne County.
   a. Stormwater maintenance agreement shall include that all stormwater water management structures and facilities, including volume reduction BMPs, shall be maintained to assure that the structures and facilities function as originally designed. Applicants shall submit a site-specific plan, schedule and narrative for maintenance of the proposed stormwater management BMPs.
   Stormwater maintenance agreement shall be executed with Sherburne County after plans have been approved by the city.

6. Execute and record drainage easement for the basin/infiltration areas.
    a. Easements shall be provided along each side of the centerline of any waterway or drainage channel. The easements shall be of a sufficient width to provide for proper maintenance and protection of the waterway or channel, stormwater runoff, and the installation and maintenance of drainage systems. Please review the proposed infiltration basin's outlet channel and provide details on how the feature will fit into a Drainage and Utility Easement (see Sheet 5).
    Drainage easement to be coordinated with the City of Big Lake after the site plans and final plat application has been approved.

7. A pre-construction meeting shall be scheduled with the City Engineer and held prior to any construction. Attendees to include at a minimum: engineer of record, general contractor, erosion control site manager, utility contractor and grading contractor.
Note #16 added to sheet C1.8.

8. Final civil site plans shall be signed and submitted to the City Engineer for final review and comment. When final plans are approved by the City Engineer, they shall be identified "Final Construction Plans" with City Engineer approval block and signature. Contact City Engineer for the City's approval block.
Plans have been updated to reflect requested naming convention "Final Construction Plans" – see sheet C0.0. Plan status has been updated to read "Issued for Construction" – see lower left corner of all Civil Engineering and Landscaping sheets.

9. All contractors shall have approved plans on-site while working.
Note #17 added to sheet C1.8.

10. Civil site plans not approved by the City Engineer shall not be on the project site.
Note #17 added to sheet C1.8.

11. Civil site work inspections shall be coordinated with City Engineer (763-251-2984).
Note #5 added to C0.0 and note #18 added to sheet C1.8.

12. Form inspection required before installation of valley gutter and curb in City right of way.
Note #19 added to sheet C1.8.

13. Owner shall provide utilities ties and record drawings to the City Engineer at conclusion of project. They shall be provided in electronic format in .pdf and AutoCAD format for the site improvements. Escrow funds for the project will be held until accepted by City Engineer.
Note #31 added to sheet C1.2.

14. Owner shall have property line/corners monuments installed, identified with lath, flush to final surface. Owner or their representative shall schedule a field review of all property monuments with City representative.
    Note #20 added to sheet C1.8.

15. Applicant shall provide a 2-year warranty upon acceptance of project by City Council for all civil site work performed in the right of way, drainage and utilities.
    AutoZone Parts, Inc. will provide a 2-year warranty for all civil site work performed in the right of way, drainage and utilities upon acceptance of project by City Council.

STORMWATER MANAGEMENT REPORT

16. No comment.
    Stormwater management report has been updated to reflect revised stormwater pond and adjusted drainage areas.

COVER SHEET C0.0

17. Add approval block.
    Signature block has been added to sheet C0.0.

18. Add Governing specifications include MnDOT, City of Big Lake Development Standards, Big Lake City Code, MRWA Trace Wire Guidelines 2014, and City of Engineer's Association of MN (CEAM).
    Governing specifications have been added to note #6 on sheet C0.0 and note #2 on sheet C1.8.

SITE PLAN SHEET C1.0

19. KEYNOTES item 23 – valley gutter in City curbline shall be per City Detail 7-100R. Contact City Engineer for detail.
    Keynote #26 has been added to provide distinction between public and private valley gutters. Keynote #23 refers to the private valley gutter. Keynote #26 refers to the valley gutter that is proposed within the public right of way along Humbolt Drive NW. See sheet C1.0 for keynote updates.
    Valley gutter detail has been updated to reflect proposed 7-100R gutter – see sheet C1.7C.

20. KEYNOTES item 24 - confirm riprap class size. All riprap shall be granite.
    Class II Granite Riprap has been specified by keynote #24 – see sheet C1.0.

21. Provide bituminous patch in front driveway adjacent to new valley gutter. Patch shall be 18" to 24" wide with 8" class 5 aggregate and 5" asphalt. All edges shall be sawcut.

Keynote #25 added for bituminous patch on sheet C1.0. Demolition plan reflects proposed patch location and sawcut – see sheet D1.0. Bituminous patch detail has been added to sheet C1.7C.

TRUCK TURNING MOVEMENT SHEET C1.1

22. No Comment.

SITE DETAILS SHEET C1.A

23. Details are for private work only, not work in City right of way.
    "0 - General Notes" section has been added to sheet C1.A clarifying that details on sheet C1.A are for private work only, not for work within the public right of way.

24. Detail 17 shall not apply to City valley gutter in driveway. Consider adding note to avoid wrong installation requiring replacement.
    Detail #17 name has been updated to "2' Concrete Private Valley Gutter" to avoid confusion between the public and private gutter types. See sheet C1.A.

25. Identify driveway radius.
    Driveway radius has been specified on sheet C1.0.

26. Identify electric transformer/box locations to ensure does not conflict with water, sewer and storm locations.
    Transformer location can be seen on sheet C1.0 (see keynote #17) and on sheet C1.2.

UTILITY PLAN SHEET C1.2

27. Show correct location of existing private storm pipe.
    Location of existing private storm sewer has been corrected – see sheet C1.2 and C1.3.

28. Provide insulation note and detail to sanitary service pipe and water service if less than 8' of cover.
    Note #27 has been updated to reflect required cover depth and insulation standards for watermain and sanitary sewer – see sheet C1.2.

29. Provide detail on sanitary cleanout to show how contractor is to install with a 90-degree bend.
    90-degree bend has been swapped for two 45-degree bends with a cleanout. See sheet C1.2.

30. Sanitary manholes shall be cast with "Sanitary" in cover.

Manhole callouts have been updated to refer to city detail 5-000 on sheet C1.7A. Added note #30 – see C1.2

31. Sanitary manholes need to be ½ " lower than asphalt for snow plowing. Damage results in dirt and debris in sanitary system which is an illicit discharge.
    Added note #30 – see sheet C1.2.

32. Revise sanitary pipe notes to clearly identify pipe material as shown in plan view.
    Note #4 has been revised to list only the proposed PVC SCH40 pipe standards - see sheet C1.2

33. Specify the water service pipe to install. If PE or PVC pipe, there are no mechanical bends.
    Water pipe has been specified as type "K" copper, see callouts and note #5 on sheet C1.2

34. Specify how contractor will connect to end of the water service with a 1". Provide detail.
    Existing stub shall be reused for new 1" domestic water service. Contractor to verify the existing size and provide reducer to 1" or wet tap the existing stub after valve – see callout on sheet C1.2.

35. Specify the storm sewer pipe to install.
    Storm sewer pipe is specified on sheet C1.3 and is shown for reference only on sheet C1.2. Note #6 on sheet C1.2 and note #3 on sheet C1.3 have been updated to only specify proposed pipes.

36. Legend line work should be identified as existing and proposed.
    Legend identifies existing and proposed linework – see sheet C1.2.

37. Storm pipe linework in unusual and non-typical. Provide customary linework with two arrows. This is what Public Works staff understands. --------<<----------
    Proposed storm sewer linework has been updated to reflect requested linetype – see sheets C1.2, C1.3, C1.5, L1.0, and L2.0.

38. Non-metallic pipe shall be installed with trace wire according to MRWA 2014.
    See note #28 on sheet C1.2 and note #13 on C1.3.

    a. Contractor shall provide a trace wire plan to City Engineer and include location of anodes and snake pits.
       See note #28 on sheet C1.2 and note #13 on C1.3.

    b. Snake pits shall be outside the building and within 2' of the building wall.
       See note #28 on sheet C1.2 and note #13 on C1.3.

c. Contractor shall test trace wire for proper operation after all work is complete.
See note #28 on sheet C1.2 and note #13 on C1.3.

39. Linework in southeast corner of parking lot is confusing – something not erased?
Loading dock area linework has been frozen off to avoid confusion – see sheet C1.2.

40. Linework north of building seems to indicate a valley gutter but notes break it up and there are 2 and 3 lines parallel.
Notes have been shifted to provide better clarity for proposed private valley gutter – see sheet C1.2.

41. Existing gate valve is responsibility of the property owner as it is on a service line and has to be shown to be operable and hold City pressure. If doesn't property owner shall replace the gate valve. Propose how water (hydro) and sanitary (air) services will be pressure tested.
See updated water utility connection callout and added Note #29 on sheet C1.2.

a. Water shall be tested at minimum of 150 pounds for 1 hours with a 1.0 psi allowable loss with a 1-unit increment gage.
See added Note #29 on sheet C1.2

b. Sanitary service shall be tested at 4 pounds for 4 minutes with 0.5 psi allowable loss.
See added Note #29 on sheet C1.2.

GRADING AND DRAINAGE SHEET C1.3

42. Show correct location of existing private storm pipe.
Existing storm sewer locations have been corrected. Pond sizing has been updated to reflect new storm sewer and site restrictions. See sheet C1.3.

43. Sumps are typically the last structure before the pond.
a. CBMH 203 can be reduced from 48" to 2'x3' without a sump.
CBMH 203 have been swapped to a 2' x 3' catch basin structure with no sump – see sheet C1.3.

b. Have not seen a cleanout in storm before. Consider 27" structure.
Cleanout has been swapped to 24" nyloplast structure with solid cover – see sheet C1.3.

44. Riprap shall be granite.
Legend has been updated to "Proposed Granite Riprap" – see sheet C1.3.

45. Contain all stormwater in driveway within site. An option may be to shift high point.

Curb cut has been added near the property line. Emergency Overflow Elevation marker (EOF) has been shifted to reflect adjusted grading and high points. See sheet C1.3.

46. Show bituminous patch at valley gutter of driveway.
    See C1.0 and D1.0 for patch. "Match Existing (ME)" elevations have been added at the edges of the patch – see sheet C1.3.

47. Specify the storm pipe material in the notes to match plan sheet.
    Note #3 has been updated to match the proposed pipe material. See sheet C1.3.

48. SDR 35 is thin wall used for sanitary pipe. Propose another material with durability for roadway and freeze/ice. I have approved RCP, C900 and dual wall corrugated HDPE to be used for storm sewer.
    All storm sewer pipes have been swapped from SDR35 PVC to HDPE. See sheet C1.3.

49. Storm pipe connections to structure shall be wrapped with 6 mil poly or GatorWrap.
    Note #14 has been added to C1.3.

50. Rings on structures shall be wrapped per City detail 4-108.
    Note #15 has been added to C1.3.

51. Please review OCS-100 detail as it appears to reflect structure 101.
    Detail on C1.3 has been updated to reflect proper structure name, OCS-101.

EROSION PHASE 1 SHEET C1.4

52. No Comment.

EROSION PHASE 2 SHEET C1.5

53. No Comment.

EROSION DETAILS SHEET C1.6A

54. Remove City Details 3-700 and 3-001.
    City details 3-700 and 3-001 have been removed from sheet C1.6A.

EROSION DETAILS SHEET C1.6B

55. No Comment.

SWPPP SHEET C1.6C

56. No Comment.

CONSTRUCTION DETAILS SHEET C1.7A

57. Remove City Details 1-700 and 4-102.
    City details 1-700 and 4-102 have been removed from sheet C1.7A.

Thank you for the thorough review of the layout. Please contact me with any questions regarding the responses.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

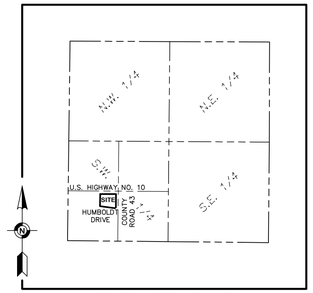


Alan Catchpool
Project Manager, P.E.

Attachment C
Civil Plans

PRELIMINARY PLAT OF:
COBBLESTONE 2ND ADDITION

SECTION 20, T 33 N, R 27 W



VICINITY MAP
NO SCALE

OWNER INFORMATION:

Casey's Retail Company, an Iowa corporation
1 Convenience Boulevard, Ankeny, Iowa 50021
(515) 965-6100

ENGINEER INFORMATION:

Kimley Horn & Associates
767 N Eustis Street, Suite 100, Saint Paul, Minnesota 55114
(651) 645-4197

SURVEYOR INFORMATION:

Egan, Field & Nowak, Inc.
475 Old Highway 8 NW, Suite 200, New Brighton, Minnesota 55112
(612) 466-3300

LEGAL DESCRIPTION:

That part of Lot 1, Block 1, COBBLESTONE, according to the recorded plat thereof, Sherburne County, Minnesota, lying easterly of the following described line:

Commencing at the northeast corner of said Lot 1; thence South 89 degrees 37 minutes 22 seconds West, plat bearing, along the north line of said Lot 1, a distance of 85.27 feet; thence westerly, on said north line, along a tangential curve, concave to the south, having a radius of 54407.16 feet and a central angle of 00 degrees 20 minutes 58 seconds, a distance of 331.80 feet to the point of beginning of the line to be described; thence South 00 degrees 08 minutes 29 seconds West, not tangent to the last described curve, a distance of 320.06 feet to the south line of said Lot 1 and said line there terminating.

(Abstract Property)

PROPOSED LEGAL DESCRIPTIONS:

Lot 1, Block 1, COBBLESTONE 2ND ADDITION

Lot 2, Block 1, COBBLESTONE 2ND ADDITION

PROPOSED AREAS:

The area of Lot 1, Block 1, COBBLESTONE 2ND ADDITION is 60,511 square feet or 1.38914 acres.

The area of Lot 2, Block 1, COBBLESTONE 2ND ADDITION is 84,370 square feet or 1.93687 acres.

GENERAL SURVEY NOTES:

1. The orientation of this bearing system is based on the Sherburne County coordinate grid (NAD 83-2011 Adj.).
2. The legal description and easement information used in the preparation of this survey is based on the Commitment for Title Insurance prepared by First American Title Insurance Company, Commitment No. NCS-1248610-MICH dated January 31, 2025 at 7:30 am.
3. The angular rotation measured clockwise from record bearings depicted on the plat of COBBLESTONE to this survey is 00 degrees 35 minutes 22 seconds.
4. The surveyed property has direct access to County Road 43 and Humboldt Drive Northwest, both being public right of ways.
5. The property described hereon lies within Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain) per Federal Insurance Rate Map No. 27141 C 0355 F, dated November 16, 2011.
6. The total area of the property described hereon is 144,881 square feet or 3.32601 acres.
7. The contours depicted hereon are per elevation data collected while conducting the fieldwork. The contour interval is 1 foot.

   PROJECT BENCHMARK: Top of Minnesota Department of Transportation Geodetic Monument "BILA MNDT RESET" Elevation = 938.19 feet. (NAVD88)

   SITE BENCHMARK NO. 1: Top nut of hydrant along northerly property line Elevation = 940.84 feet. (NAVD88)

   SITE BENCHMARK NO. 2: Top nut of hydrant along easterly property line Elevation = 941.15 feet. (NAVD88)
8. Existing utilities, services and underground structures shown hereon were located either physically, from existing records made available to us, by resident testimony, or by locations provided by Gopher State One Call, per Ticket No. 252031200. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Other utilities and services may be present and verification and location of all utilities and services should be obtained from the owners of the respective utilities prior to any design, planning or excavation.
9. The names of adjoining owners according to current tax records are depicted hereon.

SURVEY ITEMS PER SCHEDULE B:

ITEM 12: Vacation and Drainage and Utility Easements as contained in the Resolution No. 2004-84, dated July 28, 2004, recorded October 6, 2004, as Document No. 565737.

Said drainage and utility easements affect the surveyed property and are depicted hereon.

ITEM 13: Drainage and utility easements as shown on the plat of Cobblestone, recorded January 3, 2005, as Document No. 574355.

Said drainage and utility easements affect the surveyed property and are depicted hereon.

ITEM 14: Easement for utility purposes, together with any incidental rights, in favor of the City of Big Lake, a Minnesota municipal corporation, as contained in the Grant of Temporary and Permanent Easements, dated November 30, 2007, recorded December 26, 2007, as Document No. 664650.

Said utility easement affects the surveyed property and are depicted hereon.

ITEM 15: Terms and conditions as contained in the Resolution No. 2016-81 for Conditional Use Permit, dated September 28, 2016, recorded October 25, 2016, as Document No. 828782.

Said terms and conditions affect the surveyed property. No plottable items to depict.

ITEM 16: Terms and conditions as contained in the Resolution No. 2017-51, dated May 24, 2017, recorded July 14, 2017, as Document No. 841808.

Said terms and conditions affect the surveyed property. No plottable items to depict.

ITEM 17: Easement for drainage and utility purposes, together with any incidental rights, in favor of the City of Big Lake, a Minnesota municipal corporation, as contained in the Utility and Drainage Easement, dated March 13, 2020, recorded March 27, 2020, as Document No. 888820, and the terms and conditions contained therein.

Said drainage and utility easement affects the surveyed property and are depicted hereon.

ITEM 18: Restrictive covenant and deed restriction as contained in the Warranty Deed, dated March 13, 2020, recorded March 27, 2020, as Document No. 888821.

Said restrictive covenant benefits the surveyed property and the burdened property is depicted hereon.

ITEM 19: Riparian rights of others in and to pond crossing or abutting premises.

Said drainage pond affects the surveyed property and is depicted hereon.

ITEM 20: No title is insured to any land lying in the bed of pond as the same now exists or formerly existed.

Said drainage pond affects the surveyed property and is depicted hereon.

ITEM 21: Any right, title, or interest in any minerals, mineral rights, or any other subsurface substances or related matters, whether or not the matters are shown by the public records.

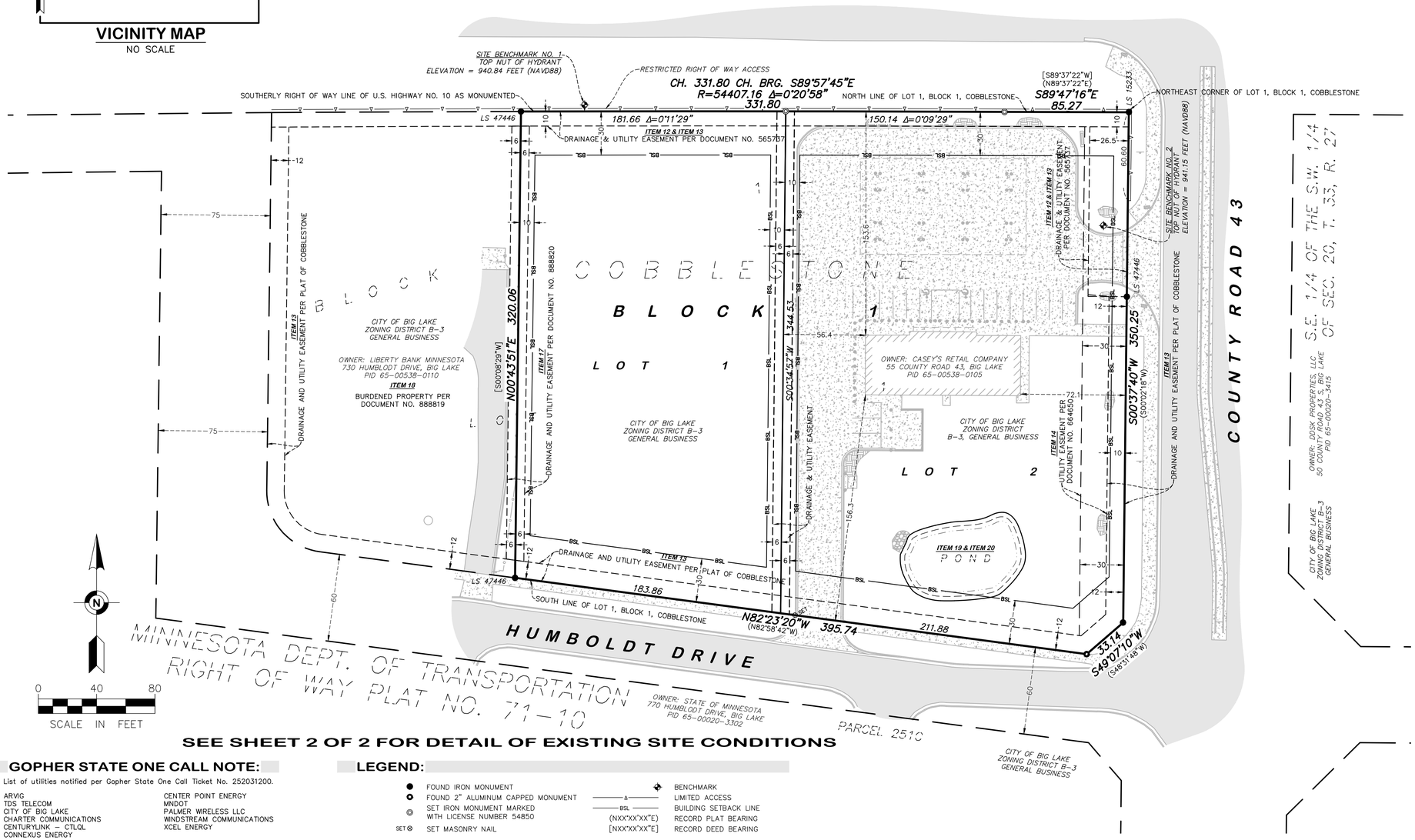
ITEM 22: Any claim that the Title is subject to a trust or lien created under The Perishable Agricultural Commodities Act, 1930 (7 U.S.C. §§499a, et seq.) or the Packers and Stockyards Act (7 U.S.C. §§181 et seq.) or under similar state laws.

CERTIFICATION:

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.

Date of survey: July 30, 2025.
Date of signature: September 3, 2025.

Steven F. Hough
Minnesota License No. 54850
shough@efnsurvey.com



SEE SHEET 2 OF 2 FOR DETAIL OF EXISTING SITE CONDITIONS

GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 252031200.

ARVIG
TDS TELECOM
CITY OF BIG LAKE
CHARTER COMMUNICATIONS
CENTURYLINK - CTLQL
CONNEXUS ENERGY
CENTER POINT ENERGY
MNDOT
PALMER WIRELESS LLC
WINDSTREAM COMMUNICATIONS
XCEL ENERGY

LEGEND:

- FOUND IRON MONUMENT
- FOUND 2" ALUMINUM CAPPED MONUMENT
- SET IRON MONUMENT MARKED WITH LICENSE NUMBER 54850
- SET MASONRY NAIL
- BENCHMARK
- LIMITED ACCESS
- BUILDING SETBACK LINE
- (NXX°XX'XX"E) RECORD PLAT BEARING
- [NXX°XX'XX"E] RECORD DEED BEARING

FIELD BOOK	PAGE

DRAWING NAME: 42825 Preliminary Plat.dwg
JOB NO. 42825
FILE NO. 4954

FIELDWORK CHIEF: LCH
DRAWN BY: PMD
CHECKED BY: SFH

REVISIONS

NO.	DATE	DESCRIPTION
1	2025/09/09	Updated per comments
2	2025/09/19	Updated per comments
3	2025/10/22	Added Drainage and Utility easements

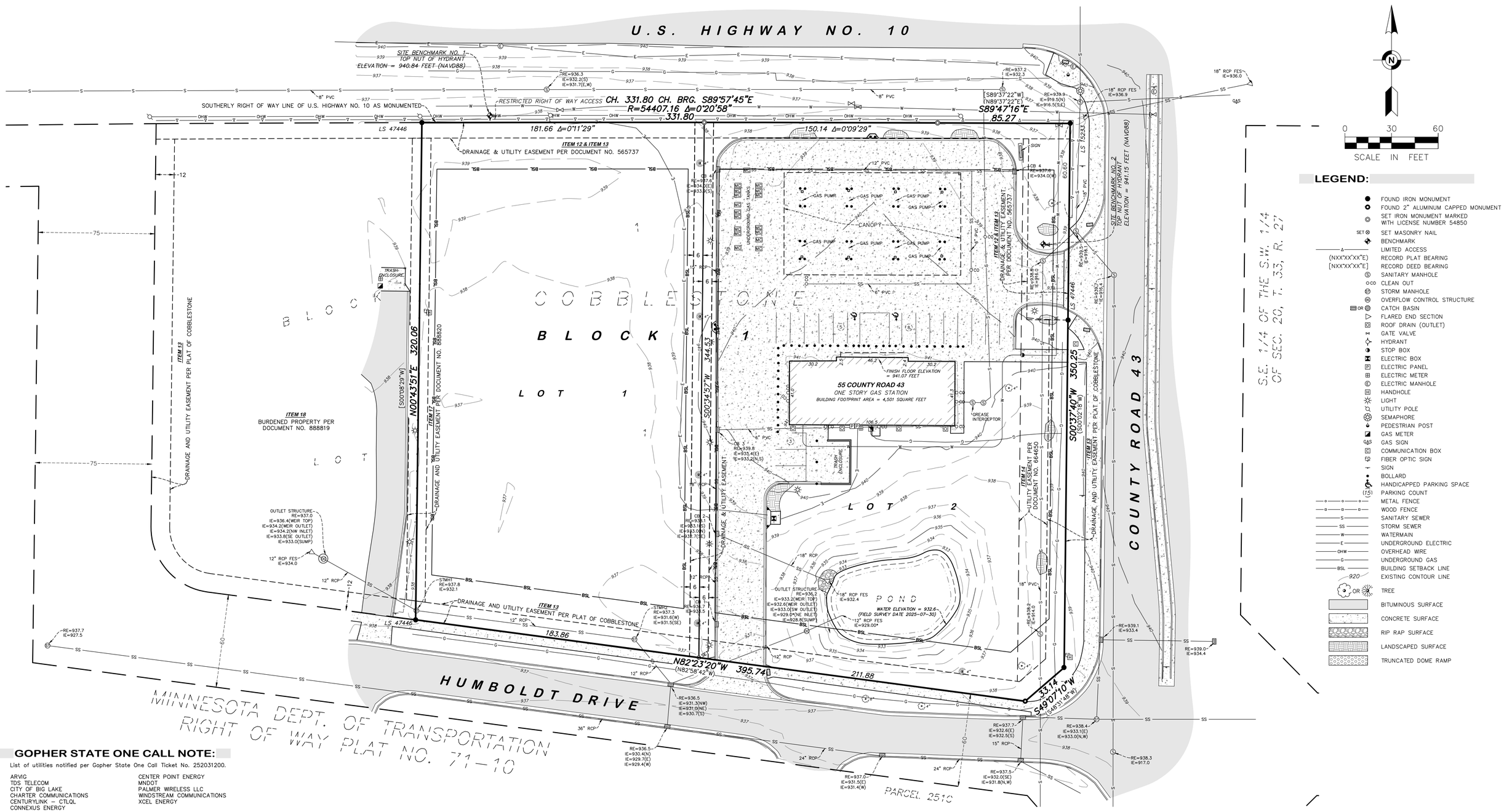
PRELIMINARY PLAT OF:
COBBLESTONE 2ND ADDITION

SURVEY FOR:
Kimley Horn & Associates, Inc.

PROPERTY ADDRESS:
55 County Road 43
Big Lake, Minnesota 55309
Sherburne County Tax PID 65-00538-0105

Egan, Field & Nowak, Inc.
land surveyors since 1872
475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM
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PRELIMINARY PLAT OF:
COBBLESTONE 2ND ADDITION



LEGEND:

- FOUND IRON MONUMENT
- FOUND 2" ALUMINUM CAPPED MONUMENT
- SET IRON MONUMENT MARKED WITH LICENSE NUMBER 54850
- SET ⊗ SET MASONRY NAIL
- BENCHMARK
- LIMITED ACCESS
- (NXX°XX'XX"E) RECORD PLAT BEARING
- [NXX°XX'XX"E] RECORD DEED BEARING
- SANITARY MANHOLE
- CLEAN OUT
- STORM MANHOLE
- OVERFLOW CONTROL STRUCTURE
- CATCH BASIN OR
- FLARED END SECTION
- ROOF DRAIN (OUTLET)
- GATE VALVE
- HYDRANT
- STOP BOX
- ELECTRIC BOX
- ELECTRIC PANEL
- ELECTRIC METER
- ELECTRIC MANHOLE
- HANDHOLE
- LIGHT
- UTILITY POLE
- SEMAPHORE
- PEDESTRIAN POST
- GAS METER
- GAS SIGN
- COMMUNICATION BOX
- FIBER OPTIC SIGN
- SIGN
- BOLLARD
- HANDICAPPED PARKING SPACE
- (7) PARKING COUNT
- METAL FENCE
- WOOD FENCE
- S SANITARY SEWER
- SS STORM SEWER
- W WATERMAIN
- E UNDERGROUND ELECTRIC
- OHW OVERHEAD WIRE
- G UNDERGROUND GAS
- BSL BUILDING SETBACK LINE
- 920 EXISTING CONTOUR LINE
- OR TREE
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- RIP RAP SURFACE
- LANDSCAPED SURFACE
- TRUNCATED DOME RAMP

GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 252031200.

ARVIG
TDS TELECOM
CITY OF BIG LAKE
CHARTER COMMUNICATIONS
CENTURYLINK – CTLQL
CONNEXUS ENERGY
CENTER POINT ENERGY
MNDOT
PALMER WIRELESS LLC
WINDSTREAM COMMUNICATIONS
XCEL ENERGY

FIELD BOOK	PAGE

DRAWING NAME: 42825 Preliminary Plat.dwg
JOB NO. 42825
FILE NO. 4954

FIELDWORK CHIEF: LCH
DRAWN BY: PMD
CHECKED BY: SFH

REVISIONS

NO.	DATE	DESCRIPTION
1	2025/09/09	Updated per comments
2	2025/09/19	Updated per comments
3	2025/10/22	Added Drainage and Utility easements

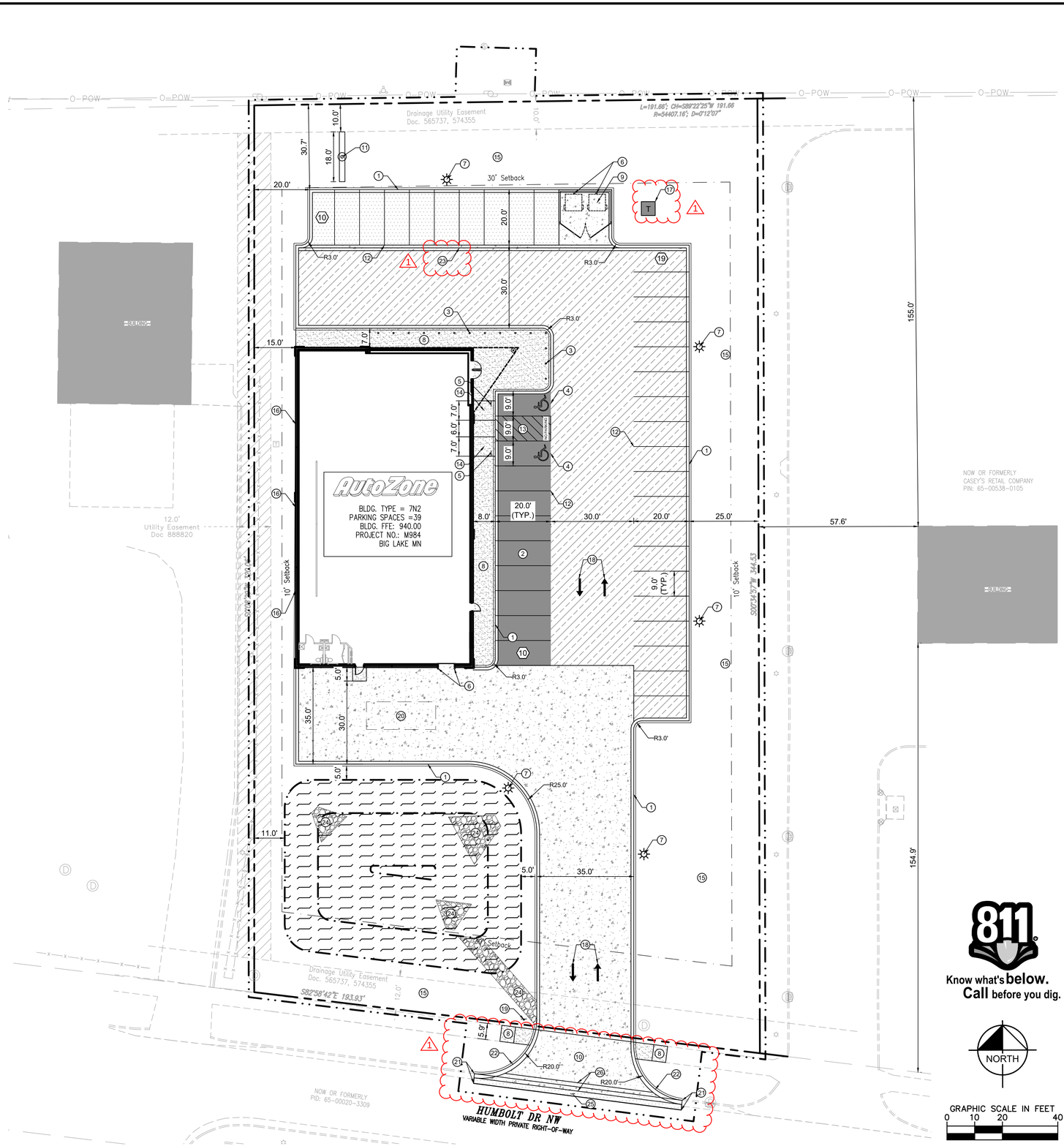
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KEYNOTES

Building & Paving

1. Concrete curb – see details 1 & 2/C1.A
2. Concrete paving – see detail 4/C1.A. Expansion and Control joints – see details 23 & 24/C1.A Maximum spacing for Control joints is 15'–0" o.c. each way.
3. Bollard Plan – See Detail 14 & 16/C1.A
4. Handicap parking area – see details 6 & 7/C1.A
5. Handicap parking sign – see detail 12/C1.A
6. Pipe guard – see details 8, 15 & 16/C1.A
7. Site light on concrete base – see detail/PH–1. Locate 3'–0" from back of curb or sidewalk to center of base. Aim light fixture in direction as indicated. See structural drawings for base requirements.
8. Concrete sidewalk – see detail 22 & 28/C1.A for sidewalks around building.
9. Dumpster layout – 6' high block enclosure to match building. Black metal doors with black posts and black coping required – see details 8, 9, 10 & 11/C1.A
10. Concrete Apron – see detail 4/C1.A. Expansion and Control joints – see details 23 & 24/C1.A Maximum spacing for Control joints is 15'–0" o.c. each way.
11. Proposed Pylon sign – See signage drawings (Under separate permit)
12. 4" wide parking stripe painted white (typ.)
13. 4" wide diagonal stripes painted white @ 2 ft. o.c.
14. Concrete handicap ramp – maximum slope 1:12 (8.33%) (per A.D.A. requirements). Maximum cross slope 1:50 (2.00%). Truncated domes required.
15. New landscape area – provide sod and 3" topsoil – see sheet L1.0 for additional information
16. Building down spouts (typ.) See Grading Plan for connection.
17. 5' x 5' concrete pad for transformer
18. Pavement markings – see detail 20/C1.A
19. Stop Sign
20. Loading Area: slope at max 3% away from building
21. Match existing elevations
22. Transition curb from B618 to concrete curb – see details 1 & 2/C1.A & detail on C1.7A
23. Concrete valley gutter (private) – see detail 17/C1.A
24. Class II Granite Riprap – see Grading Plan/C1.3
25. 2' Bituminous patch – see detail/C1.7C
26. Concrete valley gutter within public right of way – see detail/C1.7C

GENERAL NOTES:

1. Property line and right–of–way monuments shall not be disturbed by construction. If disturbed, they shall be reset to their original locations at the Contractor's expense by a Registered Land Surveyor.
2. Proof Roll Building and all parking areas. Notify AutoZone Inc. of any unacceptable areas.
3. Building dimensions shown on the Civil Engineering Plans are for reference purposes only, Contractor shall use the Architectural and Structural Plans for exact Building dimensions.
4. All site dimensions are referenced to the face of curbs or edge of paving unless otherwise noted.
5. All sidewalks, curb and gutter, street paving, curb cuts, driveway approaches, handicap ramps, etc. constructed outside the property line in the right–of–way shall conform to all municipal and/or State specifications and requirements.
6. All disturbance incurred to any adjoining property due to construction or demolition shall be restored to the previous condition or better, and to the satisfaction of the City or State Authority.
7. The Contractor shall provide As–Built records of all construction (including underground utilities) to AutoZone Inc. at the end of construction.

LEGEND

- PROPERTY LINE
- SETBACK LINE
- DRAINAGE AND UTILITY EASEMENT
- PROPOSED CURB AND GUTTER
- PROPOSED STANDARD DUTY ASPHALT
- HEAVY DUTY ASPHALT
- PROPOSED CONCRETE SIDEWALK
- PROPOSED STANDARD DUTY CONCRETE
- PROPOSED HEAVY DUTY CONCRETE
- STORM WATER AREA SEE GRADING PLAN FOR DETAILS

BULK AREA REQUIREMENTS

REFERENCE IS MADE TO THE BIG LAKE CODE OF ORDINANCES

LOCATION: 55 COUNTY ROAD 43, BIG LAKE, MN 55309

ZONE: B–2 – GENERAL BUISNESS

USE: RETAIL/WAREHOUSE | TYPE OF CONSTRUCTION: VB

PARCEL NO. 65–00538–0105

ITEM	REQUIREMENTS	PROVIDED
MINIMUM LOT AREA	20,000 S.F.	63,963 S.F.
MINIMUM FRONT SETBACK	30'–0"	30'–0"
MINIMUM SIDE SETBACK	10'–0"	10'–0"
MINIMUM REAR SETBACK	30'–0"	30'–0"
MAXIMUM BUILDING HEIGHT	35'–0"	23'–0"
PROPERTY AREA		63,963 S.F.
IMPERVIOUS AREA		59% (37,543 S.F.)
PERVIOUS AREA		41% (26,420 S.F.)
BUILDING AREA		12% (7,381 S.F.)

PARKING INFORMATION

REFERENCE IS MADE TO THE BIG LAKE CODE OF ORDINANCES

ITEM	REQUIREMENTS	PROVIDED
BUILDING SIZE		7,381 S.F.
PARKING REQUIRED	COMMERCIAL: 4 SPACES PER EACH 1,000 S.F. OF GROSS FLOOR AREA; 28 REQUIRED	39 SPACES
MIN. PARKING DIM.	9'–0" x 20'–0"	9'–0" x 20'–0"
MIN. DRIVEWAY WIDTH	24'	24'
HANDICAP SPACES	2 SPACES	2 SPACES
LOADING SPACE	1 SPACE	1 SPACE

PROPERTY SUMMARY

TOTAL PROPERTY AREA	1.39 AC
DISTURBED AREA	1.45 AC
EXISTING IMPERVIOUS AREA	0.02 AC
EXISTING PERVIOUS AREA	1.43 AC
PROPOSED IMPERVIOUS AREA	0.91 AC
PROPOSED PERVIOUS AREA	0.54 AC
NET INCREASE IN IMPERVIOUS AREA	0.89 AC

SITE PLAN NOTES

1. REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF STOOPS, TRUCK DOCKS, TRASH ENCLOSURES & PRECISE BUILDING DIMENSIONS. REFER TO THE SITE ELECTRICAL PLAN FOR LOCATIONS OF PROPOSED LIGHT POLES, CONDUITS, AND ELECTRICAL EQUIPMENT.
2. REFER TO CERTIFIED SITE SURVEY OR PLAT FOR EXACT LOCATION OF EXISTING EASEMENTS, PROPERTY BOUNDARY DIMENSIONS, AND ADJACENT RIGHT-OF-WAY & PARCEL INFORMATION.
3. DIMENSIONS AND RADII ARE DRAWN TO THE FACE OF CURB, UNLESS OTHERWISE NOTED. DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT, AND AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
4. UNLESS OTHERWISE NOTED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING EXISTING SITE IMPROVEMENTS THAT CONFLICT WITH THE PROPOSED WORK, INCLUDING BUT NOT LIMITED TO TRAFFIC SIGNS, LIGHT POLES, ABOVEGROUND UTILITIES, ETC. PERFORM WORK IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS. COST SHALL BE INCLUDED IN BASE BID.
5. TYPICAL PARKING STALL DIMENSIONS SHALL BE 9.0-FEET IN WIDTH AND 20-FEET IN LENGTH UNLESS OTHERWISE INDICATED.
6. MONUMENT SIGN(S) ARE DETAILED ON THE ARCHITECTURAL PLANS AND ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIGN DIMENSIONS, LOCATION AND REQUIRED PERMITS WITH THE OWNER.

SIGN LEGEND

LEGEND	QTY.	LEGEND	QTY.
STOP	1	RESERVED PARKING VAN ACCESSIBLE	2

Know what's **below.** **Call** before you dig.

811

No.	DESCRIPTION	DATE	BY
1	CITY COMMENTS	12/12/2025	KAH

Kimley»Horn
© 2024 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.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 LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ALAN L CATCHPOOL, PE
MN LIC. NO. 47969
DATE: 12/12/2025

KHA PROJECT 160743032
DATE 12/12/2025
SCALE AS SHOWN
DESIGNED BY KAH
DRAWN BY KAH
CHECKED BY ALC

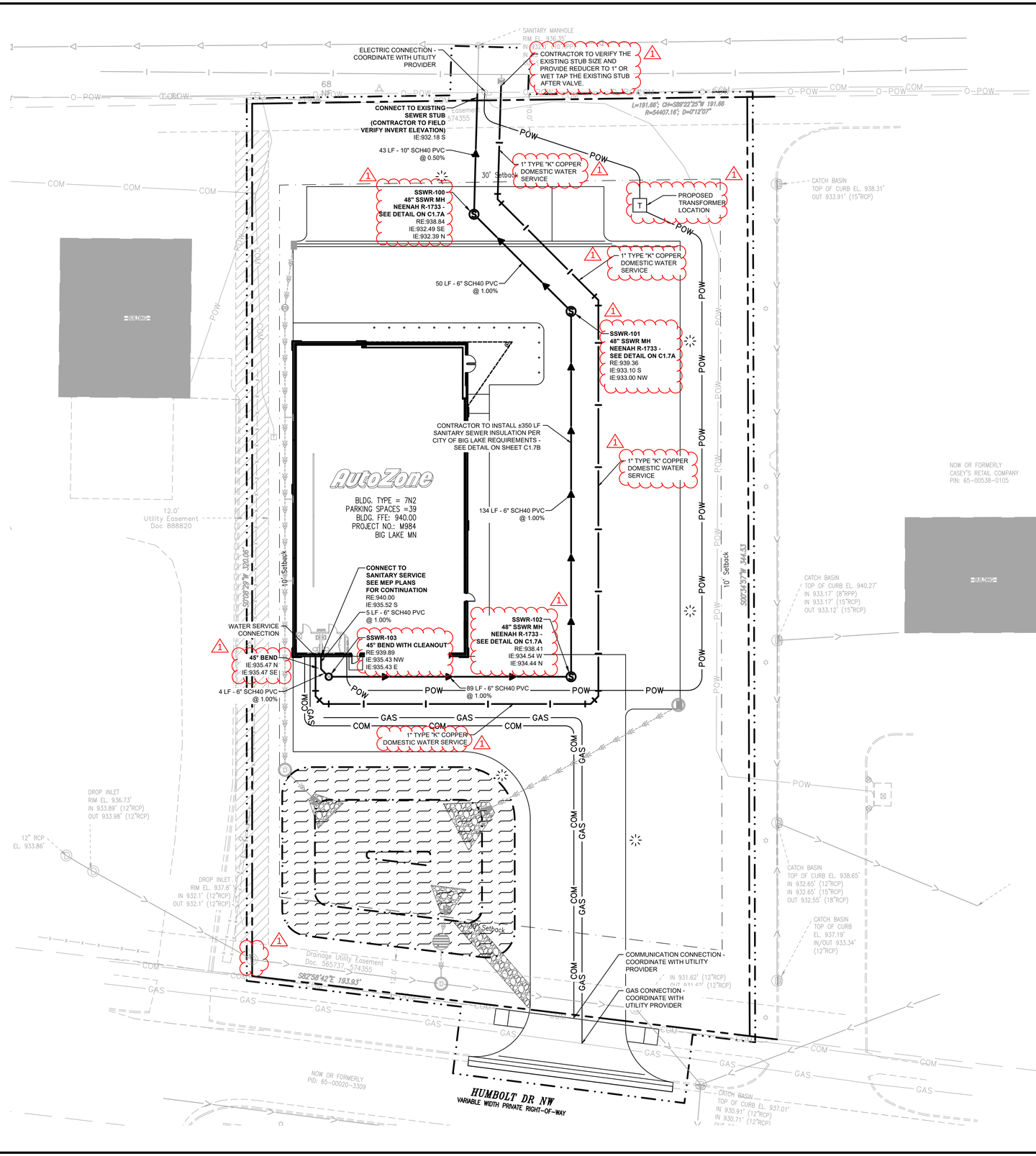
SITE PLAN

ISSUED FOR CONSTRUCTION 1

BIG LAKE AUTOZONE
PREPARED FOR AUTOZONE
BIG LAKE MN

SHEET NUMBER
C1.0

K:\TWC_LDEV\AutoZone\Big Lake, MN #10776\3 Design\CAD\PlanSheets\C4-SITE PLAN.dwg December 12, 2025 - 9:46am
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GAS SERVICE

GAS COMPANY TO BRING GAS LINE TO THE METER AND SET METER PER THE LOCATION SHOWN ON THE SITE PLAN.
CONTRACTOR TO INSTALL GAS SERVICE FROM BUILDING TO METER. CONTRACTOR TO CONTACT GAS COMPANY PRIOR TO CONSTRUCTION FOR CONNECTION COORDINATION.

UNDERGROUND ELECTRICAL SERVICE

CONTRACTOR TO PROVIDE SECONDARY SERVICE TO TRANSFORMER. POWER COMPANY TO PROVIDE SERVICE TO TRANSFORMER AND MAKE CONNECTIONS AT THE TRANSFORMER LOCATION. POWER COMPANY TO PROVIDE TRANSFORMER PAD

TELEPHONE SERVICE

TELEPHONE COMPANY TO PROVIDE AND INSTALL ONE – 4" PVC CONDUIT WITH PULL CHORD FROM COMMUNICATIONS BOX TO THE BUILDING.

LEGEND

EXISTING	PROPOSED
	GATE VALVE
	HYDRANT
	REDUCER
TH	TEE
S	SANITARY SEWER MANHOLE
	SANITARY CLEANOUT
	WATERMAIN
	SANITARY SEWER
	STORM SEWER
POW	UNDERGROUND ELECTRIC
COM	TELEPHONE
GAS	GAS MAIN

UTILITY PLAN NOTES

1. INSTALL UTILITIES IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
4. SANITARY SEWER PIPE SHALL BE:
   PVC SCH 40: ASTM D-1785, F-714, F-894
   SANITARY SEWER FITTINGS SHALL BE:
   PVC SCH40: ASTM D-2665, F-2794, F-1866
5. WATER MAIN PIPE SHALL BE:
   TYPE "K" COPPER: ANSI 816.22
   WATER MAIN FITTINGS SHALL BE:
   TYPE "K" COPPER: ANSI 816.22
6. STORM SEWER PIPE SHALL BE:
   DUAL WALL CORRUGATED HDPE: ASTM F-714, F-894
   STORM SEWER FITTINGS SHALL BE:
   DUAL WALL CORRUGATED HDPE: ASTM D-3212
7. WHEN CONNECTING TO AN EXISTING UTILITY LINE, FIELD VERIFY THE LOCATION, DEPTH, AND SIZE OF THE EXISTING PIPE(S) PRIOR TO INSTALLATION OF THE NEW LINES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
8. PLACE AND COMPACT ALL FILL MATERIAL PRIOR TO INSTALLATION OF PROPOSED UNDERGROUND UTILITIES. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.
9. MAINTAIN A MINIMUM OF 8'-0" COVER ON ALL WATER LINES.
10. FOR WATER LINES AND STUB-OUTS UTILIZE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING, WITH STAINLESS STEEL OR COBALT BLUE BOLTS, OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.
11. MAINTAIN 18-INCH MINIMUM VERTICAL SEPARATION WHERE SEWER PIPE CROSSES WATER LINES (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE). PROVIDE 10-FOOT HORIZONTAL SEPARATION BETWEEN SEWER PIPE AND WATER LINES.
12. IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, STORM LINES AND GAS LINES (OR ANY OBSTRUCTION EXISTING AND PROPOSED), THE SANITARY PIPE MATERIAL SHALL BE PVC SCHEDULE 40 OR PVC C900 AND HAVE MECHANICAL JOINTS AT LEAST 10 FEET ON EITHER SIDE OF THE CENTER LINE OF THE CROSSING. THE WATER LINE SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18-INCH VERTICAL SEPARATION MEETING REQUIREMENTS OF ANSI A21.10 OR ANSI 21.11 (AWWA C-151) (CLASS 50).
13. ALL PVC & HDPE SEWER AND WATER PIPE SHALL HAVE A TRACER WIRE INSTALLED IN THE TRENCH AND TERMINATED PER THE DETAILS.
14. UNDERGROUND UTILITY LINES SHALL BE INSTALLED, INSPECTED AND APPROVED PRIOR TO PLACING BACKFILL.
15. IN PAVEMENT AREAS, RAISE MANHOLE CASTINGS TO BE FLUSH WITH PROPOSED FINISHED SURFACE GRADE. IN GREEN AREAS, RAISE MANHOLE CASTINGS TO BE ONE FOOT ABOVE FINISHED GROUND ELEVATION & INSTALL A WATERTIGHT LID.
16. REFER TO PLUMBING PLANS FOR LOCATION, SIZE AND ELEVATION OF UTILITY SERVICE CONNECTIONS AND ROOF DRAINS TO THE INTERIOR BUILDING SYSTEMS. BACKFLOW DEVICES (DDCV AND PRZ ASSEMBLIES) & METERS ARE LOCATED INSIDE THE BUILDING.
17. CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
18. CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES. COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
19. REFER TO THE SITE ELECTRICAL PLANS FOR SPECIFICATIONS OF THE PROPOSED SITE LIGHTING AND ELECTRICAL EQUIPMENT.
20. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
21. EXCESS MATERIAL, ABANDONED UTILITY ITEMS, AND OTHER UNUSABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
22. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
23. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
24. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
25. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
26. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.
27. CONTRACTOR TO INSTALL WATERMAIN AND SANITARY SEWER INSULATION WHERE COVER IS LESS THAN 8' PER CITY OF BIG LAKE REQUIREMENTS. SEE DETAILS ON SHEET C1.7B.
28. NON-METALLIC PIPE SHALL BE INSTALLED WITH TRACE WIRE ACCORDING TO MRWA 2014.
    A. CONTRACTOR SHALL PROVIDE A TRACE WIRE PLAN TO CITY ENGINEER AND INCLUDE LOCATION OF ANODES AND SNAKE PITS.
    B. SNAKE PITS SHALL BE OUTSIDE THE BUILDING AND WITHIN 2' OF THE BUILDING WALL.
    C. CONTRACTOR SHALL TEST TRACE WIRE FOR PROPER OPERATION AFTER ALL WORK IS COMPLETE
29. THE PROPERTY OWNER IS RESPONSIBLE FOR THE EXISTING WATERMAIN GATE VALVE NORTH OF THE SITE AS IT IS ON A SERVICE LINE. THIS VALVE MUST BE OPERABLE AND HOLD CITY PRESSURE. IF THE VALVE DOES NOT MEET THIS CRITERIA, THE PROPERTY OWNER SHALL REPLACE THE GATE VALVE.
    A. WATER SHALL BE TESTED AT MINIMUM OF 150 POUNDS FOR 1 HOURS WITH A 1.0 PSI ALLOWABLE LOSS WITH A 1-UNIT INCREMENT GAGE. PRESSURE TEST AGAINST EXISTING GATE VALVE TO BUILDING.
    B. SANITARY SERVICE SHALL BE TESTED AT 4 POUNDS FOR 4 MINUTES WITH 0.5 PSI ALLOWABLE LOSS. TEST FROM EXISTING MANHOLE TO THE BUILDING.
30. SANITARY MANHOLES SHALL BE CAST WITH "SANITARY" IN THE COVER - REFER TO CITY DETAIL ON C1.7A. SANITARY MANHOLES NEED TO BE ½" LOWER THAN ASPHALT FOR SNOW PLOWING.
31. OWNER SHALL PROVIDE UTILITIES TIES AND RECORD DRAWINGS TO THE CITY ENGINEER AT CONCLUSION OF PROJECT. THEY SHALL BE PROVIDED IN ELECTRONIC FORMAT IN .PDF AND AUTOCAD FORMAT FOR THE SITE IMPROVEMENTS. ESCROW FUNDS FOR THE PROJECT WILL BE HELD UNTIL ACCEPTED BY CITY ENGINEER.

Know what's below. Call before you dig.

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

No.	BY	DATE	REVISIONS
1	KAH	12/12/2025	CITY COMMENTS

Kimley»Horn
2024 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

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ALAN L CATCHPOOL, PE
DATE: 12/12/2025 LIC. NO. 47969 MN

KHA PROJECT	
160743032	
DATE	12/12/2025
SCALE	AS SHOWN
DESIGNED BY	KAH
DRAWN BY	KAH
CHECKED BY	ALC

UTILITY PLAN

ISSUED FOR CONSTRUCTION

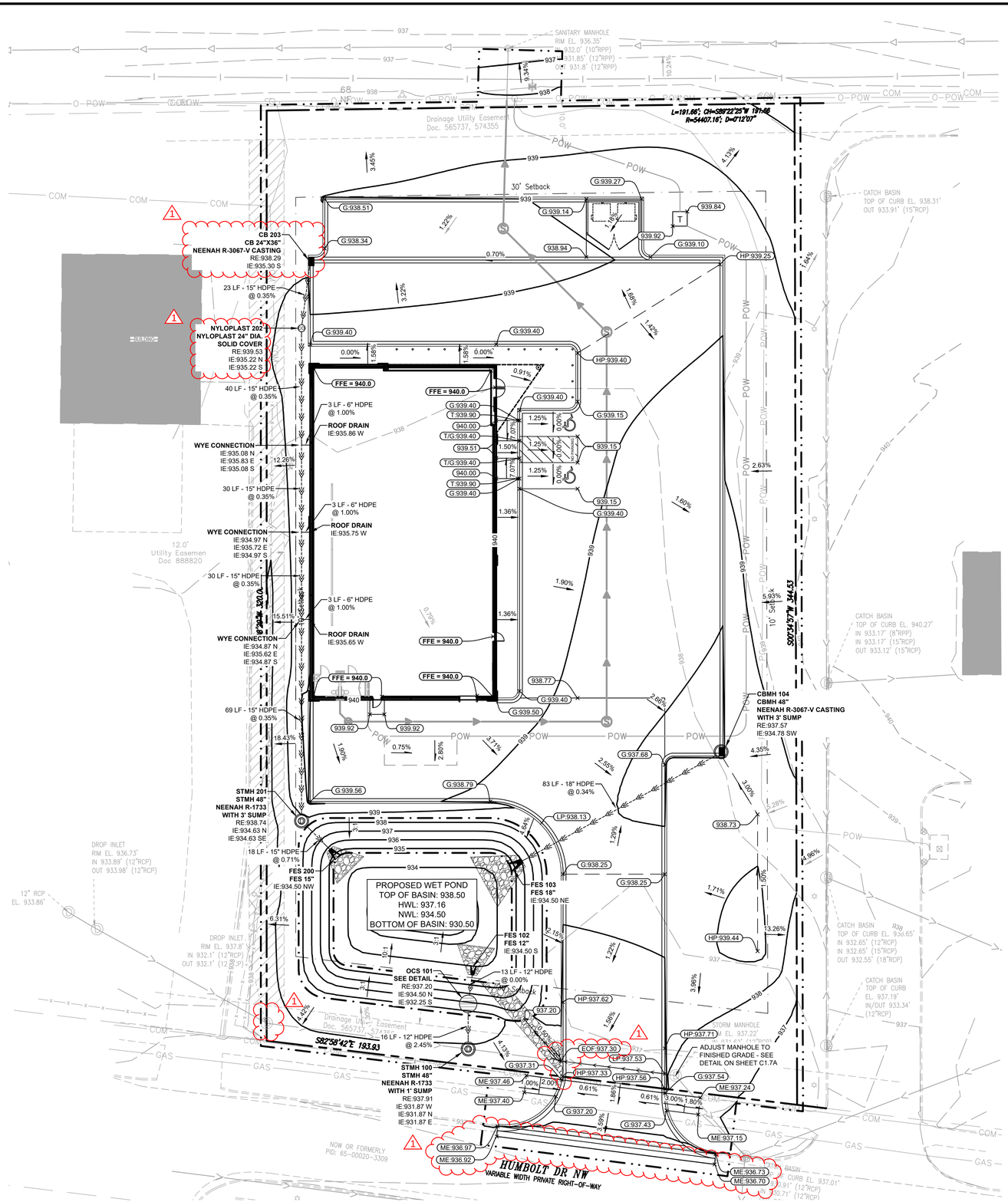
BIG LAKE AUTOZONE
PREPARED FOR
AUTOZONE
BIG LAKE MN

SHEET NUMBER
C1.2

K:\TWC_LDEV\AutoZone\Big Lake, MN #10776\3 Design\CAD\PlanSheets\C6-UTILITY PLAN.dwg December 12, 2025 - 11:34am
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LEGEND

- PROPERTY LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED RIDGE LINE
- PROPOSED SWALE
- PROPOSED STORM MANHOLE (SOLID CASTING)
- PROPOSED STORM MANHOLE (ROUND INLET CASTING)
- PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
- PROPOSED 2' x 3' CATCH BASIN (CURB INLET CASTING)
- PROPOSED STORM SEWER CLENOUT
- PROPOSED FLARED END SECTION
- PROPOSED GRANITE RIPRAP 1
- PROPOSED STORM SEWER

- PROPOSED SPOT ELEVATION
- PROPOSED HIGH POINT ELEVATION
- PROPOSED LOW POINT ELEVATION
- PROPOSED GUTTER ELEVATION
- PROPOSED TOP OF CURB ELEVATION
- PROPOSED FLUSH PAVEMENT ELEVATION
- MATCH EXISTING ELEVATION
- PROPOSED EMERGENCY OVERFLOW ELEVATION
- PROPOSED GRADE AT TOP/BOTTOM OF WALL
- PROPOSED DRAINAGE DIRECTION
- PROPOSED GRADE BETWEEN POINTS

STORM SEWER NOTES

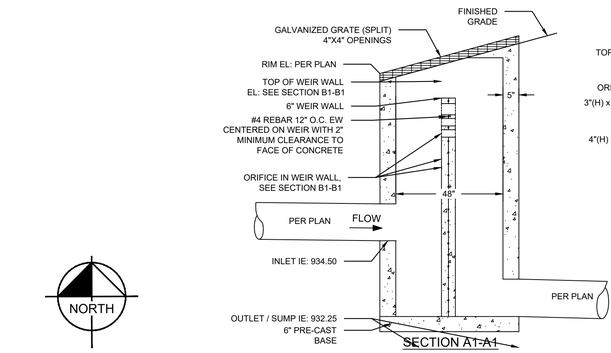
1. INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. STORM SEWER PIPE SHALL BE AS FOLLOWS:
   DUAL WALL CORRUGATED HDPE: ASTM F-714, F-894
   FITTINGS SHALL BE AS FOLLOWS:
   DUAL WALL CORRUGATED HDPE: ASTM D-3212 1
4. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
5. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
6. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS.
   REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
7. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
8. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
9. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
10. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
11. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
12. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS. 1
13. NON-METALLIC PIPE SHALL BE INSTALLED WITH TRACE WIRE ACCORDING TO MRWA 2014.
    A. CONTRACTOR SHALL PROVIDE A TRACE WIRE PLAN TO CITY ENGINEER AND INCLUDE LOCATION OF ANODES AND SNAKE PITS.
    B. SNAKE PITS SHALL BE OUTSIDE THE BUILDING AND WITHIN 2' OF THE BUILDING WALL.
    C. CONTRACTOR SHALL TEST TRACE WIRE FOR PROPER OPERATION AFTER ALL WORK IS COMPLETE.
14. STORM PIPE CONNECTIONS TO STRUCTURE SHALL BE WRAPPED WITH 6 MIL POLY OR GATORWRAP.
15. RINGS ON STRUCTURES SHALL BE WRAPPED PER CITY DETAIL 4-108, SEE SHEET C1.7A.

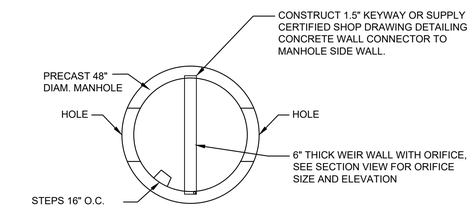
GRADING PLAN NOTES

1. PERFORM GRADING WORK IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
4. FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
5. IN PAVED AREAS, ROUGH GRADE TO SUBGRADE ELEVATION AND LEAVE THE SITE READY FOR SUB-BASE.
6. SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
7. ELEVATIONS SHOWN REPRESENT FINISHED SURFACE GRADES. SPOT ELEVATIONS ALONG CURB & GUTTER REPRESENT THE FLOW LINE UNLESS OTHERWISE NOTED
8. EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
9. CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES THAT PROVIDE POSITIVE DRAINAGE TO COLLECTION POINTS. MAINTAIN A MINIMUM SLOPE OF 1.25% IN ASPHALT PAVEMENT AREAS AND A MINIMUM SLOPE OF 0.50% IN CONCRETE PAVEMENT AREAS.
10. MAINTAIN A MINIMUM SLOPE OF 0.50% ALONG CURB & GUTTER. REVIEW PAVEMENT GRADIENT AND CONSTRUCT "INFALL" CURB WHERE PAVEMENT DRAINS TOWARD THE GUTTER, AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM THE GUTTER.
11. INSTALL A MINIMUM OF 4-INCHES OF AGGREGATE BASE MATERIAL UNDER PROPOSED CONCRETE CURB & GUTTER, SIDEWALKS, AND TRAILS UNLESS OTHERWISE DETAILED.
12. GRADING FOR SIDEWALKS AND ACCESSIBLE ROUTES, INCLUDING CROSSING DRIVEWAYS, SHALL CONFORM TO CURRENT STATE & NATIONAL ADA STANDARDS: 1

    ACCESSIBLE RAMP SLOPES SHALL NOT EXCEED 8.3% (1:12).
    SIDEWALK CROSS-SLOPES SHALL NOT EXCEED 2.0%.
    LONGITUDINAL SIDEWALK SLOPES SHALL NOT EXCEED 5.0%.
    ACCESSIBLE PARKING STALLS AND ACCESS AISLES SHALL NOT EXCEED 2.0% IN ANY DIRECTION. A MAXIMUM SLOPE OF 1.50% IS PREFERRED.

    SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVEMENT INSTALLATION. CHANGE ORDERS WILL NOT BE ACCEPTED FOR ADA COMPLIANCE ISSUES.
13. UPON COMPLETION OF LAND DISTURBING ACTIVITIES, RESTORE ADJACENT OFFSITE AREAS DISTURBED BY CONSTRUCTION TO MATCH OR EXCEED THE ORIGINAL CONDITION. LANDSCAPE AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 4-INCHES OF TOPSOIL.
14. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS.





1 **OCS-101 OUTLET CONTROL STRUCTURE**
SCALE: NTS

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

811 Know what's below. Call before you dig.

No.	REVISIONS	DATE	BY
1	CITY COMMENTS	12/12/2025	KAH

Kimley»Horn
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767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

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ALAN L. CATCHPOOL, PE
DATE: 12/12/2025 LIC. NO. 47969 MN

KHA PROJECT 160743032
DATE 12/12/2025
SCALE AS SHOWN
DESIGNED BY KAH
DRAWN BY KAH
CHECKED BY ALC

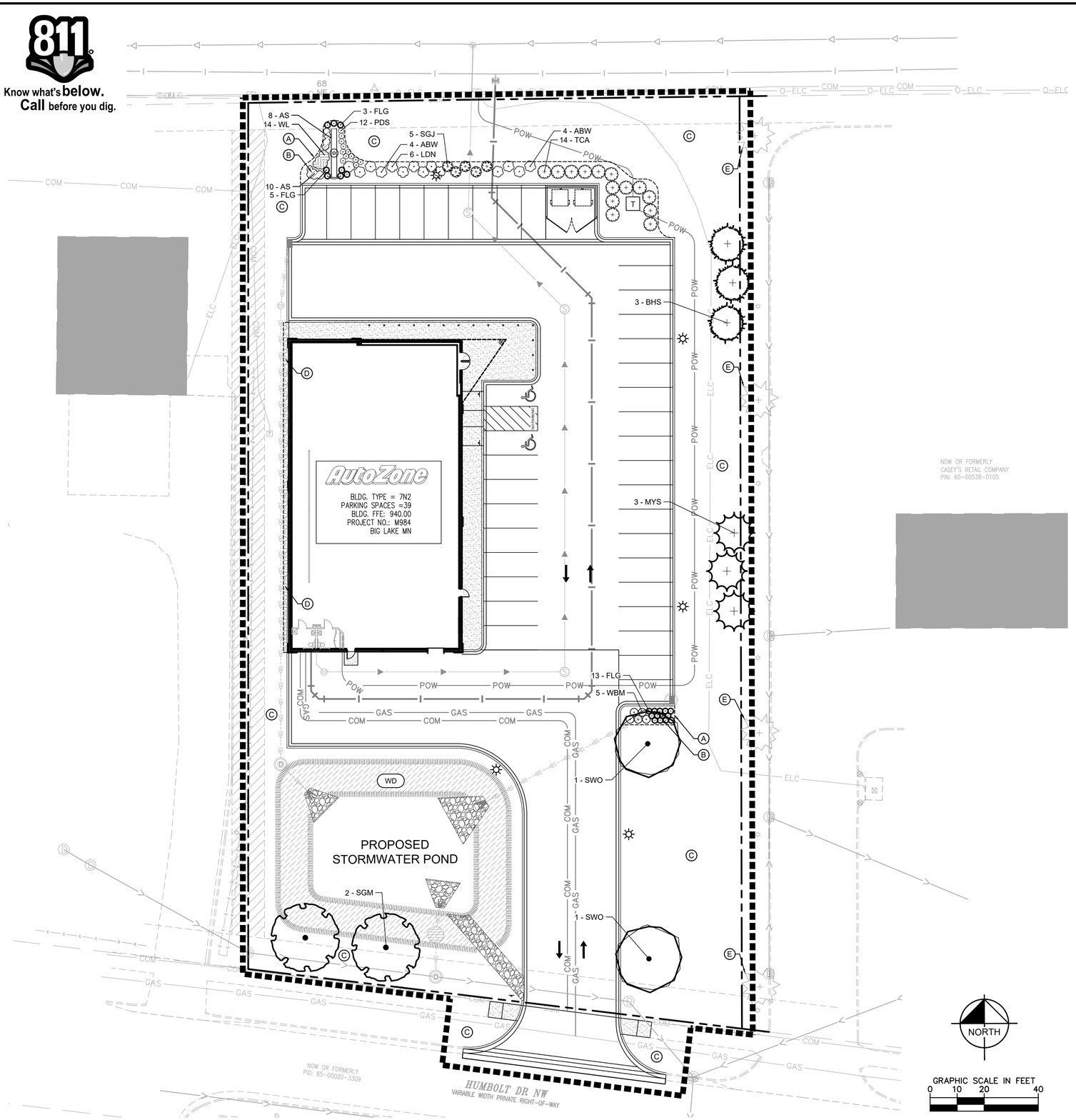
GRADING AND DRAINAGE PLAN

1 ISSUED FOR CONSTRUCTION

BIG LAKE
AUTOZONE
PREPARED FOR
AUTOZONE
BIG LAKE MN

SHEET NUMBER
C1.3

Know what's below. Call before you dig.



LANDSCAPE SUMMARY

REQUIRED TREES FOR GROSS BUILDING FLOOR AREA: 8 TREES = 7,065 / 1,000 S.F. FLOOR AREA
PROVIDED TREES FOR GROSS BUILDING FLOOR AREA: 10 TREES = 6 EVERGREEN TREES + 4 DECIDUOUS TREES

REQUIRED SHRUBS FOR GROSS BUILDING FLOOR AREA: 24 SHRUBS = 7,065 / 300 S.F. FLOOR AREA
PROVIDED SHRUBS FOR GROSS BUILDING FLOOR AREA: 38 SHRUBS

LANDSCAPE LEGEND

- EXISTING CONIFEROUS TREE (TYP.)
- EDGER (TYP.)
- APPROXIMATE LIMITS OF SOD/IRRIGATION, SOD ALL DISTURBED AREAS (TYP.)
- SEED/SOD EDGE (TYP.)
- ROCK MULCH (TYP.)
- SEED WITH MNDOT WD MIX: WET DITCH SEED MIX (TYP.)

LANDSCAPE KEYNOTES (A)

- (A) EDGER (TYP.)
- (B) DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- (C) SOD (TYP.)
- (D) MAINTENANCE STRIP (TYP.)
- (E) EXISTING TREE, PROTECT IN PLACE (TYP.)

SEEDING KEYNOTES (MN)

(WD) SEED WITH MNDOT WD MIX: WET DITCH SEED MIX (TYP.)

PLANT SCHEDULE

SYMBOL	CODE	QTY	COMMON NAME	BOTANICAL NAME	CONT	CAL
CONIFEROUS TREE						
	BHS	3	BLACK HILLS SPRUCE	PICEA GLAUCA 'DENSATA'	B & B	6` HT.
	MYS	3	MEYER SPRUCE	PICEA MEYERI	B & B	6` HT.
OVERSTORY TREE						
	SGM	2	SIENNA GLEN MAPLE	ACER X FREEMANII `SIENNA`	B & B	2.5" CAL.
	SWO	2	SWAMP WHITE OAK	QUERCUS BICOLOR	B & B	2.5" CAL.

SYMBOL	CODE	QTY	COMMON NAME	BOTANICAL NAME	CONT	SPACING
CONIFEROUS SHRUBS						
	SGJ	5	SEA GREEN JUNIPER	JUNIPERUS VIRGINIANA `SEA GREEN`	#5 CONT.	4` O.C.
	TCA	14	TECHNY ARBORVITAE	THUJA OCCIDENTALIS 'TECHNY'	#5 CONT.	5` O.C.
	WBM	5	WHITE BUD MUGO PINE	PINUS MUGO `WHITE BUD`	#5 CONT.	3` O.C.
DECIDUOUS SHRUBS						
	ABW	8	ARCTIC BLUE WILLOW	SALIX PURPUREA 'NANA'	#5 CONT.	4` O.C.
	LDN	6	LITTLE DEVIL NINEBARK	PHYSOCARPUS OPULIFOLIUS `DONNA MAY` TM	#5 CONT.	4` O.C.
ORNAMENTAL GRASSES						
	FLG	21	FLAME GRASS	MISCANTHUS X `PURPURASCENS`	#1 CONT	30" O.C.
	PDS	12	PRAIRIE DROPSEED	SPOROBOLUS HETEROLEPIS	#1 CONT.	18" O.C.

SYMBOL	CODE	QTY	COMMON NAME	BOTANICAL NAME	CTNR.	SPACING
PERENNIALS						
	AS	18	AUTUMN FIRE SEDUM	SEDUM X `AUTUMN FIRE`	#1 CONT	18" O.C.
	WL	14	WALKERS LOW CATMINT	NEPETA X FAASSENII 'WALKERS LOW'	#1 CONT.	18" O.C.

NOTE:
QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY.

ABBREVIATIONS:
B&B = BALLED AND BURLAPPED CAL. = CALIPER HT. = HEIGHT MIN. = MINIMUM O.C. = ON CENTER SP. = SPECIES
QTY. = QUANTITY

No.	REVISIONS	DATE	BY
1	CITY COMMENTS	12/12/2025	KAH

Kimley»Horn
2024 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.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 LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
CLARE F. KIBOKO, PLA
DATE: 12/12/2025 LIC. NO. 64528 MN

KHA PROJECT	160743032
DATE	12/12/2025
SCALE	AS SHOWN
DESIGNED BY	ATK
DRAWN BY	ATK
CHECKED BY	CFK

LANDSCAPE PLAN

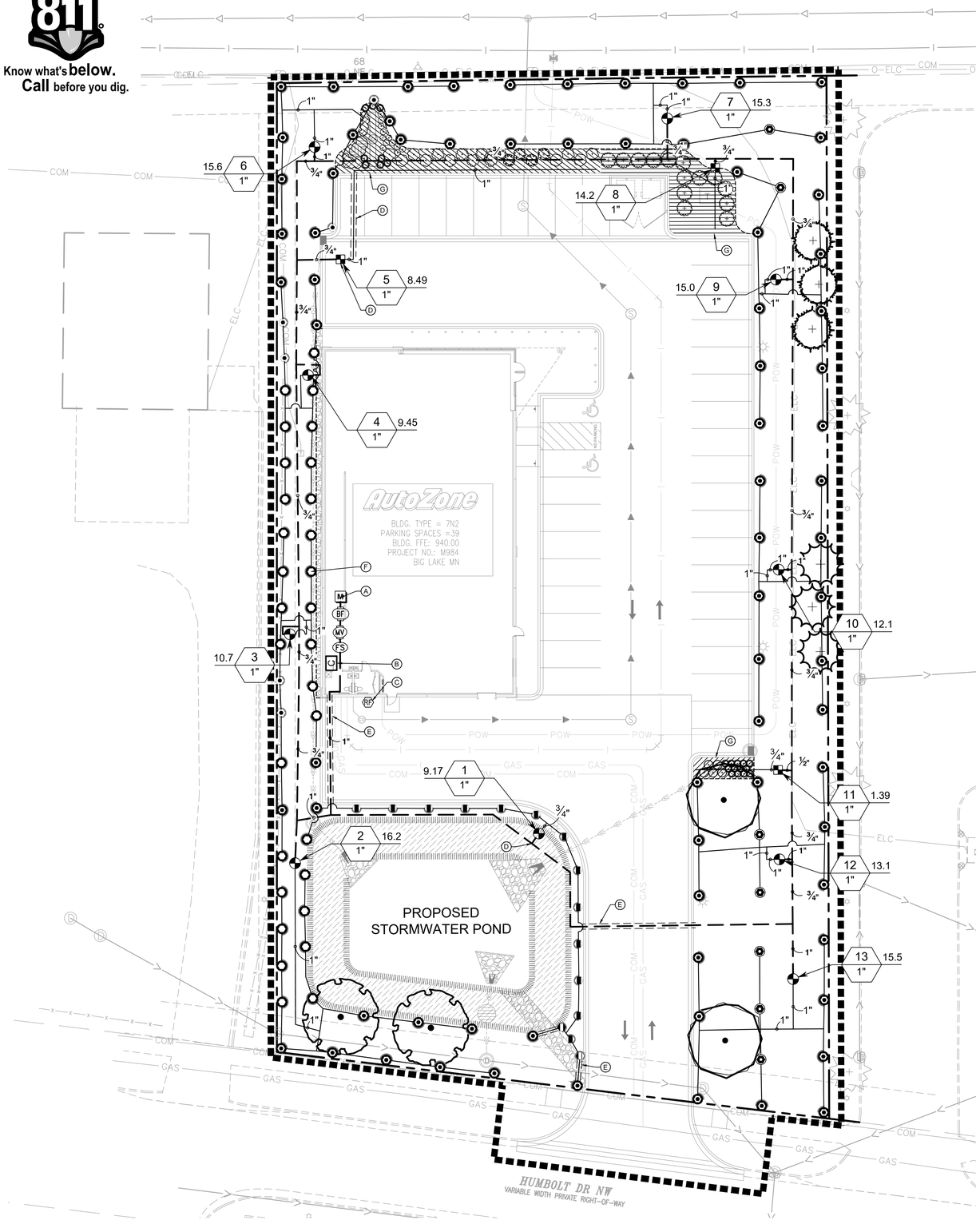
BIG LAKE AUTOZONE
PREPARED FOR AUTOZONE
BIG LAKE MN

(1) ISSUED FOR CONSTRUCTION

SHEET NUMBER
L1.0

K:\TWC_LDEV\AutoZone\Big Lake, MN #10776\3 Design\CAD\PlanSheets\L1-LANDSCAPE PLAN.DWG December 12, 2025 - 12:01pm
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Know what's below. Call before you dig.



IRRIGATION KEYNOTES

- (A) POINT OF CONNECTION, VERIFY LOCATION WITH OWNER
- (B) IRRIGATION CONTROLLER, TO BE INSTALLED IN MECHANICAL ROOM, VERIFY FINAL LOCATION WITH OWNER PRIOR TO INSTILLATION, PROVIDE ELECTRICAL SUPPLY PER MANUFACTURERS SPECIFICATION.
- (C) RAIN/FREEZE CLICK LOCATION, AVOID OVERHEAD OBSTRUCTIONS AND OVERSPRAY.
- (D) MAINLINE, LATERAL LINES, AND VALVES SHOWN FOR CLARITY. INSTALL MAINLINE, LATERAL LINES, AND VALVE WITHIN THE PROPERTY LINE, 6" FROM B.O.C WHEN POSSIBLE, AND IN GREEN SPACE. COORDINATE WITH OTHER DISCIPLINES TO AVOID CONFLICTS (TYP.)
- (E) SLEEVING SHOWN FOR CLARITY. INSTALL LATERALS IN ONE SLEEVE AND SIZE SLEEVE ACCORDINGLY(TYP.)
- (F) CONTRACTOR TO ADJUST ALL OVERHEAD SPRAY HEADS TO ENSURE MINIMAL OVER-SPRAY OCCURS ON ANY HARDSCAPE SURFACE / BUILDING / SIGNAGE (TYP.)
- (G) ALL DRIP ZONES TO HAVE MINIMUM 12" SETBACK (CLEAR ZONE) BETWEEN DRIPLINE AND SOD EDGE OR PAVEMENT EDGE. (TYP.)

CRITICAL ANALYSIS

Generated:	2025-11-14 09:50
P.O.C. NUMBER: 01	
Water Source Information:	
FLOW AVAILABLE	
Water Meter Size:	1"
Flow Available	18.2 GPM
PRESSURE AVAILABLE	
Static Pressure at POC:	80 PSI
Elevation Change:	0.00 ft
Service Line Size:	1"
Length of Service Line:	20 ft
Pressure Available:	73 PSI
DESIGN ANALYSIS	
Maximum Station Flow:	16.17 GPM
Flow Available at POC:	18.2 GPM
Residual Flow Available:	2.03 GPM
Critical Station:	6
Design Pressure:	30 PSI
Friction Loss:	1.94 PSI
Fittings Loss:	0.19 PSI
Elevation Loss:	0 PSI
Loss through Valve:	2.42 PSI
Pressure Req. at Critical Station:	34.5 PSI
Loss for Fittings:	1.52 PSI
Loss for Main Line:	15.2 PSI
Loss for POC to Valve Elevation:	0 PSI
Loss for Backflow:	11.4 PSI
Loss for Master Valve:	2.3 PSI
Loss for Water Meter:	1.33 PSI
Critical Station Pressure at POC:	66.2 PSI
Pressure Available:	73 PSI
Residual Pressure Available:	6.76 PSI

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI
LCS SST RCS	RAIN BIRD R-VAN-STRIP 1806-P45 TURF ROTARY, 5FT.X15FT. (LCS AND RCS), 5FT.X30FT. (SST) HAND ADJUSTABLE MULTI-STREAM ROTARY W/ 1800 SHRUB SPRAY BODY ON 6IN. POP-UP, WITH 45 PSI IN-STEM PRESSURE REGULATOR. 1/2IN. NPT FEMALE THREADED INLET.	15	30
14 ADJ 14 F	RAIN BIRD R-VAN14 1806-P45 TURF ROTARY, 8FT.-14FT. 45-270 DEGREES AND 360 DEGREES. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 6IN. POP-UP, WITH 45 PSI IN-STEM PRESSURE REGULATOR. 1/2IN. NPT FEMALE THREADED INLET.	6	30
18 ADJ 18 F	RAIN BIRD R-VAN18 1806-P45 TURF ROTARY, 13FT.-18FT. 45-270 DEGREES AND 360 DEGREES. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 6IN. POP-UP, WITH 45 PSI IN-STEM PRESSURE REGULATOR. 1/2IN. NPT FEMALE THREADED INLET.	30	30
24 ADJ 24 F	RAIN BIRD R-VAN24 1806-P45 TURF ROTARY, 17FT.-24FT. 45-270 DEGREES AND 360 DEGREES. HAND ADJUSTABLE MULTI-STREAM ROTARY W/1800 TURF SPRAY BODY ON 6IN. POP-UP, WITH 45 PSI IN-STEM PRESSURE REGULATOR. 1/2IN. NPT FEMALE THREADED INLET.	82	30

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	RAIN BIRD XCZ-100-IVMQ WIDE FLOW IVM DRIP CONTROL KIT FOR COMMERCIAL APPLICATIONS. 1IN. BALL VALVE WITH 1IN. PESBIVM SMART VALVE W/ FACTORY INSTALLED IVM-SOL 0.3-20 GPM AND 1IN. PRESSURE REGULATING 40PSI QUICK-CHECK BASKET FILTER 0.3-20 GPM AREA TO RECEIVE DRIPLINE	3
	RAIN BIRD XFCV-06-12 XFCV XON-SURFACE LANDSCAPE DRIPLINE WITH A HEAVY-DUTY 3.5 PSI CHECK VALVE. 0.6 GPH EMITTERS AT 12" O.C. DRIPLINE LATERALS SPACED AT 12" APART, WITH EMITTERS OFFSET FOR TRIANGULAR PATTERN. GREAT FOR ELEVATION CHANGE. SPECIFY XF INSERT FITTINGS.	1,697 LF

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	RAIN BIRD PEB 1IN., 1-1/2IN., 2IN. PLASTIC INDUSTRIAL REMOTE CONTROL VALVE. LOW FLOW OPERATING CAPABILITY, GLOBE CONFIGURATION.	10
MV	RAIN BIRD EFB-CP 1-1/2" 1IN., 1-1/4", 1-1/2IN., 2IN. BRASS MASTER VALVE, THAT IS CONTAMINATION PROOF W/SELF-FLUSHING FILTER SCREEN. GLOBE CONFIGURATION.	1
BF	FEBCO 825Y 1" REDUCED PRESSURE BACKFLOW PREVENTER	1
C	RAIN BIRD ESP-2WIRE (120VAC) 50 STATION 2-WIRE, INDOOR/ OUTDOOR CONTROLLER W/ DECODER AUTO ADDRESS. FOR RESIDENTIAL OR LIGHT COMMERCIAL USE. LNK WIFI MODULE AND FLOW SENSOR READY. USE WITH 2W-1 SINGLE STATION DECODERS AND STANDARD DIRECT BURIAL WIRE.	1
RF	RAIN BIRD WR2-RFS WIRELESS RAIN/FREEZE SENSOR.	1
FS	RAIN BIRD FS-100-P RAIN/FLOW SENSOR, PLASTIC PVC MODEL. SUGGESTED OPERATING RANGE 5.4 GPM TO 54 GPM. SIZE FOR FLOW NOT ACCORDING TO PIPE SIZE. RAIN BIRD COMPATIBLE CONTROLLERS: ESP-LXIVM(P) | LXD | LXME2(P) | ME3, OR CONTROLLERS ACCEPTING CUSTOM K-FACTOR AND OFFSET. INSTALL IN RAIN BIRD VALVE BOX	1
	IRRIGATION LATERAL LINE: PVC CLASS 200 SDR 21	2,308 LF
	IRRIGATION MAINLINE: PVC CLASS 200 SDR 21 PVC CLASS 200 IRRIGATION PIPE.	1,015 LF
	PIPE SLEEVE: PVC SCHEDULE 40	113.9 LF

CONT.	SPACING	MATURE HEIGHT X WIDTH
#1 CONT.	18" O.C.	18" O.C.
#1 CONT.	18" O.C.	

Valve Number
Valve Flow
Valve Size

VALVE SCHEDULE

NUMBER	MODEL	SIZE	TYPE	GPM	WIRE	PSI	PSI @ POC	PRECIP
1	RAIN BIRD PEB	1"	TURF ROTARY	9.17	136.6	32.7	51.4	0.5 in/h
2	RAIN BIRD PEB	1"	TURF ROTARY	16.17	88.3	35.4	55.4	0.69 in/h
3	RAIN BIRD PEB	1"	TURF ROTARY	10.72	148.6	32.3		0.76 in/h
4	RAIN BIRD PEB	1"	TURF ROTARY	9.45	240.0	32.3	53.8	0.78 in/h
5	RAIN BIRD XCZ-100-IVMQ	1"	AREA FOR DRIPLINE	8.49	273.8	31.8		0.96 in/h
6	RAIN BIRD PEB	1"	TURF ROTARY	15.63	302.6	34.5	66.2	0.63 in/h
7	RAIN BIRD PEB	1"	TURF ROTARY	15.27	427.9	33.6	65.4	0.44 in/h
8	RAIN BIRD XCZ-100-IVMQ	1"	AREA FOR DRIPLINE	14.18	433.4	39.4		0.96 in/h
9	RAIN BIRD PEB	1"	TURF ROTARY	14.98	458.4	33.4	64.0	0.45 in/h
10	RAIN BIRD PEB	1"	TURF ROTARY	12.06	361.2	32.7		0.43 in/h
11	RAIN BIRD XCZ-100-IVMQ	1"	AREA FOR DRIPLINE	1.39	295.1	27.0		0.96 in/h
12	RAIN BIRD PEB	1"	TURF ROTARY	13.15	265.4	32.6	59.1	0.43 in/h
13	RAIN BIRD PEB	1"	TURF ROTARY	15.45	258.0	33.3	63.3	0.46 in/h
	Common Wire				1,015			

NORTH

GRAPHIC SCALE IN FEET
0 10 20 40

No.	REVISIONS	DATE	BY
1	CITY COMMENTS	12/12/2025	KAH

Kimley»Horn
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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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

RYAN A. HILLESTED, PLA
MN LIC. NO. 53828
DATE: 12/12/2025

KHA PROJECT	160743032
DATE	12/12/2025
SCALE	AS SHOWN
DESIGNED BY	ATK
DRAWN BY	ATK
CHECKED BY	RAH

IRRIGATION PLAN

ISSUED FOR CONSTRUCTION 1

BIG LAKE AUTOZONE
PREPARED FOR
AUTOZONE
BIG LAKE MN

SHEET NUMBER
L2.0

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K:\TWC_LDEV\AutoZone\Big Lake, MN #10776\3 Design\CAD\PlanSheets\IRRIGATION PLAN.DWG December 12, 2025 - 12:01pm



D-Series Size 1
LED Wall Luminaire

d-series

Catalog Number

Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements.

Specifications

Luminaire

Width: 13-3/4" (34.9 cm) **Weight:** 12 lbs (5.4 kg)

Depth: 10" (25.4 cm)

Height: 6-3/8" (16.2 cm)

Back Box (BBW, ELCW)

Width: 13-3/4" (34.9 cm) **BBW Weight:** 5 lbs (2.3 kg)

Depth: 4" (10.2 cm) **ELCW Weight:** 10 lbs (4.5 kg)

Height: 6-3/8" (16.2 cm)

For 3/4" NPT side-entry conduit (BBW only)

Introduction

The D-Series Wall luminaire is a stylish, fully integrated LED solution for building-mount applications. It features a sleek, modern design and is carefully engineered to provide long-lasting, energy-efficient lighting with a variety of optical and control options for customized performance.

With an expected service life of over 20 years of nighttime use and up to 74% in energy savings over comparable 250W metal halide luminaires, the D-Series Wall is a reliable, low-maintenance lighting solution that produces sites that are exceptionally illuminated.

Ordering Information

EXAMPLE: DSXW1 LED 20C 1000 40K T3M MVOLT DDBTXD

DSXW1 LED

Series	LEDs	Drive Current	Color temperature	Distribution	Voltage	Mounting	Control Options
DSXW1 LED	10C 10 LEDs (one engine) 20C 20 LEDs (two engines) [1]	350 350 mA 530 530 mA 700 700 mA 1000 1000 mA (1 A) [1]	30K 3000 K 40K 4000 K 50K 5000 K AMBPC Amber phosphor converted	T2S Type II Short T2M Type II Medium T3S Type III Short T3M Type III Medium T4M Type IV Medium TFTM Forward Throw Medium	MVOLT [2] 120 [3] 208 [3] 240 [3] 277 [3] 347 [3,4] 480 [3,4]	**Shipped included** (blank) Surface mounting bracket BBW Surface-mounted back box (for conduit entry) [5]	**Shipped included** PE Photoelectric cell, button type [6] DMG 0-10v dimming wires pulled outside fixture (for use with an external control, ordered separately) PIR 180° motion/ambient light sensor, <15' mtg ht [7,8] PIRH 180° motion/ambient light sensor, 15-30' mtg ht [7,8] PIR1FC3V Motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 1fc [7,8] PIRH1FC3V Motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 1fc [7,8] ELCW Emergency battery backup (includes external component enclosure), CA Title 20 Noncompliant [4,9]

Other Options		Finish (required)	
Shipped installed	**Shipped separately** [10]	DDBXD Dark bronze	DSSXD Sandstone
SF Single fuse (120, 277 or 347V) [3,10]	BSW Bird-deterrent spikes	DBLXD Black	DSBTXD Textured dark bronze
DF Double fuse (208, 240 or 480V) [3,10]	VG Vandal guard	DNAXD Natural aluminum	DBLBXD Textured black
HS House-side shield [11]	DDL Diffused drop lens	DWHXD White	DNATXD Textured natural aluminum
SPD Separate surge protection [12]			DWHGXD Textured white
			DSSTXD Textured sandstone

Accessories

Ordered and shipped separately.

DSXWHS U House-side shield (one per light engine)

DSXWBSW U Bird-deterrent spikes

DSXWVG U Vandal guard accessory

NOTES

1. 20C 1000 is not available with PIR, PIRH, PIR1FC3V or PIRH1FC3V.
2. MVOLT driver operates on any line voltage from 120-277V (50/60 Hz).
3. Single fuse (SF) requires 120, 277 or 347 voltage option. Double fuse (DF) requires 208, 240 or 480 voltage option.
4. Only available with 20C, 700mA or 1000mA. Not available with PIR or PIRH.
5. Back box ships installed on fixture. Cannot be field installed. Cannot be ordered as an accessory.
6. Photocontrol (PE) requires 120, 208, 240, 277 or 347 voltage option. Not available with motion/ambient light sensors (PIR or PIRH).
7. Reference Motion Sensor table on page 3.
8. Cold weather (-20°C) rated. Not compatible with conduit entry applications. Not available with BBW mounting option. Not available with fusing. Not available with 347 or 480 voltage options. Emergency components located in back box housing. Emergency mode IES files located on product page at www.lithonia.com
9. Not available with SPD.
10. Not available with ELCW.
11. Also available as a separate accessory; see Accessories information.
12. Not available with ELCW.

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D-Series Size 1
LED Area Luminaire

d-series

Catalog Number

Notes

Type

Hit the Tab key or mouse over the page to see all interactive elements.

Specifications

EPA: 1.01 ft² (0.09 m²)

Length: 33" (83.8 cm)

Width: 13" (33.0 cm)

Height H1: 7-1/2" (19.0 cm)

Height H2: 3-1/2"

Weight (max): 27 lbs (12.2 kg)

Introduction

The modern styling of the D-Series is striking yet unobtrusive - making a bold, progressive statement even as it blends seamlessly with its environment. The D-Series distills the benefits of the latest in LED technology into a high performance, high efficacy, long-life luminaire.

The outstanding photometric performance results in sites with excellent uniformity, greater pole spacing and lower power density. It is ideal for replacing up to 750W metal halide in pedestrian and area lighting applications with typical energy savings of 65% and expected service life of over 100,000 hours.

Ordering Information

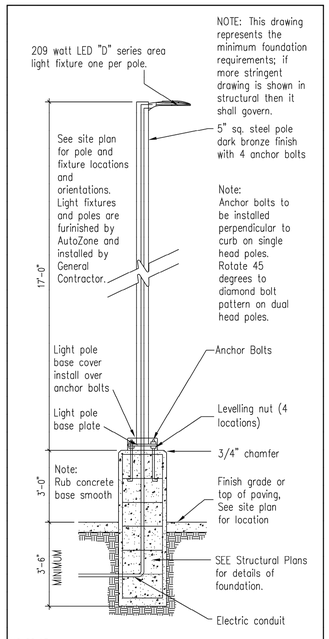
EXAMPLE: DSX1 LED P7 40K T3M MVOLT SPA NLTAIR2 PIRHN DDBXD

DSX1 LED

Series	LEDs	Color temperature	Optical	Voltage	Mounting
DSX1 LED	**Forward optics** P1 P4 [1] P7 [1] P2 P5 [1] P8 P3 P6 [1] P9 [1] **Rotated optics** P10 [2] P12 [2] P11 [2] P13 [1,2]	30K 3000 K 40K 4000 K 50K 5000 K	T1S Type I short (Automotive) T2S Type II short T2M Type II medium T3S Type III short T3M Type III medium T4M Type IV medium TFTM Forward throw medium T5VS Type V very short [3] T5S Type V short [3] T5M Type V medium [3] T5W Type V wide [3] BLC Backlight control [4] LCCO Left corner cutoff [4] RCCO Right corner cutoff [4]	MVOLT [5] 120 [6] 208 [6] 240 [6] 277 [6] 347 [6,7] 480 [6,7]	**Shipped Included** SPA Square pole mounting RPA Round pole mounting [8] WBA Wall bracket [9] SPUMBA Square pole universal mounting adaptor [9] RPUMBA Round pole universal mounting adaptor [9] **Shipped separately** KMAB DDBXD U Mast arm mounting bracket adaptor (specify finish) [9]

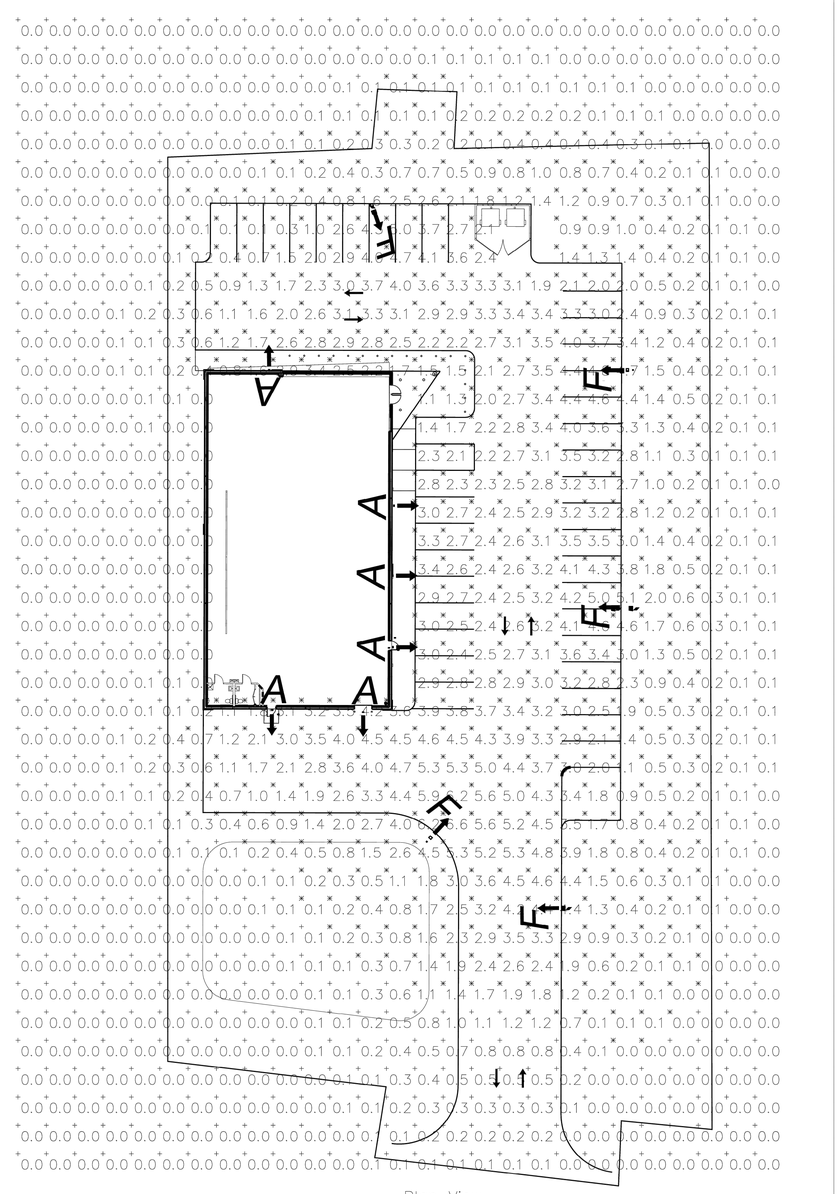
Control options		Other options		Finish (required)	
Shipped Installed		**Shipped installed**		DDBXD Dark bronze	DWHXD White
NLTAIR2 nLight AIR generation 2 enabled [10]	PIR High/low, motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 5fc [11,12]	HS House-side shield [13]		DBLXD Black	DNAXD Natural aluminum
PIRHN Network, high/low motion/ambient sensor [11]	PIRH High/low, motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 5fc [11,12]	SF Single fuse (120, 277, 347V) [6]		DNAXD Textured dark bronze	DBLBXD Textured black
PER NEMA twist-lock receptacle only (controls ordered separately) [12]	PIR1FC3V High/low, motion/ambient sensor, 8-15' mounting height, ambient sensor enabled at 1fc [11,12]	DF Double fuse (208, 240, 480V) [6]		DWHXD Textured white	DNATXD Textured natural aluminum
PERS Five-pin receptacle only (controls ordered separately) [10,13]	PIRH1FC3V 8-level, motion/ambient sensor, 15-30' mounting height, ambient sensor enabled at 1fc [11,12]	L90 Left rotated optics [2]			
PERT Seven-pin receptacle only (controls ordered separately) [10,13]	FAO Field adjustable output [12,14]	R90 Right rotated optics [2]			
DMG 0-10v dimming wires pulled outside fixture (for use with an external control, ordered separately) [14]		HA 50°C ambient operations [15]			
DS Dual switching [10,16,17]		**Shipped separately**			
		BS Bird spikes [13]			
		EGS External glare shield			

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NO SCALE

F 20' TYPICAL SINGLE LIGHT POLE



Plan View
Scale – 1" = 40ft

Schedule

Symbol	Label	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power
▭	A	6	Lithonia Lighting	WallPack DSXW1 LED 10C 1000 40K T3M MVOLT	DSXW1 LED WITH 1 LIGHT ENGINE, 10 LED's, 1000mA DRIVER, 4000K LED, TYPE 3 MEDIUM OPTIC	1	3043	0.95	40
▪	F	5	Lithonia Lighting	DSX1 LED P8 40K T4M MVOLT HS	DSX1 LED P8 40K T4M MVOLT with houseside shield	1	18424	0.95	207

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Impervious	+	3.0 fc	6.6 fc	0.1 fc	66.0:1	30.0:1
Site	+	2.0 fc	6.6 fc	0.0 fc	N/A	N/A

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OWNER:
AutoZone Development, LLC
123 S. FRONT STREET, 3rd FLOOR
MEMPHIS, TENNESSEE 38103

PREPARED FOR:
AutoZone STORE DEVELOPMENT
Store No.: 10776
BIG LAKE MN

PHOTOMETRIC PLAN

SCALE: 1" = 40'-0"

REVISIONS
1.
2.
3.
4.
5.
6.
7.

ARCHITECT:

DRAFTSMAN: GM

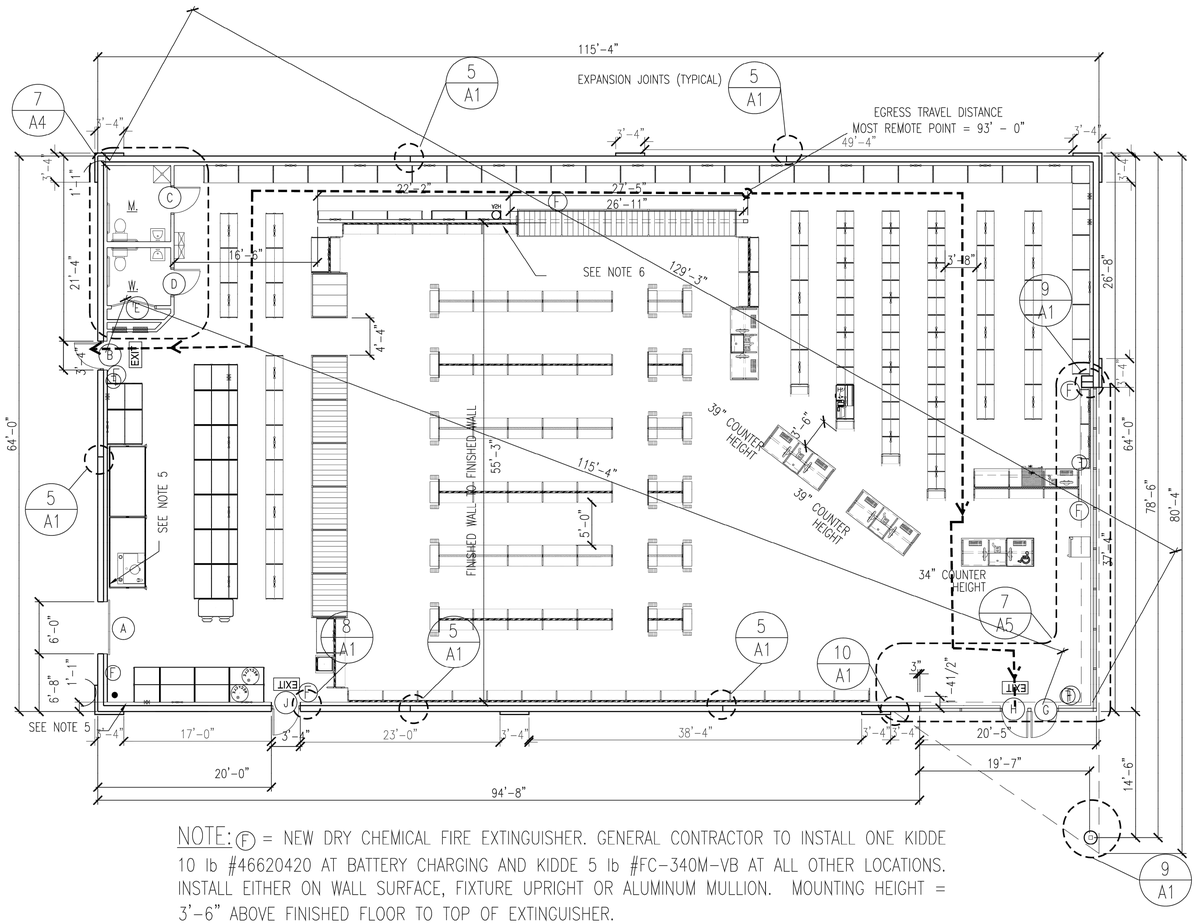
CHECKED BY:

DATE 10-28-25

PROTOTYPE SIZE 7N2

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NOTE: Ⓕ = NEW DRY CHEMICAL FIRE EXTINGUISHER. GENERAL CONTRACTOR TO INSTALL ONE KIDDE 10 lb #46620420 AT BATTERY CHARGING AND KIDDE 5 lb #FC-340M-VB AT ALL OTHER LOCATIONS. INSTALL EITHER ON WALL SURFACE, FIXTURE UPRIGHT OR ALUMINUM MULLION. MOUNTING HEIGHT = 3'-6" ABOVE FINISHED FLOOR TO TOP OF EXTINGUISHER.

1/8" = 1'-0"

1 | FLOOR PLAN

NOTE: ALL STRUCTURAL ELEMENTS ARE TO BE LOCATED FROM DIMENSIONS ON THE STRUCTURAL DRAWINGS.

1. REFER TO STRUCTURAL DRAWINGS FOR ALL DETAILS AND REQUIREMENTS REGARDING FOUNDATIONS, WALL REINFORCING, BOND BEAMS, LINTELS, AND ROOF FRAMING.
2. REFER TO CIVIL DRAWINGS FOR LOCATIONS AND DETAILS OF SIDEWALKS, PIPE GUARDS, ETC., AS WELL AS FINISH FLOOR ELEVATION AND EXTERIOR FINISHED GRADES AROUND THE BUILDING.
3. INSTALL 6" WIDE, 20 GAUGE GALVANIZED SHEET METAL STRIP BETWEEN THE BACK OF THE GYPSUM BOARD AND THE FACE OF THE METAL STUD AROUND THE ENTIRE PERIMETER OF THE BUILDING, AS WELL AS BOTH SIDES OF THE CURTAIN WALL. TOP OF STRIP TO BE 93" ABOVE FINISHED FLOOR. REFER TO SHEET A-4 FOR DETAILS OF CURTAIN WALL.
4. SEE SHEET P-1 FOR LOCATION OF NON FREEZE YARD HYDRANT AND INSTALLATION REQUIREMENTS.
5. INSTALL 1/2" X 4'-0" X 8'-0" AC PLYWOOD HORIZONTALLY WITH THE LONG EDGE ON THE FLOOR AND THE END JOINT CENTERING ON A STUD. APPLY PLYWOOD TO THE METAL STUDS WITH SCREWS TO FACILITATE FUTURE REPLACEMENT. PROVIDE "J" MOLD WHERE PLYWOOD AND GYPSUM BOARD MEET. SEE INTERIOR ELEVATIONS SEE 3/A4 DETAIL.
6. INSTALL TWO 4' x 8' SHEETS OF BLACK FRP VERTICALLY BEHIND BATTERY RACK. SEE SECTION 09986 OF THE SPECIFICATIONS AND INTERIOR ELEVATIONS ON SHEET A-4.
7. SEE SPECIFICATIONS FOR INFORMATION ON ITEMS NOT COMPLETELY DELINEATED ON THE DRAWINGS.

1/8" = 1'-0" AFN01

2 | FLOOR PLAN NOTES

LOCATION	FLOOR		BASE		WALLS		CLG.		REM.
	SEALED CONCRETE	VINYL TILE	VINYL	QUARRY TILE	GYPSUM BOARD	FIBER REINFORCED PANELS	METAL DECK	GYPSUM BOARD	
SALES AREA		●	●		●		●		
REST ROOMS	●		●			●		●	

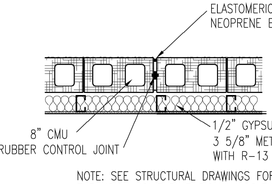
3/16" = 1'-0" AFC01

3 | ROOM FINISH SCHEDULE

MK	SIZE	TYPE	FRAME	JAMB DETAIL	HEAD DETAIL	NOTES
A	6'-0" x 8'-0"	STEEL OVERHEAD ROLL-UP	STEEL ANGLE	8/A1	6&7/A1	
B	3'-0" x 7'-0" x 1-3/4"	HOLLOW METAL	HOLLOW METAL	8/A1	8/A1	PUSH BAR EXIT DEVICE WILL HAVE AN INTEGRAL SOUNDER
C	3'-0" x 6'-8" x 1-3/4"	SOLID CORE WOOD UNDERCUT DOOR 1"	HOLLOW METAL	8/A1	8/A1	LEVER HANDLE PRIVACY SETS
D	3'-0" x 6'-8" x 1-3/4"	SOLID CORE WOOD UNDERCUT DOOR 1"	HOLLOW METAL	8/A1	8/A1	LEVER HANDLE PRIVACY SETS
E	2'-6" x 6'-8" x 1-3/4"	SOLID CORE WOOD PAIR REQUIRED	HOLLOW METAL	8/A1	8/A1	UNDERCUT DOOR 1" (PAIR REQUIRED)
G	3'-0" x 7'-0" x 1-3/4"	GLASS & ALUMINUM SEE SHEET A-5	ALUMINUM	SEE MANUFACTURER'S SHOP DRAWINGS		
H	3'-0" x 7'-0" x 1-3/4"	GLASS & ALUMINUM SEE SHEET A-5	ALUMINUM	SEE MANUFACTURER'S SHOP DRAWINGS		
J	3'-0" x 7'-0" x 1-3/4"	HOLLOW METAL	HOLLOW METAL	8/A1	8/A1	

3/32" = 1'-0" ADC01

4 | DOOR SCHEDULE – HOLLOW METAL DOORS & FRAMES

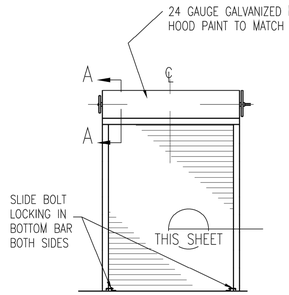


NOTE: SEE STRUCTURAL DRAWINGS FOR EXPANSION JOINT DIMENSIONAL LOCATION AND REINFORCING REQUIREMENTS

3/4" = 1'-0" AFS01

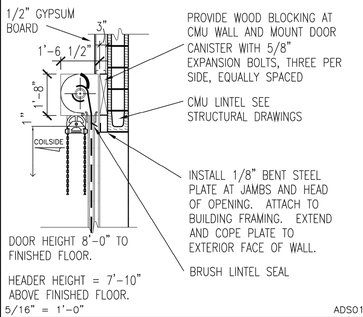
5 | EXPANSION JOINT DETAIL

CHAIN OPERATED INSULATED DOOR SURFACE MOUNTED



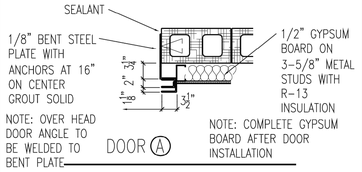
6 | OVERHEAD DOOR ELEVATION

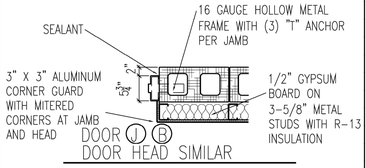
NOTE: GENERAL CONTRACTOR TO INSTALL 6" X 8'-0" ALUMINUM CHAIN GUARD ON WALL AT OPERATING SIDE

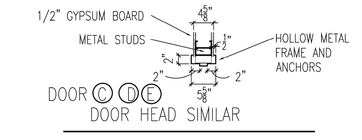


5/16" = 1'-0" ADS01

7 | OVERHEAD DELIVERY DOOR Ⓐ

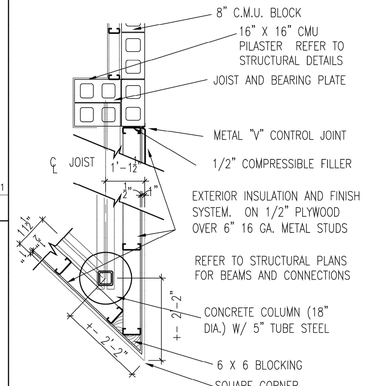






3/4" = 1'-0" ADS02

8 | JAMB DETAILS



1/2" = 1'-0" ACS01NR

9 | SECTION AT CANOPY

1/2" = 1'-0" ACS02NR

10 | SECTION AT CANOPY

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55 County Rd 43
Big Lake MN 55309

FLOOR PLAN / DOOR SCHEDULE / WALL DETAILS

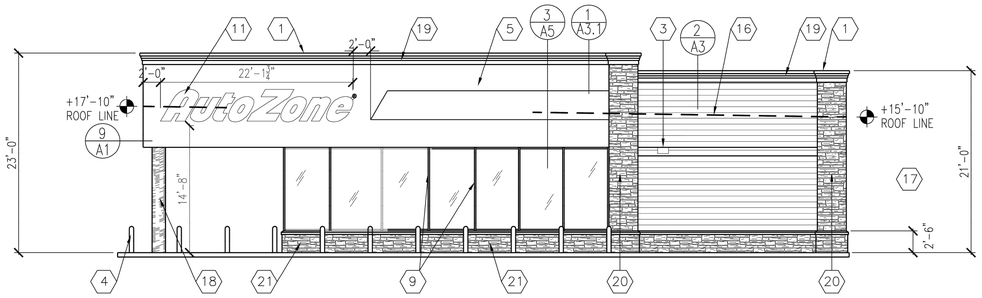
REVISIONS
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06/03/25

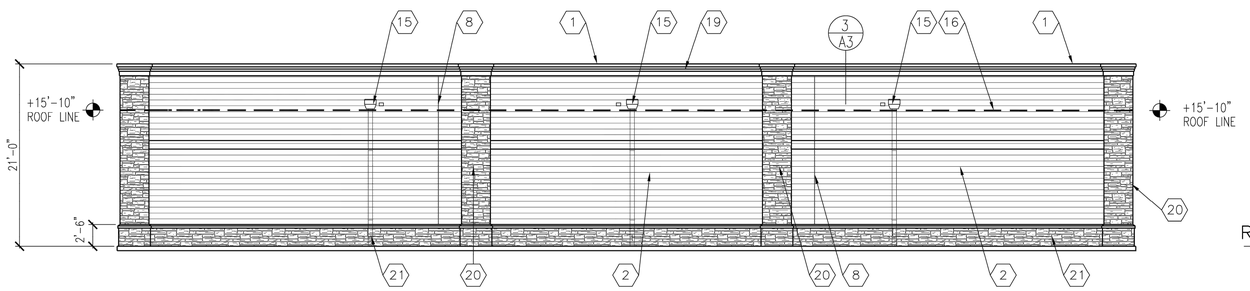
7N2-R

A-1

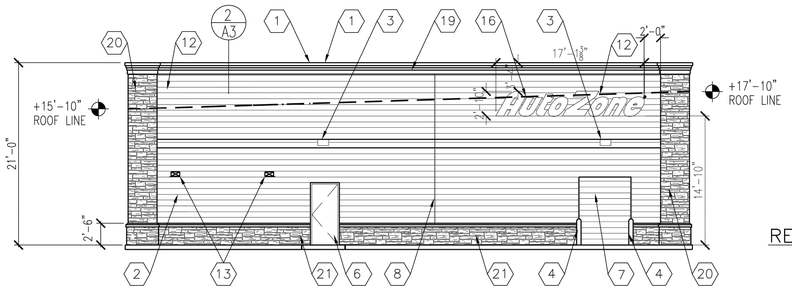
® COPYRIGHT 2007



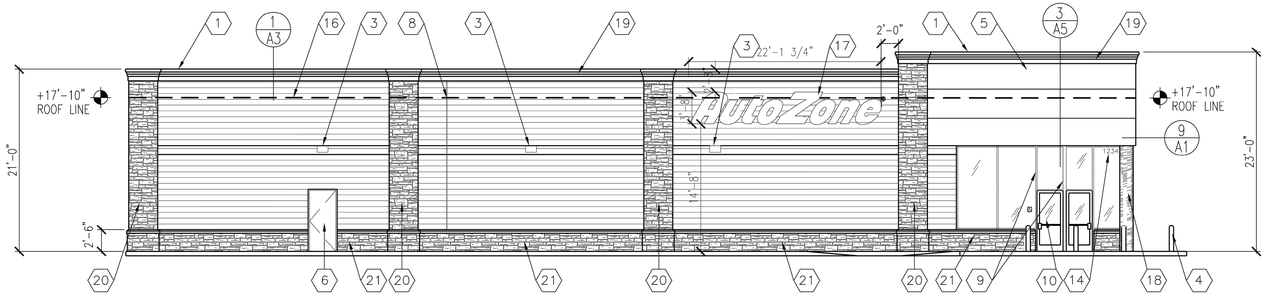
FRONT WALL



RIGHT SIDE WALL
(LOW SIDE)



REAR WALL



LEFT SIDE WALL
(HIGH SIDE)

J.B.H. = JOIST BEARING HEIGHT

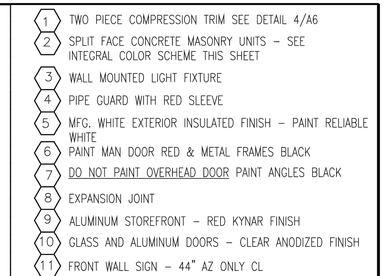
1/8" = 1'-0"

1 EXTERIOR ELEVATIONS

1. TWO PIECE COMPRESSION TRIM SEE DETAIL 4/A6
2. SPLIT FACE CONCRETE MASONRY UNITS – SEE INTEGRAL COLOR SCHEME THIS SHEET
3. WALL MOUNTED LIGHT FIXTURE
4. PIPE GUARD WITH RED SLEEVE
5. MFG. WHITE EXTERIOR INSULATED FINISH – PAINT RELIABLE WHITE
6. PAINT MAN DOOR RED & METAL FRAMES BLACK
7. DO NOT PAINT OVERHEAD DOOR PAINT ANGLES BLACK
8. EXPANSION JOINT
9. ALUMINUM STOREFRONT – RED KYNAR FINISH
10. GLASS AND ALUMINUM DOORS – CLEAR ANODIZED FINISH
11. FRONT WALL SIGN – 44" AZ ONLY CL
12. REAR WALL SIGN – 34" AZ ONLY CL
13. TOILET WALL VENTS PAINT TO MATCH WALL
14. STORE ADDRESS – 6" WHITE REFLECTIVE NUMBERS
15. SCUPPERS AND DOWNSPOUTS. PAINTED TO MATCH BACKGROUND WALL COLOR. ADJACENT 4" H. X 6" W. OVERFLOW SCUPPER. FLOWLINE 2" ABOVE ROOF.
16. ROOF LINE SEE STRUCTURAL DRAWINGS FOR DETAILS
17. LEFT SIDE WALL SIGN – 34" AZ ONLY CL
18. CORRUGATED COLUMN PAINT RED
19. DECORATIVE FOAM CORNICE: SEE COLOR SCHEME THIS SHEET
20. 3'-4" WIDE STONE VENEER PILASTER W/ 4" PROJECTION – SEE COLOR SCHEME DETAIL THIS SHEET
21. 2'-6" TALL 4" PROJECTED STONE VENEER WITH CAP – SEE COLOR SCHEME THIS SHEET

2 ELEVATION_KEYNOTES

NOTE: CENTER ALL WALL SIGNAGE VERTICALLY ON THE PAINTED ORANGE STRIPE OR THE TOP TWO BRICK SOLDIER COURSES. PAINT ORANGE STRIPE TO WITHIN 2' OF WALL SIGN. DO NOT PAINT ORANGE STRIPE BEHIND SIGN. CONTINUE ORANGE STRIPE ON E.I.F.S. ABOVE STOREFRONT.



1/8" = 1'-0" AWE01

3 EXTERIOR WALL COLOR SCHEME

GENERAL NOTES:

1. REFER TO SECTION 09900 OF THE SPECIFICATIONS FOR PAINT AND EXTERIOR COATINGS. ALL COLORS ARE BY SHERWIN-WILLIAMS PAINT COMPANY.
2. PAINT RESTROOM WALL VENTS TO MATCH THE ADJACENT WALL COLOR.
3. SEALANT AT EXPANSION JOINTS TO MATCH ADJACENT WALL COLOR.
4. ALL MASONRY JOINTS TO BE CONCAVE TOOLED.

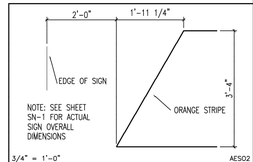
4 GENERAL NOTES

SIGNAGE NOTES:

1. AUTOZONE'S SIGN VENDOR WILL FURNISH AND INSTALL ALL SIGNS UNLESS OTHERWISE SPECIFICALLY NOTED ON THE DRAWINGS. WALL SIGNS TO BE INSTALLED ON SURFACES THAT ARE FURNISHED AND PREPARED BY GENERAL CONTRACTOR.
2. SIGN INSTALLER SHALL OBTAIN SIGN PERMITS AND INSTALL ALL FREESTANDING SIGNS AND THEIR FOUNDATIONS UNLESS NOTED OTHERWISE. GENERAL CONTRACTOR SHALL INSURE SIGN LOCATION IS TO GRADE AND SHALL MARK WHERE SIGN IS TO BE LOCATED.
3. GENERAL CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF PRIMARY ELECTRICAL, AND FINAL ELECTRICAL HOOK-UP. SEE "SN" SHEETS FOR ADDITIONAL INFORMATION.
4. SEE SHEET E3 FOR LOCATIONS OF J-BOXES TERMINATING EACH WALL SIGN CIRCUIT.

3/32" = 1'-0" AWN02

5 SIGNAGE NOTES – BUILDING



3/4" = 1'-0" AES02

7 ORANGE STRIPE TERMINATION

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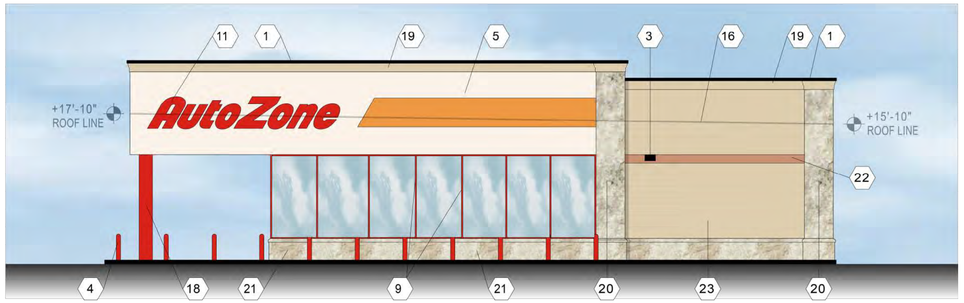
EXTERIOR ELEVATIONS AND NOTES

REVISIONS
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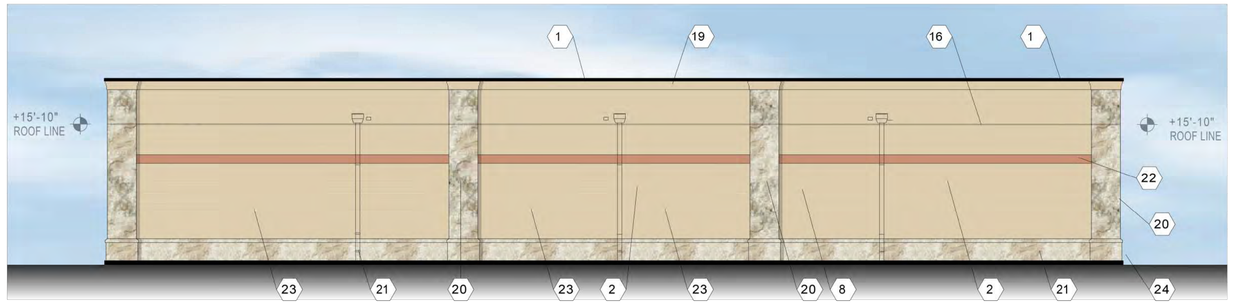
06/03/25

7N2-R

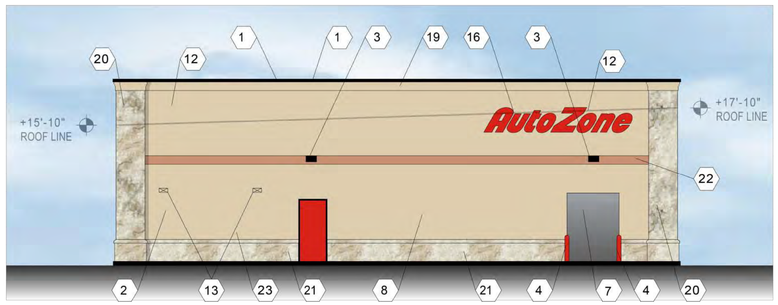
A-2



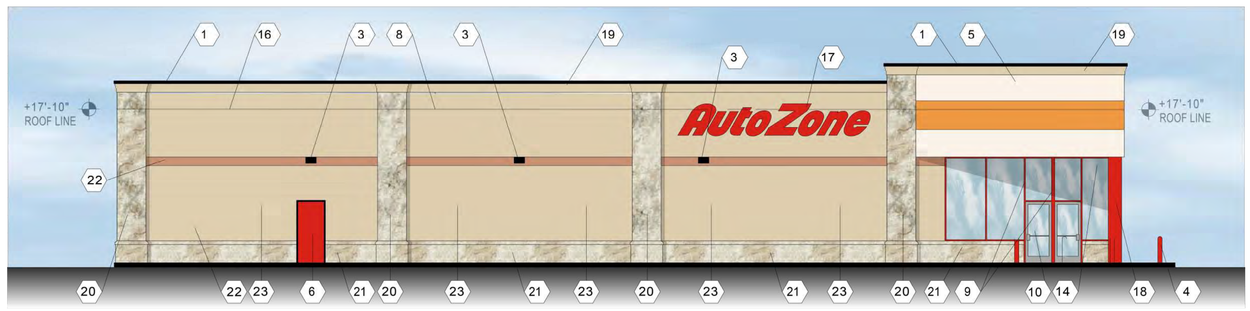
FRONT WALL



RIGHT SIDE WALL
(LOW SIDE)



REAR WALL



LEFT SIDE WALL
(HIGH SIDE)

1. TWO PIECE COMPRESSION TRIM- BLACK
2. SPLIT FACE CONCRETE MASONRY UNITS - INTEGRAL COLOR: ECHELON MASONRY SANDSTONE OR EQUIVALENT
3. WALL MOUNTED LIGHT FIXTURE
4. PIPE GUARD WITH RED SLEEVE
5. MFG. WHITE EXTERIOR INSULATED FINISH - PAINT RELIABLE WHITE
6. PAINT MAN DOOR RED & METAL FRAMES BLACK
7. DO NOT PAINT OVERHEAD DOOR PAINT ANGLES BLACK
8. EXPANSION JOINT
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15. SCUPPERS AND DOWNSPOUTS. PAINTED TO MATCH BACKGROUND WALL COLOR. ADJACENT 4" H. X 6" W. OVERFLOW SCUPPER. FLOWLINE 2" ABOVE ROOF.
16. ROOF LINE - ALL ROOF TOP UNITS HIDDEN
17. LEFT SIDE WALL SIGN - 34" AZ ONLY CL
18. CORRUGATED COLUMN PAINT RED
19. DECORATIVE FOAM CORNICE -PAINT SAND DUNE
20. 3'-4" WIDE STONE VENEER PILASTER W/ 4" PROJECTION - CENTURION STONE KENTUCKY WEATHER LEDGE OR EQUIV.
21. 2'-6" TALL 4" PROJECTED STONE VENEER W/ CAP - ENVIRONMENTAL STORE WORKS AUTUMN BUCKEYE FEILDSTONE OR EQUIVALENT
22. SPLIT FACE CONCRETE MASONRY UNITS ACCENT STRIPE - INTEGRAL COLOR: ECHELON MASONRY GARNET OR EQUIVALENT

CE-1

Color Elevation
AutoZone Store #10776
Big Lake, MN

AutoZone®

Date: June 20, 2025
Revised Date:

Attachment D
Final Plat

COBBLESTONE 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Casey's Retail Company, an Iowa corporation, owner of the following described property:

That part of Lot 1, Block 1, COBBLESTONE, according to the recorded plat thereof, Sherburne County, Minnesota, lying easterly of the following described line:

Commencing at the northeast corner of said Lot 1; thence South 89 degrees 37 minutes 22 seconds West, plat bearing, along the north line of said Lot 1, a distance of 85.27 feet; thence westerly, on said north line, along a tangential curve, concave to the south, having a radius of 54407.16 feet and a central angle of 00 degrees 20 minutes 58 seconds, a distance of 331.80 feet to the point of beginning of the line to be described; thence South 00 degrees 08 minutes 29 seconds West, not tangent to the last described curve, a distance of 320.06 feet to the south line of said Lot 1 and said line there terminating.

Has caused the same to be surveyed and platted as COBBLESTONE 2ND ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Casey's Retail Company, an Iowa corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

Signed: Casey's Retail Company, LLC

BY _____, _____
NAME TITLE

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____ , 20___, by _____, _____, of Casey's Retail Company, LLC, on behalf of the company.

_____
Signature

_____
Printed

Notary Public _____ County, _____
My commission expires _____

I Steven F. Hough 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___.

_____
Steven F. Hough, Licensed Land Surveyor
Minnesota License No. 54850

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____ , 20___, by Steven F. Hough, Land Surveyor, Minnesota License No. 54850.

_____
Signature

_____
Printed

Notary Public _____ County, _____
My commission expires _____

CITY COUNCIL, CITY OF BIG LAKE, MINNESOTA

Approved and accepted by City Council of the City of Big Lake, Sherburne County, Minnesota, at a meeting held this _____ day of _____ , 20___.

_____, Attest: _____
Mayor Clerk

COUNTY SURVEYOR, SHERBURNE COUNTY, MINNESOTA

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

COUNTY ENGINEER, SHERBURNE COUNTY, MINNESOTA

I hereby certify that this plat has been reviewed by the office of the County Highway Engineer. Dated this _____ day of _____, 20___.

_____
Sherburne County Highway Engineer

COUNTY AUDITOR/TREASURER, SHERBURNE COUNTY, MINNESOTA

I hereby certify 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

COUNTY RECORDER, SHERBURNE COUNTY, MINNESOTA

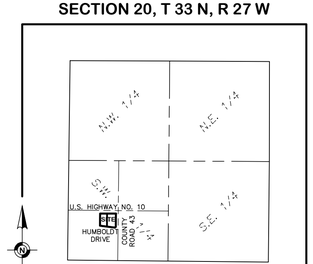
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at _____ o'clock ___. M. as Document No._____.

_____
Sherburne County Recorder

Egan, Field & Nowak, Inc.
land surveyors since 1872

COBBLESTONE 2ND ADDITION

SECTION 20, T 33 N, R 27 W



VICINITY MAP
NO SCALE

U.S. HIGHWAY NO. 10

SOUTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY NO. 10 AS MONUMENTED

RESTRICTED RIGHT OF WAY ACCESS

CH. 331.80 CH. BRG. S89°57'45"E
R=54407.16 Δ=0°20'58"
331.80

NORTH LINE OF LOT 1, BLOCK 1, COBBLESTONE

[S89°37'22"W]
(N89°37'22"E)
S89°47'16"E
85.27

NORTHEAST CORNER OF LOT 1, BLOCK 1, COBBLESTONE

LS 15233

LS 47446

181.66 Δ=0°11'29"

150.14 Δ=0°09'29"

DRAINAGE & UTILITY EASEMENT PER DOCUMENT NO. 565737

60.60

12

75

75

COBBLESTONE

BLOCK

BLOCK 1

LOT 1

LOT 2

DRAINAGE AND UTILITY EASEMENT PER PLAT OF COBBLESTONE

[S00°08'29"W]
N00°43'51"E 320.06

DRAINAGE AND UTILITY EASEMENT PER DOCUMENT NO. 888820

DRAINAGE & UTILITY EASEMENT

S00°34'57"W 344.53

DRAINAGE & UTILITY EASEMENT PER DOCUMENT NO. 565737

UTILITY EASEMENT PER DOCUMENT NO. 684650

S00°37'40"W 350.25
(S00°02'18"W)

DRAINAGE AND UTILITY EASEMENT PER PLAT OF COBBLESTONE

6
6

60

LS 47446

DRAINAGE AND UTILITY EASEMENT PER PLAT OF COBBLESTONE

LS 47446

183.86

N82°23'20"W 395.74
(N82°58'42"W)

211.88

3314
S49°07'10"W
(S46°31'48"W)

12

60

60

60

COUNTY ROAD 43

HUMBOLDT DRIVE

MINNESOTA DEPT. OF TRANSPORTATION
RIGHT OF WAY PLAT NO. 71-10

PARCEL 2510

0 30 60 90
SCALE IN FEET
1 INCH = 30 FEET

THE SOUTH LINE OF LOT 1 IS ASSUMED TO BEAR N82°23'20"W

- ● DENOTES FOUND MONUMENT AS NOTED
- ○ DENOTES FOUND 2" ALUMINUM CAPPED MONUMENT
- ◎ DENOTES SET 5/8-INCH BY 14-INCH REBAR MARKED WITH LICENSE NUMBER 54850
- ⊗ SET DENOTES SET DISC MARKED WITH LICENSE NUMBER 54850
- (SXX°XX'XX"W) DENOTES RECORD PLAT BEARING
- [SXX°XX'XX"W] DENOTES RECORD DEED BEARING
- ——Δ—— DENOTES LIMITED ACCESS

Egan, Field & Nowak, Inc.
land surveyors since 1872

Attachment E
Resolution Approving Final Plat

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, January 21, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

CITY OF BIG LAKE
RESOLUTION NO. 2026-XX

RESOLUTION APPROVING A FINAL PLAT AND DEVELOPMENT CONTRACT FOR COBBLESTONE 2nd ADDITION ON PROPERTY AT 55 COUNTY ROAD 43 NORTHWEST.

WHEREAS, Kimley Horn & Associates, on behalf of AutoZone, the applicant, and Casey's Retail Company, the owner, submitted an application for a Final Plat; and

WHEREAS, the City approved a preliminary plat and site plan on October 22, 2025 with Resolution 2025-49; and

WHEREAS, the Cobblestone 2nd Addition Final Plat is attached as Exhibit A and is consistent with the preliminary plat; and

WHEREAS, the Final Plat conforms to the requirements of the Zoning and Subdivision Ordinances and is consistent with the Comprehensive Plan; and

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

A. The Planning Report dated January 21, 2026, shall be the governing document which includes the following attachments:

Attachment A:	Site Location Map
Attachment B:	Response to City Engineer Memo dated September 29, 2025
Attachment C:	Civil Plans dated December 12, 2025
Attachment D:	Final Plat dated December 12, 2025
Attachment E:	Resolution approving the Final Plat
Attachment F:	Draft Development Contract

B. The legal description of the subject property is:

That part of Lot 1, Block 1, COBBLESTONE, according to the recorded plat thereof, Sherburne County, Minnesota, lying easterly of the following described line:

Commencing at the northeast corner of said Lot 1; thence South 89 degrees 37 minutes 22 seconds West, plat bearing, along the north line of said Lot 1, a distance of 85.27 feet; thence westerly, on said north line, along a tangential curve, concave to the south, having a radius of 54407.16 feet and a central angle of 00 degrees 20 minutes 58 seconds, a distance of 331.80 feet to the point of beginning of the line to be described; thence South 00 degrees 08 minutes 29 seconds West, not tangent to the last described curve, a distance of 320.06 feet to the south line of said Lot 1 and said line there terminating.

(Abstract Property)

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake that it hereby approves the Final Plat and Development Contract for Cobblestone 2nd Addition at 55 County Road 43 Northwest to allow for a two-lot subdivision and construction of a new AutoZone, subject to the following conditions:

1. The Final Plat is approved in accordance with the plans and application received by the City on October 27, 2025 and additional materials received on December 2, 2025 and December 12, 2025, except as amended by this resolution.

2. This approval is contingent on meeting the conditions of all preliminary approvals including Resolution 2025-49.

3. The Preliminary Plat and Site Plan were approved with Resolution 2025-49 and the Final Plat conforms to the conditions found therein.

4. Applicant shall comply with all conditions of the City Engineer's Letter dated September 29, 2025.

5. No variances are approved or implied.

6. All landscape areas shall be irrigated.

7. The applicant will be required to execute a stormwater maintenance agreement and easements with Liberty Bank for off-site ponding facilities. These documents must be reviewed and approved by the City.

8. A stormwater maintenance agreement is required to be recorded at Sherburne County with the final plat prior to the issuance of building permits.

9. Any signage must comply with the standards in Chapter 13 of the City Code. A separate signage permit will be required at time of building permit.

10. The development must comply with all applicable requirements of Section 1006.01 General Performance Standards in regard to noise, odors, glare, refuse, etc.

11. All construction plans officially submitted to the City shall be treated as a formal agreement between the Applicant and the City. Once approved, no changes, modifications, or alterations shall be made to any plan detail, standard, or specification without prior submittal of a plan modifications request to the City Planner for review and approval.

12. As part of the final plat, the developer shall enter into a development contract with the City. That development contract shall require that the developer make an escrow deposit or furnish an irrevocable letter of credit as is determined by the City. The amount shall be equal to 125% of the City Engineer's estimate of the total costs of the improvement to be furnished under the contract.

13. Sewer Access Charges (SAC) and Water Access Charges (WAC) will be collected at the time of building permit issuance.

14. Trunk sewer and trunk water charges are not to be collected with this plat as they were collected previously.

15. The applicant will be required to pay $17,601.66 in park dedication for Lot 1, Block 1 of the new Cobblestone 2nd Addition plat.

16. All construction shall be in accordance with City of Big Lake Standards.

17. Unless expressly permitted by the City Council, no construction or grading activities shall be permitted until such time as a final plat and all associated documents have been approved and recorded with Sherburne County.

18. The City shall not issue a building permit until the development contract is fully executed, all fees/escrow are paid and the letter of credit as required by the development contract have been presented to the City.

19. Any other conditions of the City Council, Staff, City consultants or other agency responsible for review of this application shall be addressed.

Adopted by the Big Lake City Council on the 21st day of January 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 21ST day of January 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
FINAL PLAT – COBBLESTONE 2ND ADDITION

COBBLESTONE 2ND ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Casey's Retail Company, an Iowa corporation, owner of the following described property:

That part of Lot 1, Block 1, COBBLESTONE, according to the recorded plat thereof, Sherburne County, Minnesota, lying easterly of the following described line:

Commencing at the northeast corner of said Lot 1; thence South 89 degrees 37 minutes 22 seconds West, plat bearing, along the north line of said Lot 1, a distance of 85.27 feet; thence westerly, on said north line, along a tangential curve, concave to the south, having a radius of 54407.16 feet and a central angle of 00 degrees 20 minutes 58 seconds, a distance of 331.80 feet to the point of beginning of the line to be described; thence South 00 degrees 08 minutes 29 seconds West, not tangent to the last described curve, a distance of 320.06 feet to the south line of said Lot 1 and said line there terminating.

Has caused the same to be surveyed and platted as COBBLESTONE 2ND ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said Casey's Retail Company, an Iowa corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

Signed: Casey's Retail Company, LLC

BY _____, _____
NAME TITLE

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____ day of _____ , 20___, by _____, _____, of Casey's Retail Company, LLC, on behalf of the company.

_____
Signature

_____
Printed

Notary Public _____ County, _____
My commission expires _____

I Steven F. Hough 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___.

_____
Steven F. Hough, Licensed Land Surveyor
Minnesota License No. 54850

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____ , 20___, by Steven F. Hough, Land Surveyor, Minnesota License No. 54850.

_____
Signature

_____
Printed

Notary Public _____ County, _____
My commission expires _____

CITY COUNCIL, CITY OF BIG LAKE, MINNESOTA

Approved and accepted by City Council of the City of Big Lake, Sherburne County, Minnesota, at a meeting held this _____ day of _____ , 20___.

_____, Attest: _____
Mayor Clerk

COUNTY SURVEYOR, SHERBURNE COUNTY, MINNESOTA

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

COUNTY ENGINEER, SHERBURNE COUNTY, MINNESOTA

I hereby certify that this plat has been reviewed by the office of the County Highway Engineer. Dated this _____ day of _____, 20___.

_____
Sherburne County Highway Engineer

COUNTY AUDITOR/TREASURER, SHERBURNE COUNTY, MINNESOTA

I hereby certify 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

COUNTY RECORDER, SHERBURNE COUNTY, MINNESOTA

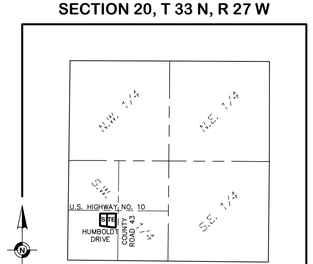
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at _____ o'clock ___. M. as Document No._____.

_____
Sherburne County Recorder

Egan, Field & Nowak, Inc.
land surveyors since 1872

COBBLESTONE 2ND ADDITION

SECTION 20, T 33 N, R 27 W



VICINITY MAP
NO SCALE

U.S. HIGHWAY NO. 10

SOUTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY NO. 10 AS MONUMENTED

RESTRICTED RIGHT OF WAY ACCESS

CH. 331.80 CH. BRG. S89°57'45"E
R=54407.16 Δ=0°20'58"
331.80

NORTH LINE OF LOT 1, BLOCK 1, COBBLESTONE

[S89°37'22"W]
(N89°37'22"E)
S89°47'16"E
85.27

NORTHEAST CORNER OF LOT 1, BLOCK 1, COBBLESTONE

LS 15233

LS 47446

181.66 Δ=0°11'29"

150.14 Δ=0°09'29"

DRAINAGE & UTILITY EASEMENT PER DOCUMENT NO. 565737

60.60

12

75

75

COBBLESTONE

BLOCK

BLOCK 1

LOT 1

LOT 2

DRAINAGE AND UTILITY EASEMENT PER PLAT OF COBBLESTONE

[S00°08'29"W]
N00°43'51"E 320.06

DRAINAGE AND UTILITY EASEMENT PER DOCUMENT NO. 888820

DRAINAGE & UTILITY EASEMENT

S00°34'57"W 344.53

DRAINAGE & UTILITY EASEMENT PER DOCUMENT NO. 565737

UTILITY EASEMENT PER DOCUMENT NO. 684650

S00°37'40"W 350.25
(S00°02'18"W)

DRAINAGE AND UTILITY EASEMENT PER PLAT OF COBBLESTONE

6
6

60

LS 47446

DRAINAGE AND UTILITY EASEMENT PER PLAT OF COBBLESTONE

LS 47446

183.86

N82°23'20"W 395.74
(N82°58'42"W)

211.88

3314
S49°07'10"W
(S46°31'48"W)

12

60

60

60

COUNTY ROAD 43

HUMBOLDT DRIVE

MINNESOTA DEPT. OF TRANSPORTATION
RIGHT OF WAY PLAT NO. 71-10

PARCEL 2510

0 30 60 90
SCALE IN FEET
1 INCH = 30 FEET

THE SOUTH LINE OF LOT 1 IS ASSUMED TO BEAR N82°23'20"W

- ● DENOTES FOUND MONUMENT AS NOTED
- ○ DENOTES FOUND 2" ALUMINUM CAPPED MONUMENT
- ◎ DENOTES SET 5/8-INCH BY 14-INCH REBAR MARKED WITH LICENSE NUMBER 54850
- ⊗ SET DENOTES SET DISC MARKED WITH LICENSE NUMBER 54850
- (SXX°XX'XX"W) DENOTES RECORD PLAT BEARING
- [SXX°XX'XX"W] DENOTES RECORD DEED BEARING
- ——Δ—— DENOTES LIMITED ACCESS

Egan, Field & Nowak, Inc.
land surveyors since 1872

Attachment F
Draft Development Contract

(reserved for recording information)

DEVELOPMENT CONTRACT

COBBLESTONE 2ND ADDITION

THIS DEVELOPMENT CONTRACT ("Contract") dated _____, 2026, is by and between the **CITY OF BIG LAKE**, a Minnesota municipal corporation ("City"), and **AutoZone Investment Corporation,** a Nevada Corporation ("Developer").

1. **Request for Plat Approval**. Developer has asked the City to approve a plat for ***Cobblestone 2nd Addition*** (the "Plat", "Project" or "Property"), consisting of lot split for the construction of a new AutoZone. The land is situated in the City of Big Lake, County of Sherburne, State of Minnesota, and is legally described as set forth on **Exhibit A**. Following recording of the final plat, the property shall be legally described as set forth on **Exhibit B**.

2. **Conditions of Plat Approval**. The City hereby approves the Plat on condition that Developer enter into this Contract, furnish the security required by it, and record the Plat with the Office of the Sherburne County Recorder or Registrar of Titles, as applicable, no later than **180 days** after the City Council approves the Plat.

3. **Right to Proceed**. Within the Plat or land to be platted, Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities,

public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the required security has been received by the City; 3) the Plat has been recorded the Office of the Sherburne County Recorder or Registrar of Titles, as applicable; and 4) the City's Administrator has issued a letter to Developer notifying Developer that all conditions have been satisfied, and allowing Developer to proceed.

4. **Phased Development**. If the Plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases if Developer has breached this Contract and the breach has not been remedied.

5. **Preliminary Plat Status**. If the Plat is a phase of a multi-phased preliminary plat, for future phases, Developer shall obtain final plat approval for platting all land into lots and blocks, not outlots, within one year after preliminary plat approval. If final plat approval for all lands in such future phases is not complete by that time, the preliminary plat approval shall lapse and shall be void as applied to all phases still awaiting final plat approval.

6. **Changes in Official Controls**. For two (2) years from the date of this Contract, no amendments to the City's Comprehensive Plan, or official controls shall apply to or affect the use, development density, lot size, lot layout, or dedications of the approved preliminary plat unless required by state or federal law, or agreed to in writing by the City and Developer. After that date, notwithstanding anything in this Contract to the contrary, to the full extent permitted by state law, the City may require compliance with any amendments to the City's Comprehensive Plan, official controls, platting, or dedication requirements enacted after the date of this Contract with respect to that portion of the Property which did not receive final plat approval prior to any such amendments.

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7. **Development Plans**. The Plat shall be developed in accordance with the plans listed below (collectively, the "Plans"). The Plans shall not be attached to this Contract. With the exception of Plan A, the Plans may be prepared, subject to City approval, after the effective date of this Contract, but before commencement of any work in the Plat. If the Plans vary from the written terms of this Contract, the written terms of this Contract shall control.

The Plans are:

Plan A – Final Plat
Plan B – Site Plan
Plan C - Final Landscape and Irrigation Plan
Plan D - Final Building Plans
Plan E - Final Grading and Drainage Plan
Plan F – Final Erosion and Sediment Control Plan
Plan G - Final SWPPP Plan
Plan H – Final Utility Plan
Plan I – Site Photometric Plan

8. **Improvements**. Developer shall install and pay for the following improvements (collectively, the "Improvements") as required to be built within the subdivision as public improvements in accordance with the approved Plans:

A. Site Grading, Ponding, and Erosion Control
B. Sanitary Sewer
C. Watermain
D. Storm Sewer System
E. Surface Water Facilities (e.g., pipe, pond)
F. Filtration Basin
G. Underground Utilities
H. Landscaping
I. Setting of Iron Monuments
J. Surveying and Staking
K. Street Signs and Traffic Control Signs
L. Street Lighting

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The Improvements shall be installed in accordance with the City subdivision ordinance; City standard specifications for utilities and street construction; and any other applicable ordinances, including Section 1109.01of the City Code concerning erosion and drainage, and Section 1005.05 prohibiting grading, construction activity, and the use of power equipment between the hours of 7:00 p.m. and 7:00 a.m. Developer shall submit to the City plans and specifications, which have been prepared by a competent Minnesota professional engineer, for approval by the City Engineer. City Engineer approval shall be provided on the condition that such submittals comply with the Plans and this Contract. Developer shall instruct its engineer to provide adequate field inspection personnel to assure an acceptable level of quality control. In addition, the City may, at the City's discretion and at Developer's expense, have one or more City inspectors and a soil engineer inspect the work as the City may reasonably determine. Developer shall be responsible for retaining the services of a geotechnical engineer for construction testing. Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. Developer's engineer shall provide for on-site project management. Developer's engineer is responsible for design changes and contract administration between Developer and Developer's contractor. Developer or Developer's engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City Council chambers with all parties concerned, including the City staff, to review the program for the construction work. Within thirty (30) days after the completion of the improvements and before the security is released, Developer shall supply the City with a complete set of reproducible "as constructed" plans, an electronic file of the "as constructed" plans in an Auto CAD file based upon the Sherburne County coordinate system, all prepared in accordance with City standards.

9. **Iron Monuments**. In accordance with Minnesota Statutes Section 505.021, the final placement of iron monuments for all lot corners must be completed before the applicable

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security is released. Developer's surveyor shall also submit a written notice to the City certifying that the monuments have been installed.

10. **Permits**. Developer shall obtain, or require its contractors and subcontractors to obtain, all necessary permits, including but not limited to the following to the extent required:

A. City of Big Lake for Building Permits
B. City of Big Lake Sign Permit
C. City of Big Lake Right-of-Way Permit
D. MDH Watermain extension permit. Developer must submit copy to City.
E. NPDES Construction Stormwater Permit. Developer must submit copy to City prior to construction.
F. MPCA Sanitary Sewer Extension permit. Developer must submit copy to City.

11. **Dewatering**. Due to the variable nature of groundwater levels and stormwater flows, it will be the responsibility of Developer and Developer's contractors and subcontractors to satisfy themselves with regard to the elevation of groundwater in the area and the level of effort needed to perform dewatering and storm flow routing operations. All dewatering shall be in accordance with all applicable county, state, and federal rules and regulations. DNR regulations regarding appropriations permits shall also be strictly followed.

12. **Time of Performance**. Developer shall install utility, concrete, and base course bituminous installation and all remaining required public improvements, including the final wearing course bituminous, by October 31, 2026. Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by Developer to reflect cost increases, if any, and the extended completion date.

13. **License**. Developer hereby grants the City, its agents, employees, officers, and contractors a license to enter the Plat to perform all work and inspections deemed appropriate by the City in conjunction with Plat development.

14. **Erosion Control**. Prior to initiating site grading, the Final Grading Plan, Final Erosion Control and SWPPP Plan (Plans E-G) shall be implemented by Developer, and shall be

inspected and approved by the City. All proposed erosion control BMP's, including those identified on the SWPPP. Redundant erosion control BMP's shall be provided around the entire perimeter of all wetlands and infiltration basins. The City may impose additional erosion control requirements if reasonably required.

All areas disturbed by the excavation and backfilling operations shall be sodded—or seeded if explicitly permitted by City Code—within five (5) days after the completion of the work, weather permitting, or in an area that is inactive for more than ten (10) days unless authorized and approved by the City Engineer. Except as otherwise provided in the erosion control plan, sodding and seeding shall be in accordance with the City Code's current specifications. All sodded and seeded areas shall be fertilized and watered. The City and Developer recognize that time is of the essence in controlling erosion. If Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City shall notify Developer in advance of any proposed action, but failure of the City to do so will not affect Developer's and City's rights or obligations under this Contract. If Developer does not reimburse the City for any cost the City incurred for such work within ten (10) days after written notice to Developer, the City may draw down the letter of credit to pay any costs. No development, utility, or street construction will be allowed and no building permits will be issued unless the Plat is in full compliance with the approved erosion control plan.

15. **Grading Plan**. The Plat shall be graded in accordance with the approved Final Grading Plan (Plan E). The Plan shall conform to City of Big Lake specifications. Within thirty (30) days after completion of the grading and before the City approves individual building permits, Developer shall provide the City with an "as constructed" grading plan certified by a Minnesota registered land surveyor or engineer that all ponds, swales, and ditches for public drainage have

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been constructed on public easements or land owned by the City. The "as constructed" plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles, and installed "conservation area" posts; and c) lot corner elevations, and house pads. The City will withhold issuance of building permits until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer. Developer certifies to the City that all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications.

16. **Street Maintenance, Access During Construction**. Developer shall clean dirt and debris from streets that has resulted from construction work by Developer, their contractors, subcontractors, agents, or assigns. Prior to any construction in the Plat, Developer shall identify in writing a responsible party and schedule for erosion control, street cleaning, and street sweeping. Construction traffic access and egress for grading, public utility construction, and street construction is restricted to Humboldt Drive. No construction traffic is permitted on the adjacent public or private streets.

17. **Ownership of Improvements; Acceptance by the City**.

A. Upon completion of the work and construction required by this Contract, the Improvements lying within public easements shall become City property without further notice or action.

B. Upon completion of the public improvements, the City shall inspect the public improvements and notify Developer if any of the improvements do not conform to the requirements of this Contract.

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C. Prior to acceptance of the Improvements by the City, Developer must furnish the following affidavits:

i. Contractor's certificate
ii. Engineer's certificate
iii. Land surveyor's certificate
iv. Developer's certificate

These affidavits shall certify that all construction has been completed in accordance with the terms of this Contract.

D. Prior to City acceptance of public improvements and a full an final release of the financial securities required by this Contract, Developer shall provide the City with final "record" plans, in accordance with the City's most recent engineering guidelines.

E. Upon compliance with this Contract with respect to public improvements, the City shall give formal notice of acceptance to Developer, and thereafter Developer shall have no responsibility with respect to the maintenance of the public improvements, except during any warranty periods expressly set forth in this Contract.

F. Developer shall, at its expense, prepare any streets located in the subdivision for snowplowing and other maintenance that Developer wishes the City to undertake prior to formal acceptance by the City of such streets. This preparation shall include, without limitations, ramping any manholes as necessary to avoid damage to snowplows or other vehicles used in street maintenance. Should damage occur to City snowplows or other vehicles during the course of snowplowing or other maintenance procedures prior to formal acceptance of the street by the City, Developer shall pay all such damages and shall indemnify and hold the City harmless for all such damage, cost, or expense incurred by the City with regard to such damage.

18. **City Engineering Administration and Construction Observation**. Developer shall, contemporaneously with the execution of this Contract, deposit with the City: (1) an escrow of $5,000 to cover the expenses for engineering administration and construction observation; (2)

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an escrow for $5,000 to cover the engineering application review process; and (3) an escrow of $5,000 for legal and planning application review process. Developer shall pay all fees relating to the Project including, but not limited to, legal, engineering, engineering administration, construction observation, planning, recording fees, administrative expenses, and other costs related to this Project.

A. *Engineering Administration*. City engineering administration will include monitoring of construction observation, consultation with Developer and its engineer on status or problems regarding the Project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in security.

B. *Construction Observation*. Developer shall pay for construction observation performed by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities.

C. *Administration and Observation Costs*. Fees for engineering administration and construction observation shall be at standard hourly rates that are in effect at the time of execution of this Contract. The City will provide Developer a listing of the rates charged to Developer for the City's engineering administration and construction observation.

D. *Escrow*. All fees and costs incurred by the City in connection with the Project shall be charged against said escrow account which shall remain in effect until the completion of the Project. Any funds remaining in the escrow accounts after the completion of the Project shall be refunded to Developer. In the event that the escrow accounts herein are depleted, Developer agrees that upon request of the City, Developer shall post additional sums of money to replenish the accounts to their original balance to cover projected City costs as reasonably determined by the City. Developer agrees that the engineering administration and construction observation escrow

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account shall always have a balance of no less than $5,000. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against these escrow accounts.

19. **Claims**. In the event that the City receives claims from labor, materialmen, or others that work required by this Contract has been performed, the sums due them have not been paid, and the laborers, materialmen, or others are seeking payment from the City, the City shall provide Developer with written notice of such claim or claims and Developer shall have twenty (20) days to satisfy such claim or claims or provide the City with Developer's defense to such claim or claims. In the event such claim or claims are valid and Developer has not provided the City with Developer's defense to such claim or claims, then Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the letter of credit in an amount up to 125 percent (125%) of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the performance bond deposited with the District Court, except that the Court shall retain jurisdiction to determine attorneys' fees pursuant to this Contract.

20. **Sanitary Sewer Trunk Charge and Sewer Access Charge**. Sanitary Sewer fees were paid previously, and this plat will be exempt. Development of the Plat is also subject to a Sewer Access Charge ("SAC"). Developer shall pay the SAC fee before the building permit is issued.

21. **Water Trunk Charge and Water Access Charge**. Water Trunk fees were paid previously and this plat will be exempt Development of the Plat is also subject to a Water Access Charge ("WAC") fee. Developer shall pay the WAC fee before the building permit is issued.

22. **Storm Sewer Charge**. Not applicable to this development.

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23. **Park Dedication**. Developer will pay a park dedication fee of $17,601.66 (41.74% of the 4% of assessed value of $1,054,200.00 which is the 1.39 acres of the total plat site) at the time of final plat approval.

24. **Engineering Costs**. Developer shall pay special engineering fees including:

A. Developer shall post security in the amount of $1,000.00 for the final placement of interior subdivision iron monuments at Property corners and the placement of all wetland monuments pursuant to Big Lake City Code Section 1109.01. The security will be held by the City until Developer's land surveyor certifies that all irons have been set following site grading and utility and street construction. In addition, the certificate of survey must also include a certification that all irons for a specific lot have either been found or set prior to the issuance of a building permit for that lot.

B. Developer shall pay the cost for the preparation of record construction drawings and City base map upgrading by the City Engineer as part of the Administrative/Engineering Fee at an estimated cost of $500.00.

25. **Landscaping**. Developer shall follow all requirements of the City's Zoning Ordinance and the City's approved landscaping plan. See requirements in Report of City Planner dated January 21, 2026.

26. **Tree Preservation**. Not applicable.

27. **Special Provisions**. The following special provisions shall apply to Plat development:

A. Implementation of the recommendations listed in Planning Report prepared for the January 21, 2026, City Council meeting, and Resolution No. 2026-XX.

B. All easement documents and all deeds for any outlots transferred to the City shall be provided to the City simultaneously with delivery of the final plat for City signatures. Developer

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shall dedicate to the City on the final plat drainage and utility easements located within the property, including access, as required to serve the site.

C. The lighting plan must comply with the City of Big Lake Zoning and Subdivision Ordinances.

D. The irrigation plan must comply with the City of Big Lake Zoning and Subdivision Ordinances.

E. Developer shall execute a Stormwater Maintenance Agreement for the infiltration basins on the property. Developer shall provide the City with infiltration test results for each of the proposed infiltration basins. Developer shall obtain soil borings to verify groundwater depth and soil type within the proposed infiltration basin location and submit the data to the City for review. The infiltration basins shall be seeded with MnDOT seed mix 35-221.

F. All construction shall be in accordance with City of Big Lake Standards.

G. Developer is required to submit the final plat in electronic format. The electronic format shall be Auto CAD file. Developer shall also submit one complete set of reproducible construction plans on paper, in .pdf formant, and AutoCAD.

H. Developer is required to establish and maintain a fifty (50) foot buffer around all wetlands. Developer shall be responsible for placing wetland buffer monuments with location subject to review and approval by the City Engineer. Any planned disturbance of the wetland buffer area during construction is subject to review and approval by the City Engineer.

I. Developer shall comply with the conditions of the City Engineer's Memo prepared by Layne Otteson, dated September 29, 2025.

J. All proposed buildings shall be constructed a minimum of three (3) feet above adjacent pond or wetland High Water Elevations.

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K. All storm sewer structures immediately prior to ponds shall be constructed with a sump a minimum of three (3) feet in depth.

28. **Summary of Security Requirements**. To guarantee compliance with the terms of this Contract, payment of real estate taxes, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, Developer shall furnish the City with a letter of credit, in the form attached hereto, from a bank ("Security") for $368,731.25. The amount of the Security includes all of the security requirements set forth in the preceding sections of this Contract, and was calculated as follows:

Construction Costs:	
Grading and Erosion Control	$293,985.00
Watermain	$0.00
Sanitary Sewer	$0.00
Storm Sewer	$0.00
Construction Subtotal:	**$293,985.00**
Other Costs:	
Lot Corners/Iron Monuments	$1,000.00
Other Costs Subtotal:	**$1,000.00**
TOTAL SECURITIES:	**$294,985.00**
GRAND TOTAL SECURITIES (125%):	**$368,731.25**

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the approval of the City Administrator. Individual security instruments may be for shorter terms provided they are replaced at least thirty (30) days prior to their expiration. The City may draw down the security, upon ten (10) business days prior written notice to Developer, for any violation of the terms of this Contract and Developer fails to cure such default within such ten (10) day time period. Amounts drawn shall not exceed the amounts necessary to cure the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn

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down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City that work has been completed and financial obligations to the City have been satisfied, with City approval the security shall be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required "as constructed" plans have been received by the City, a warranty security is provided, and the public improvements are accepted by the City Council. The City standard specifications for utilities and street construction outline procedures for security reductions.

28. **Summary of Cash Requirements**. The following is a summary of the cash requirements under this Contract, which must be furnished to the City at the time of final plat approval and execution of this Contract by the City:

Engineering, City Administration Escrow	$10,00.00
Legal and Planning Expenses Escrow	$5,000.00
Park Dedication	$17,601.66
Map Upgrade Fee	$500.00
TOTAL CASH REQUIREMENTS:	**$33,101.66**

The City is implementing a pass through billing process. The $15,000.00 escrow will be held and all bills will be forwarded for immediate payment. If payments are not made in a timely fashion, the project will stop until payments are made. If said fees are less than estimated, the City shall reimburse Developer within thirty (30) days of receipt of final invoices.

29. **Warranty**. Developer warrants all required improvements against poor material and faulty workmanship. The warranty period for streets is one (1) year. The warranty period for underground utilities as identified in Plan H is two years and shall commence following completion and acceptance by City Council. The one (1) year warranty period on streets shall commence after the final wear course has been installed and accepted by the City Council as

documented in official City minutes. Developer shall post maintenance bonds in the amount of twenty-five percent (25%) of final certified construction costs to secure the warranties. The City shall retain ten percent (10%) of the security posted by Developer until the maintenance bonds are furnished the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work. The City standard specifications for utilities and street construction identify the procedures for final acceptance of streets and utilities.

30. **Responsibility for Costs**.

A. Except as otherwise specified herein, Developer shall pay all costs incurred by Developer or the City in conjunction with the development of the Plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the Plat, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Plat.

B. Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from Plat approval and development. Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.

C. Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.

D. Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Contract. This is an obligation of Developer and shall continue in full force and effect even if Developer sells one or more lots, the entire Plat, or any part of it.

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E. Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time, the City may halt Plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of eight percent (8%) per year.

F. In addition to the charges and special assessments referred to herein, other charges as required by City ordinance may be imposed such as but not limited to building permit fees.

31. **Developer's Default**. In the event of default by Developer as to any of the work to be performed by Developer pursuant to this Contract, after a ten (10) day written notice of such default has been given to Developer by the City, and Developer has failed to cure such default within the ten (10) day time period, the City may, at its option, perform the work and Developer shall promptly reimburse the City for any expense incurred by the City, provided Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part.

32. **Miscellaneous**.

A. Developer shall be responsible for ensuring that all vacant lots comply with the City's Code regarding nuisances.

B. Third parties shall have no recourse against the City or Developer under this Contract.

C. Breach of the terms of this Contract by Developer shall be grounds for denial of building permits, including lots sold to third parties.

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D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.

E. If building permits are issued prior to the acceptance of public improvements, Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents, or third parties. No sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the streets needed for access have been paved with at least one lift of bituminous surface and the utilities are accepted by the City Engineer in writing.

F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.

G. This Contract shall run with the land and shall be recorded against the title to the Property. Developer covenants with the City, its successors and assigns, that Developer is well seized in fee title of the Property being final platted and/or has obtained consents to this Contract, in the form attached to this Contract, from all parties who have an interest in the Property; that there are no unrecorded interests in the Property being final platted; and that Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

H. Developer shall take out and maintain, or cause to be taken out and maintained, until six (6) months after the City has accepted the public improvements, commercial general liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by

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one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than $500,000 for one person and $1,000,000 for each occurrence; limits for property damage shall be not less than $200,000 for each occurrence; or a combination single limit policy of $1,000,000 or more. The City shall be named as an additional insured on the policy, and Developer shall file with the City a certificate evidencing coverage prior to the City signing the Plat. The certificate shall provide that the City must be given ten (10) days' advance written notice of the cancellation of the insurance.

I. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

J. Developer may not assign this Contract without the written permission of the City Council. Developer's obligation under this Contract shall continue in full force and effect even if Developer sells one or more lots, the entire Plat, or any part of it.

K. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls in the development plans, or special conditions referred to in this Contract required to be constructed, shall be constructed before any Certificate of Occupancy is issued for a lot on which a retaining wall is required to be built.

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L. Nothing contained in this Contract shall be deemed or construed to create a partnership, joint venture, joint enterprise, or other fiduciary relationship between the City and Developer. Neither party is authorized to act as an agent or on behalf of the other party.

M. The section headings of this Contract are for reference purposes only, and shall not otherwise affect the meaning, construction, or interpretation of any provision of this Contract.

33. **Successors and Assigns**. This Contract shall be binding upon and inure to the benefit of the parties and their respected successors and assigns, including without limitation, any and all future and present owners, tenants, occupants, licensee, mortgagee and any other parties with any interest in the Property. Should Developer convey any lot or lots in the Plat to a third party, the City and the owner of that lot or those lots may amend this Contract as applied to that lot or those lots without the approval or consent of Developer or the other lot owners within the Plat. Private agreements between the owners of lots within the Plat for shared service or access and related matters necessary for the efficient use of the Property shall be the responsibility of the lot owners and shall not bind or restrict City authority to approve applications from any lot owner.

34. **Counterparts**. This Contract may be simultaneously executed in any number of counterparts, each of which shall be an original, and all of which together shall constitute but one and the same instrument.

35. **Notices**. All notices provided for in this Contract must be in writing and shall be hand delivered; by United States mail via prepaid certified mail; or by prepaid overnight mail delivery service providing written evidence of delivery, and addressed as follows:

If to the City:

City of Big Lake
ATTN: City Administrator
Big Lake City Hall
160 Lake Street North
Big Lake, Minnesota 55309

DRAFT

If to Developer:

Marda Lugar
AutoZone
123 South Front Street
Memphis, TN 38103

36. **Incorporation of Exhibits**. The exhibits that are attached to this Contract are true and correct, and are incorporated into and made part of this Contract.

[Signature pages to follow]

DRAFT

CITY OF BIG LAKE

BY: _____
Paul Knier, Mayor

(SEAL)

BY: _____
Gina Wolbeck, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, 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

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000
<SMM>

DRAFT

DEVELOPER:
Marda Lugar

By: _____

Its: _____

Printed Name: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 202__, by _____, its _____ on behalf of AutoZone Investment Corporation, a Nevada Corporation.

_____
Notary Public

DRAFT

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000
<SMM>

EXHIBIT A
TO
DEVELOPMENT CONTRACT

Legal Description of Property Prior to Final Plat

That part of Lot 1, Block 1, COBBLESTONE, according to the recorded plot thereof, Sherburne County, Minnesota, lying easterly of the following described line:

Commencing to the northeast corner of said Lot 1; thence South 89 degrees 37 minutes 22 seconds West, plat bearing, along the north line of said Lot 1. a distance of 65.27 feet; thence westerly. on said north line. along a tangential curve, concave to the south, having a radius of 54407.16 feet and a central angle of 00 degrees 20 minutes 58 seconds, a distance of 331.80 feet to the point of beginning of the line to be described; thence South 00 degrees 08 minutes 29 seconds West, not tangent to the lost described curve, a distance of 320.06 feet to the south line of said Lot 1 and said line there terminating.

(Abstract Property)

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EXHIBIT B
TO
DEVELOPMENT CONTRACT

Legal Description of Property Following Recording of Final Plat

Lot 1, Block 1, Cobblestone 2ND Addition, Sherburne County, Minnesota.

Abstract Property

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MORTGAGEE CONSENT
TO
DEVELOPMENT CONTRACT

_____, which holds a mortgage on the subject property, the development of which is governed by the foregoing Development Contract, agrees that the Development Contract shall remain in full force and effect even if it forecloses on its mortgage.

Dated this _____ day of _____, 202__.

_____
<NAME>

By: _____
Its:

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, ____, by _____ the _____ of _____, on its behalf.

_____
Notary Public

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000
<SMM>

DRAFT

FEE OWNER CONSENT
TO
DEVELOPMENT CONTRACT

_____, fee owner(s) of all or part of the subject property, the development of which is governed by the foregoing Development Contract, affirm(s) and consent(s) to the provisions thereof, and agree(s) to be bound by the provisions as the same may apply to that portion of the subject property owned by them.

Dated this _____ day of _____, 202__.

_____
<NAME>

By: _____
Its:

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, ____, by _____ the _____ of _____, on its behalf.

_____
Notary Public

DRAFT

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000
<SMM>

CONTRACT PURCHASER CONSENT
TO
DEVELOPMENT CONTRACT

_____, which/who has a contract purchaser's interest in all or part of the subject property, the development of which is governed by the foregoing Development Contract, affirms and consents to the provisions thereof, and agrees to be bound by the provisions as the same may apply to that portion of the subject property in which there is a contract purchaser's interest.

Dated this _____ day of _____, 202__.

_____
<NAME>

By: _____
Its:

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ the _____ of _____, on its behalf.

_____
Notary Public

DRAFT

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000
<SMM>

[BANK LETTERHEAD]

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of Big Lake

Dear Sir or Madam:

We hereby issue, for the account of _____ and in your favor, our Irrevocable Letter of Credit in the amount of $_____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 202__, of (Name of Bank)____";

b) Be accompanied by an affidavit signed by the Mayor or City Administrator of the City of Big Lake certifying that _____ is in default of the Development Contract with the City of Big Lake and that ten (10) business days prior written notice has been given by the City to the Developer with respect to the existence of such default, and such default has not been cured.

c) Be presented for payment at ____(Address of Bank)____, on or before 4:00 p.m. on November 30, 202__.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Big Lake City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Big Lake City Administrator, Big Lake City Hall, 160 Lake Street, Big Lake, MN 55309, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: _____

Its _____

DRAFT

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *01/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7A**
Item Description: *Issuance and Sale of Big Lake Economic Development Authority (BLEDA) Lease Revenue Bonds, Series 2026A and Authorize Execution and Delivery of a Lease Agreement with BLEDA*		***Reviewed By:*** *Hanna Klimmek, City Administrator*	
		Reviewed By: *Marie Popp, Community Development Director*	

ACTION REQUESTED

Motion to approve a RESOLUTION approving the Issuance by the Big Lake Economic Development Authority, Minnesota of its $35,380,000 Lease Revenue Bonds, Series 2026A (City of Big Lake, Minnesota Lease with Option to Purchase Project) and Authorizing the Execution and Delivery of a Lease Agreement and Continuing Disclosure Undertaking.

BACKGROUND/DISCUSSION

In September 2025, the City Council directed staff to move forward with the Public Facilities Project, which is the relocation of the Big Lake City Hall and the Big Lake Police Department.

With the pending issue of the Lease Revenue Bonds, Series 2026A, S&P assigned its 'AA-' long-term rating to the Bonds. As part of the review process, S&P also affirmed its 'AA' rating on the City of Big Lake's general obligation debt outstanding. The S&P outlook on all city ratings is stable (source: S&P Summary of Credit Profile dated December 16, 2026).

S&P affirmation of the City's rating reflects their view of the combination of the City's ongoing maintenance of extremely strong available reserves, strong growth in the City's economic base, market value in particular, and the adoption of the most robust financial policies and practices, which reflects "strong" Financial Management Assessment and very strong overall management.

The Bonds will be sold through a negotiated sale process on January 21, 2026. Northland Securities will be present at the meeting for any questions regarding the results of the sales.

FINANCIAL IMPACT

Once Bonds have been sold, a debt schedule and lease payments will be added to future budgets.

STAFF RECOMMENDATION

Approve Resolution as stated above.

ATTACHMENTS

1. Resolution Approving the Issuance by the Big Lake Economic Development Authority, Minnesota of its $35,380,000 Lease Revenue Bonds, Series 2026A (City of Big Lake, Minnesota Lease with Option to Purchase Project) and Authorizing the Execution and Delivery of a Lease Agreement and Continuing Disclosure Undertaking.*

   **The Resolution will be finalized on January 21, 2026, prior to the adoption. There is certain information in the Resolution that cannot be finalized until after the Bonds are priced the morning of January 21, 2026. The finalized Resolution will be handed out in the red folders at the meeting.*

2. S&P Globing Ratings – Summary of Credit Profile

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF BIG LAKE, MINNESOTA

HELD: JANUARY 21, 2026

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Big Lake, Minnesota was duly called and held at the City Hall on January 21, 2026 at 6:30 P.M.

The following members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding and Paul Seefeld.

and the following were absent: _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION 2026-XX

RESOLUTION APPROVING THE ISSUANCE BY THE BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY, MINNESOTA OF ITS $35,380,000 LEASE REVENUE BONDS, SERIES 2026A (CITY OF BIG LAKE, MINNESOTA LEASE WITH OPTION TO PURCHASE PROJECT) AND AUTHORIZING THE EXECUTION AND DELIVERY OF A LEASE AGREEMENT AND CONTINUING DISCLOSURE UNDERTAKING

WHEREAS, the City of Big Lake, Minnesota (the "City"), is authorized, pursuant to Minnesota Statutes, Section 465.71, to enter into lease purchase agreements;

WHEREAS, the Big Lake Economic Development Authority, Minnesota, a body corporate and politic (the "Authority") has agreed to enter into a Lease Agreement dated as of February 1, 2026 (the "Lease") with the City pursuant to which the Authority will provide for the acquisition and betterment of a new City Hall, Police Department and may include a Library (the "Project") to be used by the City;

WHEREAS, the Authority will issue its $35,380,000 Lease Revenue Bonds, Series 2026A (City of Big Lake, Minnesota, Lease With Option to Purchase Project) (the "Bonds") to provide funds to finance the Project pursuant to an Indenture of Trust dated as of February 1, 2026 (the "Indenture") between the Authority and Northland Bond Services, a division of First National Bank of Omaha, as Trustee, setting forth the form and details of the Bonds and their issuance and pledging the rental payments derived from the Lease to the payment of the Bonds;

WHEREAS, the City is an obligated person under the provisions of Rule 15c2-12 (the "Rule") promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934, as amended, and is therefore subject to continuing disclosure requirements under the Rule and accordingly, the City will enter into a Continuing Disclosure Undertaking (the "Continuing Disclosure Undertaking") relating to the Bonds; and

WHEREAS, the City is a governmental unit with general taxing powers.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, as follows:

1. Authorization of Bonds; Documents Presented. The Authority proposes to issue its Bonds payable from rental payments to be made by the City under the Lease. The Bonds shall bear interest at the rates as are prescribed by the Indenture. Forms of the following documents (collectively, the "Bond Documents") relating to the Bonds and the Project have been submitted to the City Council and are now on file in the office of the City Administrator:

(a) the Lease; and

(b) the Continuing Disclosure Undertaking.

2. Approval and Execution of Bond Documents. The Mayor and the City Administrator are hereby authorized and directed to execute, and deliver, on behalf of the City the Bond Documents in substantially the forms on file with the City Administrator. All of the provisions of the Bond Documents when executed and delivered as authorized herein shall be deemed to be a part of this resolution as fully and to the same extent as if incorporated herein and shall be in full force and effect from the date of execution and delivery thereof.

3. Approval of Indenture. The City hereby approves the Indenture and the Bonds described therein (collectively, the "Related Documents") in substantially the forms submitted to the City.

4. Authorized City Representative. The City Administrator is hereby designated and authorized to act on behalf of the City as the City Representative, as defined in the Indenture.

5. Furnishing of Certificates and Proceedings. The Mayor and City Administrator and other officers of the City are authorized and directed to prepare and furnish to the purchaser of the Bonds and Bond Counsel, certified copies of all proceedings and records of the City relating to the Bonds, and such other affidavits and certificates as may be required to show the facts relating to the legality of the Bonds as such facts appear from the books and records in the officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the City as to the truth of all statements contained therein.

6. Continuing Disclosure. The City is the sole obligated person with respect to the Bonds. The City hereby agrees, in accordance with the provisions of Rule 15c2-12 (the "Rule"), promulgated by the Securities and Exchange Commission (the "Commission") pursuant to the Securities Exchange Act of 1934, as amended, and a Continuing Disclosure Undertaking (the "Undertaking") hereinafter described to:

(a) Provide or cause to be provided to the Municipal Securities Rulemaking Board (the "MSRB") by filing at www.emma.msrb.org in accordance with the Rule, certain annual financial information and operating data in accordance with the Undertaking. The City reserves the right to modify from time to time the terms of the Undertaking as provided therein.

(b) Provide or cause to be provided to the MSRB notice of the occurrence of certain events with respect to the Bonds in not more than ten (10) business days after the occurrence of the event, in accordance with the Undertaking.

(c) Provide or cause to be provided to the MSRB notice of a failure by the City to provide the annual financial information with respect to the City described in the Undertaking, in not more than ten (10) business days following such occurrence.

(d) The City agrees that its covenants pursuant to the Rule set forth in this paragraph and in the Undertaking is intended to be for the benefit of the Holders of the Bonds and shall be enforceable on behalf of such Holders; provided that the right to enforce the provisions of these covenants shall be limited to a right to obtain specific enforcement of the City's obligations under the covenants.

The Mayor and City Administrator of the City, or any other officer of the City authorized to act in their place (the "Officers") are hereby authorized and directed to execute on behalf of the City the Undertaking in substantially the form presented to the City Council subject to such modifications thereof or additions thereto as are (i) consistent with the requirements under the Rule, (ii) required by the Purchaser of the Bonds, and (iii) acceptable to the Officers.

7. Modifications to Documents. The approval hereby given to the various Bond Documents and Related Documents referred to above includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City Attorney and the City officials authorized herein to execute said documents. Said City officials are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof. In the absence of the Mayor or City Administrator, any of the documents authorized by this resolution to be executed on behalf of the City may be executed by the Acting Mayor or the Acting City Administrator, respectively.

8. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

9. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereon the following voted in favor thereof: _____

and the following voted against the same: _____

whereupon the resolution was declared duly passed and adopted.

Adopted by the City Council of the City of Big Lake, Sherburne County, Minnesota, on January 21, 2026.

_____
Mayor

Attest:_____
City Clerk

STATE OF MINNESOTA)
COUNTY OF SHERBURNE) SS
CITY OF BIG LAKE)

I, the undersigned, being the duly qualified and acting City Clerk of the City of Big Lake, Minnesota, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the City Council held in January 21, 2026, with the original thereof on file and of record in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the issuance of bonds by the Big Lake Economic Development Authority, Minnesota and the execution of a Lease Agreement and a Continuing Disclosure Undertaking.

WITNESS my hand on January 21, 2026.

_____
City Clerk

Research Update:

Big Lake Economic Development Authority, MN Series 2026A Lease Revenue Bonds Assigned 'AA-' Rating

December 16, 2025

Overview

- S&P Global Ratings assigned its 'AA-' long-term rating to the Big Lake Economic Development Authority (EDA), Minn.'s approximately $35.4 million series 2026A lease revenue bonds.
- S&P Global Ratings also affirmed its 'AA' rating on the city of Big Lake's general obligation (GO) debt outstanding.
- The outlook on all ratings is stable.

Primary Contact

Emma Drilias
Madison
1-312-233-7132
emma.drilias
@spglobal.com

Secondary Contact

Scott Nees
Chicago
1-312-233-7064
scott.nees
@spglobal.com

Rationale

Security

The series 2026A lease revenue bonds are special limited obligations of the Big Lake EDA and are payable solely from lease rental payments made by the city (as lessee) to the EDA (as lessor). We rate these bonds one notch below the city's GO rating to reflect the appropriation risk associated with lease payments. While the first debt service payment each year occurs just one month after the fiscal year begins, the risk of delayed budget adoption is mitigated because lease payments will be annually funded through property levies adopted in the prior year's budget, which is typically approved in early December – providing more than a year's advance notice before the lease payment due date. The city also intends to use surplus general fund reserves to cover about half of lease payments in 2027 and 2028. Overall, we consider the lease terms to be standard.

Officials will use the series 2026A proceeds to finance construction of a new city facility to house city hall, the police department, and potentially a library.

The city's unlimited property tax GO pledge secures its GO debt outstanding. Certain debt issues are payable from special assessments, utility revenues, tax increment revenue, and tax abatement revenue, but we rate all existing debt to the city's general creditworthiness because the revenue pledges lack sufficient information to rate under our criteria.

Credit highlights

Big Lake's credit quality is highlighted by a healthy financial profile, with a robust reserve position that we expect will remain strong as the city moderately draws down reserves to make about half of lease rental payments due in 2027 and 2028 on the 2026A bonds. Limiting the rating is the city's materially rising debt levels, which will increase three-fold with the series 2026A bonds. While the total debt service carrying charge is expected to increase to about 40% of total governmental fund revenue from 2027 through 2029, we believe the city has a well-established plan to afford these higher payments until total debt service costs level out to historical levels (around 25% of revenue) beginning in 2030. Furthermore, management's comprehensive financial planning, paired with the city's levy flexibility and a growing property tax base (which has increased by 128% over the past 10 years), are expected to support balanced operating results as the debt burden increases.

Big Lake is a residential community in Sherburne County, approximately 45 miles northwest of Minneapolis-St. Paul, with access to employment opportunities in both St. Cloud and the Twin Cities. The city's recent annual operating results have been positive, reflecting expenditure savings and growth in key revenues, including property taxes (61.9% of 2024 general fund revenue), intergovernmental aid (9.6%), and investment earnings (8.4%). For fiscal 2025 (Dec. 31), management projects a modest general fund surplus of about $200,000 (3%), consistent with past trends. The 2026 operating budget is balanced by a 6.3% increase to the property tax levy, while incorporating 3% annual increases in its primary labor contracts. The city's future debt plans include potential issuance, subject to state approval, to finance $50 million of improvements to the wastewater treatment facility. Management maintains any debt issuance for this purpose would be in the form of a State of Minnesota Public Facilities Authority loan, payable solely from net wastewater utility revenue. The city annually adjusts wastewater utility rates to ensure budgetary balance and full debt service coverage.

Given the city's absence of future GO debt plans, robust financial profile, and well-embedded financial management practices, we expect the rating will remain stable over the two-year outlook horizon.

The rating reflects our view of the city's:

- Steadily developing local economy, with a county population projected to increase 8% over the next 10 years. The city has a predominantly residential tax base (69% of net tax capacity), with a mix of new residential and commercial development that management expects to continue based on demand for single-family and affordable housing. The city intends to sell the existing facilities housing city hall and the police department, which are in desirable locations and would eventually create new property tax revenue for the city.
- A track record of operating surpluses supported by practical budget assumptions, with unlimited statutory taxing flexibility supporting modest year-over-year levy growth. We expect operations will remain balanced over the outlook horizon based on the anticipated surplus for fiscal 2025 and breakeven budget for fiscal 2026.
- Robust available reserves, totaling nearly $6.5 million (89.7% of revenue) and consisting of the available general fund balance ($4.7 million) and the cash balance in the municipal liquor store fund ($1.8 million), which is considered available for general operations, if needed. The city will draw nearly $1.3 million from the general fund reserve in 2027, and likely a smaller amount in 2028, to pay for a portion of lease payments due in those years. We expect reserves to remain healthy, and in line with the formal reserve policy of 42% to 50% of budget, following these planned draws.

- Proactive financial management through robust policies and practices. The annual budget is informed by historical trend analysis and a five-year financial forecast. Monthly budget-to-actual reports are provided to the city council. The city also maintains a formal rolling five-year capital improvement plan with identified funding sources, and established policies for investment, debt management (limiting tax-supported debt to 2.5% of estimated market value, below the statutory level of 3%), and fund balance (maintaining an unrestricted reserve of 42% to 50% of subsequent year's expenditures). The city is proactive in mitigating cyber security risks.
- Debt levels that will increase three-fold following issuance of the 2026A bonds and will likely remain a limiting credit factor. The debt service carrying charge is expected to spike in 2027 through 2029 to about 40% of total governmental fund revenue but, given the city plans to use a portion of its healthy general fund balance to cover half of lease payments in 2027 and 2028, we do not expect operations will be materially pressured in the coming years.
- For more information on our institutional framework assessment for Minnesota municipalities see: "Institutional Framework Assessment: Minnesota Local Governments," Sept. 10, 2024 on RatingsDirect.

Environmental, social, and governance

Two lakes – Big Lake and Lake Mitchell – are in the city's downtown. Management reports no recent flooding given the city maintains its lakeshore infrastructure. The city's environmental, social, and governance factors are neutral in the credit analysis.

Outlook

The stable outlook reflects our expectation that Big Lake will maintain its economic and financial resiliency, supported by comprehensive management policies and plans and a predictable operating budget. The stable outlook also reflects our expectation that Big Lake's robust reserves will provide budgetary flexibility as it moderately draws down for lease payments in the coming years.

Downside scenario

We could lower the rating if the city issues additional debt that weakens its debt metrics to levels no longer supportive of the current rating. We could also lower the rating if the city experiences unexpected budgetary weakness, resulting in material declines in reserve and liquidity levels.

Upside scenario

While we view this as unlikely, we could raise the rating if the city's debt burden moderates significantly and its economic metrics improve to levels consistent with those of its more highly rated peers.

Big Lake Economic Development Authority, Minnesota--Credit summary

Institutional framework (IF)	1
Individual credit profile (ICP)	2.60
Economy	4.5
Financial performance	2
Reserves and liquidity	1

Big Lake Economic Development Authority, Minnesota--Credit summary

Management	1.00
Debt and liabilities	4.50

Big Lake Economic Development Authority, Minnesota--Key credit metrics

	Most recent	2024	2023	2022
Economy				
Real GCP per capita % of U.S.	51	--	51	55
County PCPI % of U.S.	86	--	86	86
Market value ($000s)	1,537,353	1,493,861	1,389,756	1,176,038
Market value per capita ($)	122,988	119,509	113,952	96,050
Top 10 taxpayers % of taxable value	8.2	7.5	6.7	--
County unemployment rate (%)	3.4	3.2	3.0	2.6
Local median household EBI % of U.S.	128	128	140	129
Local per capita EBI % of U.S.	99	99	108	101
Local population	12,500	12,500	12,196	12,244
Financial performance				
Operating fund revenues ($000s)	--	7,220	6,717	5,138
Operating fund expenditures ($000s)	--	6,329	5,870	5,432
Net transfers and other adjustments ($000s)	--	(407)	(268)	(34)
Operating result ($000s)	--	484	579	(328)
Operating result % of revenues	--	6.7	8.6	(6.4)
Operating result three-year average %	--	3.0	1.8	1.4
Reserves and liquidity				
Available reserves % of operating revenues	--	65.2	62.9	71.3
Available reserves ($000s)	--	4,709	4,228	3,663
Debt and liabilities				
Debt service cost % of revenues	--	20.5	19.6	24.3
Net direct debt per capita ($)	4,079	1,480	1,827	2,105
Net direct debt ($000s)	50,988	18,503	22,285	25,768
Direct debt 10-year amortization (%)	36	100	100	--
Pension and OPEB cost % of revenues	--	4.0	4.0	5.0
NPLs per capita ($)	--	203	293	567
Combined NPLs ($000s)	--	2,539	3,575	6,945

Financial data may reflect analytical adjustments and are sourced from issuer audit reports or other annual disclosures. Economic data is generally sourced from S&P Global Market Intelligence, the Bureau of Labor Statistics, Claritas, and issuer audits and other disclosures. Local population is sourced from Claritas. Claritas estimates are point in time and not meant to show year-over-year trends. GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits. NPLs--Net pension liabilities.

Ratings List	
New Issue Ratings	
US$35.38 mil lse rev bnds (Big Lake) ser 2026A due 02/01/2052	
Long Term Rating	AA- /Stable
New Rating	
Local Government	
Big Lake, MN Lease Appropriation	AA- /Stable
Ratings Affirmed	
Local Government	
Big Lake, MN Unlimited Tax General Obligation	AA/Stable
Big Lake, MN Unlimited Tax General Obligation and Special Assessments	AA/Stable
Big Lake, MN Unlimited Tax General Obligation, Tax Increment Revenues, and Tax Abatement Revenues	AA/Stable
Big Lake, MN Unlimited Tax General Obligation, Water, Sewer, and Storm Water System, and Special Assessments	AA/Stable

The ratings appearing below the new issues represent an aggregation of debt issues (ASID) associated with related maturities. The maturities similarly reflect our opinion about the creditworthiness of the U.S. Public Finance obligor's legal pledge for payment of the financial obligation. Nevertheless, these maturities may have different credit ratings than the rating presented next to the ASID depending on whether or not additional legal pledge(s) support the specific maturity's payment obligation, such as credit enhancement, as a result of defeasance, or other factors.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at https://disclosure.spglobal.com/ratings/en/regulatory/ratings-criteria for further information. A description of each of S&P Global Ratings' rating categories is contained in "S&P Global Ratings Definitions" at https://disclosure.spglobal.com/ratings/en/regulatory/article/-/view/sourceId/504352. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings referenced herein can be found on S&P Global Ratings' public website at www.spglobal.com/ratings.

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AGENDA ITEM

Big Lake City Council

Prepared By: *Hanna Klimmek, City Administrator*	***Meeting Date:*** *1/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7B**
Item Description: *Resolution Requesting the Great River Regional Library to Conduct a Space Needs Assessment for Newly Constructed Space within the Big Lake Public Safety Facility*		***Reviewed By:*** *Public Building Planning Committee*	
		Reviewed By: *N/A*	

ACTION REQUESTED

Consider approval of a RESOLUTION Requesting the Great River Regional Library to Conduct a Space Needs Assessment for Newly Constructed Space within the Big Lake Public Safety Facility.

BACKGROUND/DISCUSSION

The attached resolution requests that the Great River Regional Library conduct a space needs assessment for newly constructed space within the Big Lake Public Safety Facility. The assessment will evaluate whether the space could appropriately support future library services based on demonstrated community need, operational sustainability, and fiscal responsibility. The results will be reviewed by the Public Building Planning Committee before any decisions are made regarding the future use of the space.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and Consider Approval of a RESOLUTION Requesting the Great River Regional Library to Conduct a Space Needs Assessment for Newly Constructed Space within the Big Lake Public Safety Facility.

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, January 21, 2026. The following Council Members were present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

BIG LAKE CITY COUNCIL
RESOLUTION NO. 2026-XX

A RESOLUTION REQUESTING THE GREAT RIVER REGIONAL LIBRARY TO CONDUCT A SPACE NEEDS ASSESSMENT FOR NEWLY CONSTRUCTED SPACE WITHIN THE BIG LAKE PUBLIC SAFETY FACILITY

WHEREAS, the City of Big Lake has invested in the construction of a new Public Safety Facility to meet current and future community needs; and

WHEREAS, the facility includes newly constructed space that may present opportunities for relocation of the Big Lake Great River Regional Library (GRRL); and

WHEREAS, the GRRL serves the residents of Big Lake and plays an important role in providing access to educational, informational, and community resources; and

WHEREAS, the City Council seeks to thoughtfully evaluate potential uses of the newly constructed space to ensure that any future programming or services align with demonstrated community needs and responsible stewardship of public resources; and

WHEREAS, a needs assessment conducted by GRRL would provide valuable data and analysis to inform City Council decision-making; and

WHEREAS, the City Council emphasizes the importance of a needs-based approach that carefully considers operational sustainability and the impact on taxpayers.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota, that the City Council formally requests the Great River Regional Library to conduct a needs assessment for newly constructed space within the Big Lake Public Safety Facility.

BE IT FURTHER RESOLVED that the City Council requests the needs assessment:

1. Be grounded in demonstrated community need and service demand; and
2. Consider potential operational, staffing, and long-term cost implications; and
3. Remain mindful of the prudent use of taxpayer dollars and overall fiscal responsibility.

BE IT FURTHER RESOLVED that the results of the needs assessment be presented to the Public Facility Planning Committee for review and consideration by **May 1, 2026**, prior to any decisions regarding the future use of space.

Adopted by the Big Lake City Council this 21st day of January, 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 21st day of January, 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: *Hanna Klimmek, City Administrator*	***Meeting Date:*** *1/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7C**
Item Description: *Construction Manager at Risk Agreement Between City of Big Lake and Bradbury Stamm Construction - Update*		***Reviewed By:*** *Public Building Planning Committee*	
		Reviewed By: *N/A*	

ACTION REQUESTED

No action requested.

BACKGROUND/DISCUSSION

During the September 24, 2025 City Council Workshop, the City Council provided consensus in support of the Public Building Planning Committee's recommendation to move forward with a Construction Manager at Risk (CMAR) delivery method for the Big Lake Public Safety Facility Project.

Since that time, the Public Building Planning Committee has completed the following, which complies with state statute for a CMAR delivery method:

- Prepared and issued a Request for Qualifications (RFQ) solicitation for entities interested in performing as CMAR for the Project.
- Reviewed, evaluated, and ranked all RFQ responses.
- Determined a shortlist of RFQ respondents to be invited to submit a response to a Request for Proposal (RFP).
- Prepared and issued the RFP to the shortlisted respondents.
- Reviewed, evaluated, and ranked all RFP responses and interviewed respondents.
- Selected Bradbury Stamm Construction as the CMAR.

The City Attorney is currently reviewing all legal documents associated with the CMAR Agreement, which include:

- AIA Document A133 – 2019, *Standard Form of Agreement Between Owner and Construction Manager at Risk where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price* (as modified by AIA Document A133 – 2019 Supplementary Conditions)
- AIA Document A133 – 2019, *Supplementary Conditions*
- AIA Document A133 – 2019, Exhibit A, *Guaranteed Maximum Price Amendment* (to be executed when negotiated)
- AIA Document A133 – 2019, Exhibit B, *Insurance and Bonds*
- AIA Document A201– 2017, *General Conditions of the Contract for Construction*

The CMAR Agreement, along with all supporting documents, will be included within the February 18, 2026 City Council meeting agenda.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A

AGENDA ITEM
Big Lake City Council

Prepared By: *Kendra Lindahl, Consulting Planner*	***Meeting Date:*** *1/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7D**
Item Description: *Concept Plan for "Shores of Elk River" (PIDs #10-00122-1115, #10-00122-1117 and #10-00122-1116)*		***Reviewed By:*** *Hanna Klimmek, City Administrator*	
		Reviewed By: *Marie Popp, Community Development Director/EDA Executive Director*	

60-DAY REVIEW DEADLINE: March 3, 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

APPLICATION:

Mary Christenson, of MC Land Holdings, LLC, has submitted a concept plan for a residential Shoreland PUD development on 50-acres (three existing lots) located in Big Lake Township. The property is located north of the Hudson Woods housing development across 201st Avenue.

The applicant has also submitted a partial annexation request; however, that application is incomplete and cannot be processed at this time. The applicant has been notified of the items needed to make a complete application. Annexation will be required prior to any development application on this site.

The existing properties are currently farmed on the south side of the properties and wooded along the Elk River. There are structures on the site, and the applicant has indicated that the eastern home would be preserved as part of the plat (on Lot 24, Block 1). The parcels are split by the Elk River, and most of the 8-acre portion north of the river is within the shoreland overlay and shown as an undeveloped outlot in the proposed concept.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed this item at their January 5, 2026 meeting. A representative of the applicant spoke at the meeting. The applicant indicated that they intend to comply with the R-1 zoning standards following clarification that both the R-1 standards and the shoreland standards do apply to the lots within the shoreland. The applicant also clarified that they will develop the property and sell lots to builders for custom homes.

The Planning Commission noted that there is no need for a mid-block pedestrian connection for the site (as required on blocks more than 900 feet long) and they were generally supportive of the concept overall.

PROPOSED DEVELOPMENT:

The subject application is for a residential development concept with 79 single family home lots on varying lot widths (70 feet to 80 +/- feet) and ranging from 10,178 sq. ft. to 83,952 sq. ft. in size. Of those 79 lots, 15 lots are shown as abutting up to the Elk River. The proposed gross density of the development is approximately 2.45 units per acre.

PROPERTY CHARACTERISTICS:

The existing 20-acre area is currently two farmsteads and farmland. There are two homes across the three lots on the site, with the eastern one shown as preserved on Lot 24, Block 1. There is a larger wooded area and some wetlands present on site.

EXISTING ZONING AND LAND USE:

Zoning	Big Lake Township and Shoreland Overlay
Future Land Use	Agriculture and Semi-Rural Housing
Existing Land Use	Agriculture
Topography	Relatively flat with some wooded areas, a wetland, and farmed areas

SURROUNDING ZONING AND LAND USE:

Direction	Zoning	Future Land Use Plan	Existing Land Use
North	Currently located in Big Lake Township	Agriculture and Semi-Rural Housing	Large Lot Single-family homes
South	R-1, Single-Family Residential	Low-Density Housing	Hudson Woods 1st Addition
East	Currently located in Big Lake Township	Agriculture and Semi-Rural Housing	Agriculture
West	Currently located in Big Lake Township	Agriculture and Semi-Rural Housing	Agriculture

ANALYSIS OF REQUEST

NEXT STEPS:

The parcel is currently located in Big Lake Township and will need to be annexed. The applicant will need to request a rezoning as a part of any development application on the site. No development would be approved or processed by the City until the annexation has been completed.

The following applications will be needed:

1. Annexation into Big Lake.
2. Comprehensive Plan Amendment for the area currently guided “Agriculture and Semi-Rural Housing” to “Low Density Housing”, which anticipates 2.5 to 4 housing units per gross acre.
3. Rezoning from “Agriculture” to either R-1 or R-2 following annexation.
4. Preliminary Plat.
5. Final Plat.

The annexation must happen before the other applications. The Comprehensive Plan Amendment, Preliminary Plat and rezoning may be processed together. If approved, the applicant could proceed with the Final Plat.

PROPOSED CONCEPT PLAN

Annexation

The proposed development is currently located in Big Lake Township and will need to be annexed. The applicant has started the petition but has not completed the necessary steps for Staff to schedule a public hearing on the matter. The applicant was sent another clarification on the annexation application for missing materials and notified that the annexation will be required prior to any development application on the site.

Development Standards

The development is partially located in the Shoreland Management Overlay. All annexed property is brought in as Agriculture and is to be rezoned when a development application comes in. This means the applicant would have options on how to zone the property, however Staff notes it should closely match surrounding zoning and land use. The Hudson Woods housing development to the south is the only property currently located within Big Lake and is zoned R-1. However, a previous concept plan for the undeveloped outlot of Hudson Woods showed R-2, and this would agree with the existing future land use designation for the area.

That portion of the property is subject to the underlying zoning standards and the Shoreland standards where applicable, whichever is more restrictive. Subd. 4. (General Zoning Provisions) of the Shoreland Ordinance says *"The following provisions are required within Shoreland Districts in addition to the specific provisions of each underlying zoning district."*

The following table is provided to compare the R-1 and R-2 development standards against what the applicant provided in the concept. The standards are included below to inform both the developer and Planning Commission/Council of the standards that will be evaluated at the time of a preliminary plat:

Zoning Requirements			
Standard	**R-1**	**R-2**	**Proposed***
Minimum Lot Area	10,000 sq. ft.	8,000 sq. ft.	>10,000 sq. ft.
Minimum Lot Width	75 ft.	60 ft.	70 to 80 ft. at the ROW
Front Yard Setback	30 ft.	25 ft.	Not enough information provided
Side Yard Setback	10 ft.	10 ft.	Not enough information provided
Rear Yard Setback	30 ft.	25 ft.	Not enough information provided
Collector Setback	45 ft.	45 ft.	Not enough information provided
Building Height Limit	35 ft.	35 ft.	Not enough information provided
Impervious Surface Limit	35%	35%	Not enough information provided
Wetland Buffer Setback	30 ft.	30 ft.	Not enough information provided

*All measurements are approximations based on the concept plan provided.
Items in red have a more restrictive requirement from the shoreland overlay where applicable.

The proposed development is part of the shoreland overlay for Elk River. The MN DNR imposes restrictions on the development of the property, which are enforced by the City Code. Elk River (cuts through north of the property) is classified as an Agricultural River. The river has a 300-foot Shoreland Overlay boundary where the development standards are applied. The applicant has provided a map overlay that shows roughly 29 lots are contained within the shoreland overlay and subject to the more restrictive standards.

The ordinary high water level (OHWL) is shown at 910 feet, however the exact level must be determined and the shoreland overlay district will extend 300 feet from that mark (which may result in the OHWL being measured from the wetlands adjacent to the river rather than the river itself).

The development will also have to meet the Shoreland Overlay for development standards and those are the following:

Shoreland Requirements – Agricultural Rivers	
	Sewered
Lot Width (measured at midpoint of building)	150 ft.
Lot Area	None
Impervious Surface Limit	25%
Building Height Limit	25 ft.
Structure Setback from OHWL	50 ft.

Lot width is measured differently for the underlying zoning and for lots within the shoreland overlay as found below:

> ***Lot Width.*** *The horizontal distance between the side lot lines measured at right angles to the lot depth, at the minimum front building setback line.*
> ***Lot Width (Shoreland).*** *The shortest distance between lot lines measured at the midpoint of the building line.*

Both the zoning district and shoreland standards will apply to the affected lots and the applicant will need to demonstrate compliance with the most restrictive standard.

Many of the shoreland lots are within the FEMA floodplain. Construction is limited in the floodplain and river bluff areas.

The concept plan does not show compliance with all of these standards, or does not provide enough information, including measurements of setbacks and lot width requirements. It appears that many of the shoreland lots would not meet the width requirements as shown. Again, this will be evaluated once a full development application is submitted.

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.
- Corner lots are to be platted 20% wider than minimum lot size for R-2 zone. This is not shown on the concept plan.
- The maximum cul-du-sac length is 500 ft. and the applicant should dimension the street lengths to ensure compliance.

Streets/Utilities

The applicant is showing additional right-of-way for 201st Avenue along the south, but no measurements are given for this nor for the streets withing the concept. They will be required to provide streets that meet the width requirements of 60 feet of right-of-way and 32-foot wide streets and provide a sidewalk on at least one side throughout the development. This is required by Section 1107.05, Subd 1.29 of the City Code. The concept does not show measurements of right-of-way or exact sidewalk and trail information outside of the narrative. These will need to be evaluated at time of formal application.

201st Avenue is identified as a "collector" on the Functional Classification Plan included as ATTACHMENT F. This will require additional setbacks and landscaping.

Municipal water and sanitary sewer are available to serve the site. Watermain should be looped through the development and fire hydrant locations shown. No trails or parks are planned for this area.

Landscape and Tree Preservation

The concept plan does not quantify landscaping or 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.

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.*

The preliminary plat will need to demonstrate this preservation and show landscaping as required by ordinance at the time of a formal application.

Stormwater Management

The plans do not show any stormwater ponding but do show some areas that may work. The narrative provided does acknowledge that some lots may be removed when stormwater is fully explored and designed. The City Engineer's memo includes comments related to the stormwater management that will need to be addressed to meet the requirements.

ENVIRONMENTAL REVIEW:

The State environmental rules require 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 does not meet the threshold required for an Environmental Assessment Worksheet (EAW) review and one would not be required. If the site was to expand the number of units or have additional phases on adjacent land to exceed 50 detached units, it may be required to complete an EAW. The applicant will need to demonstrate that they do not need an EAW with the full application.

DEVELOPMENT FEES

Park Dedication

The City's subdivision ordinance and fee schedule state residential subdivisions must 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 in lieu to be paid. The Parks Advisory Committee will review the development when a formal application is received for suggestions and compliance with the current plans and ordinances.

STAFF COMMENTS:

Engineering and Public Works:

The City Engineer provides the following comments reflecting a high level review of a concept plan which does not provide designer information or date.

1. Connectivity to east and west property is not provided (future development).

2. The infrastructure shall meet requirements such as Big Lake City Code, MNDOT State Aid design standards and Big Lake Private Development Standards (2013).

3. No elevations are provided but developer can expect to provide a sanitary lift station due to lower elevations typically found near the Elk River.

4. Wetland delineation required along with review of impacts of grading and drainage/ponding. DNR comments to be expected with refined/advanced design.

5. A traffic study is required.

6. City water and sanitary sewer connection requires crossing 205th Avenue.

7. Submit civil site plans and drainage/traffic studies by professional engineer for further comment by City Engineer.

Police and Public Safety Review:

No comment.

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 Council may wish to comment on include:

- Annexation
- Comprehensive plan amendment to change land use

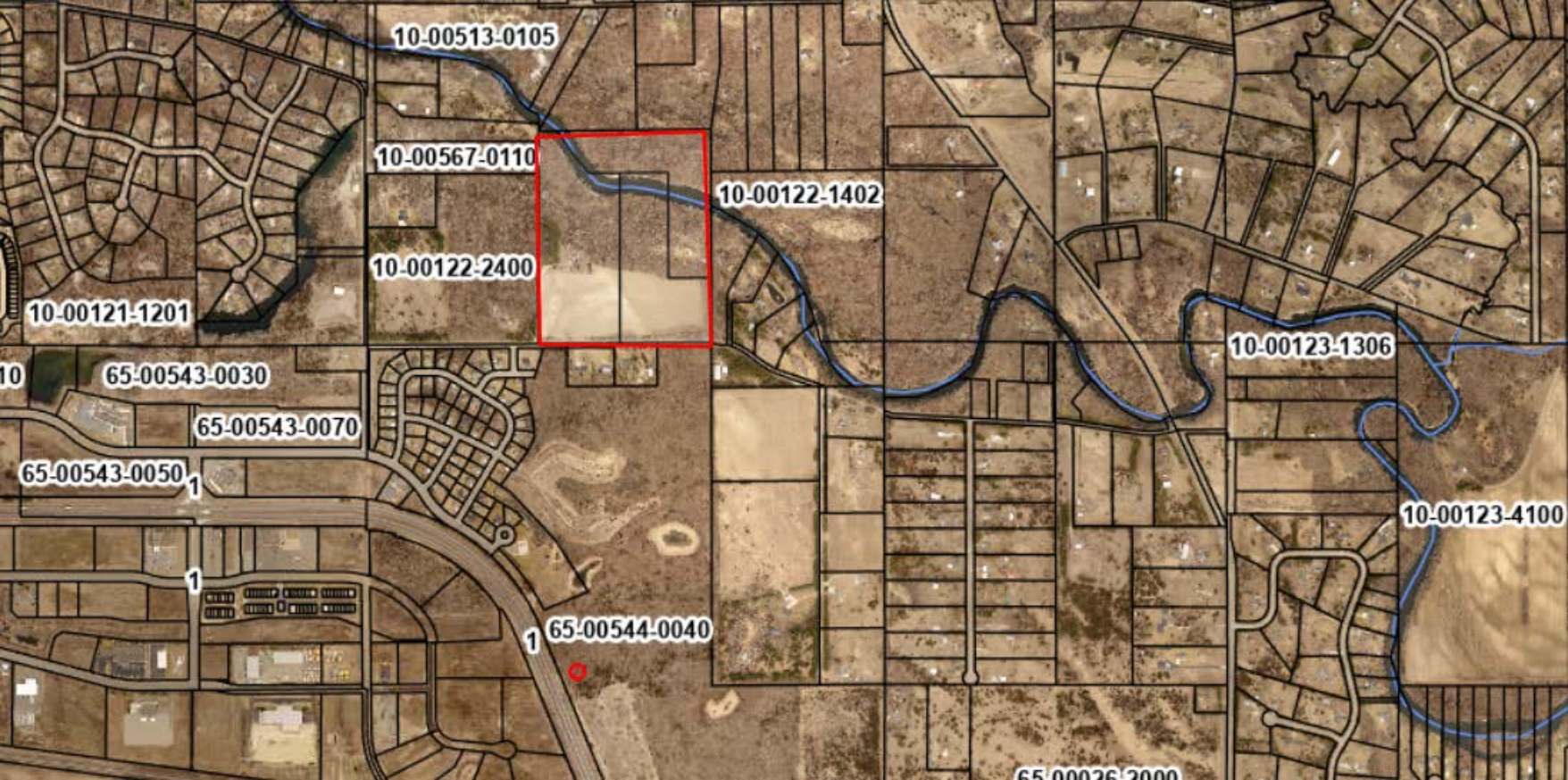
- Rezoning to which standard
    - R-1 vs R-2
- Shoreland lot restrictions
- Overall layout and uses
- Tree Preservation
- Park Dedication

The City Council is asked to provide informal review and comment regarding the project's acceptability in relation to the Comprehensive Plan and overall use.

ATTACHMENTS

Attachment A:	Site Location Map
Attachment B:	Concept Plan
Attachment C:	Concept Plan with Shoreland Overlay
Attachment D:	Applicant Narrative
Attachment E:	Future Land Use Map
Attachment F:	Current Zoning Map
Attachment G:	Functional Classification Plan dated 2022

Attachment A
Location Map


10-00513-0105
10-00567-0110
10-00122-1402
10-00122-2400
10-00121-1201
10
65-00543-0030
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65-00543-0050
1
1
1
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10-00123-4100

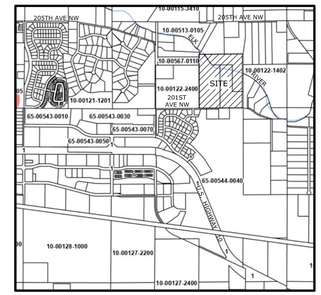
Attachment B
Concept Plan

OVERALL CONCEPT PLAN

~for~ BIG LAKE PARTNERS, LLC
~of~ SHORES OF ELK RIVER

VICINITY MAP

PART OF SEC. 22, TWP. 33, RNG. 27



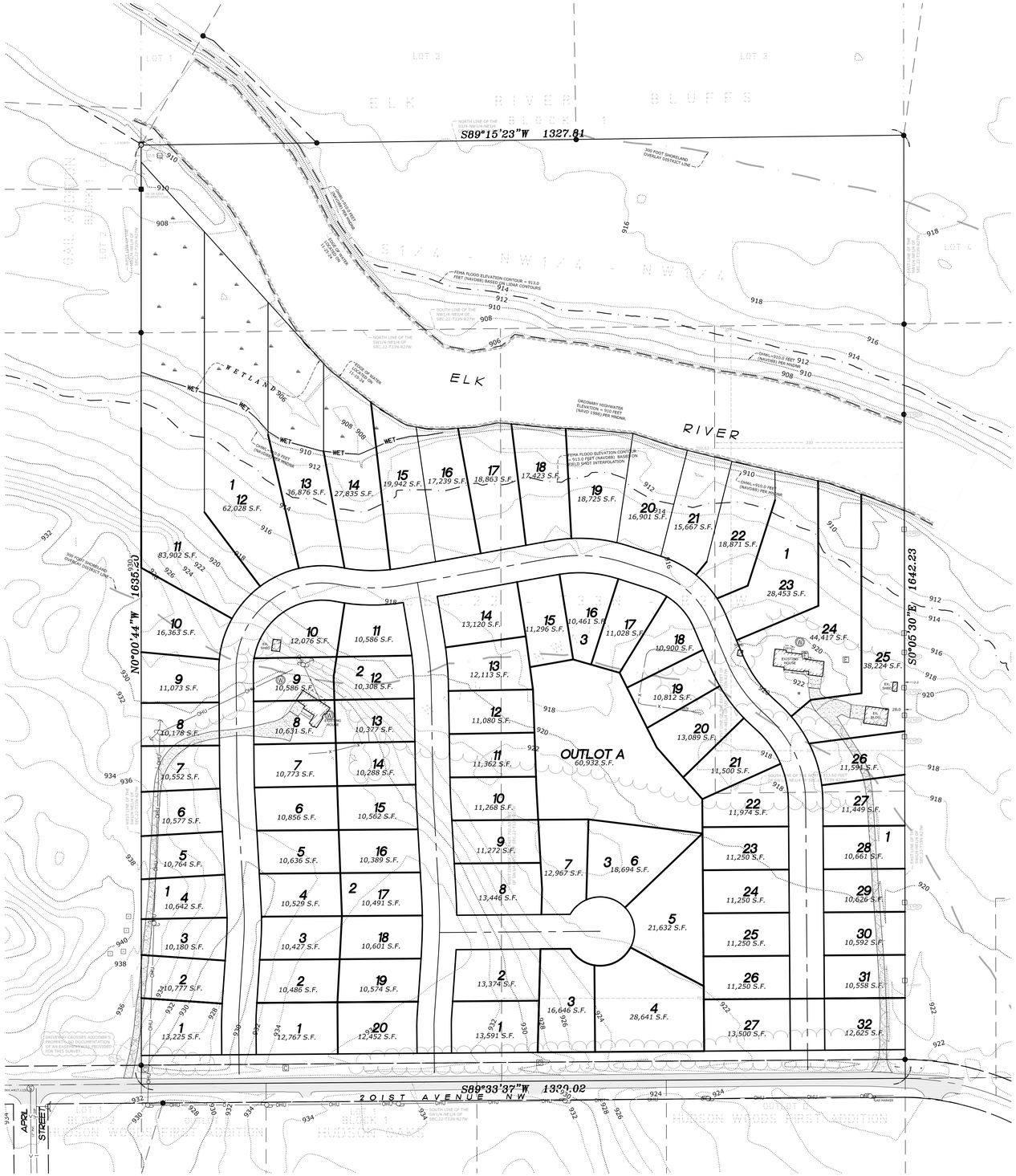
SHERBURNE COUNTY, MINNESOTA
(NO SCALE)

NORTH

GRAPHIC SCALE

100 0 50 100 200

1 INCH = 100FEET



CONCEPT PLAN

~for~ BIG LAKE PARTNERS, LLC

~of~ SHORES OF ELK RIVER

NORTH

GRAPHIC SCALE

60 0 30 60 120

1 INCH = 60 FEET

S:\RUD\CAD\24PRO\\241253PP\241253PP-CONCEPT-OVERLAY.DWG

CONCEPT PLAN

~for~ BIG LAKE PARTNERS, LLC
~of~ SHORES OF ELK RIVER

NORTH

GRAPHIC SCALE

60 0 30 60 120

1 INCH = 60 FEET

S89°15'23"W 1327.81

N0°00'44"W 1635.20

S0°05'30"E 1642.23

ELK RIVER BLUFFS

BLOCK 1

LOT 1 LOT 2 LOT 3

GAIL ALFRED SUBDIVISION

LOT 2

S1/4 - NW1/4 - NW1/4

NORTH LINE OF THE S1/4-NW1/4-NE1/4 OF SEC.22-T33N-R27W

WEST LINE OF THE NW1/4-NE1/4 OF SEC.22-T33N-R27W

EAST LINE OF THE NW1/4-NE1/4 OF SEC.22-T33N-R27W

SOUTH LINE OF THE NW1/4-NE1/4 OF SEC.22-T33N-R27W

NORTH LINE OF THE SW1/4-NE1/4 OF SEC.22-T33N-R27W

300 FOOT SHORELAND OVERLAY DISTRICT LINE

OHWL=910.0 FEET (NAVD88) PER MNDNR

EDGE OF WATER LOCATED ON 11-22-24

EDGE OF WATER LOCATED ON 11-19-24

FEMA FLOOD ELEVATION CONTOUR = 913.0 FEET (NAVD88) BASED ON LIDAR CONTOURS

FEMA FLOOD ELEVATION CONTOUR = 913.0 FEET (NAVD88) BASED ON FIELD SHOT INTERPOLATION

ORDINARY HIGHWATER ELEVATION = 910 FEET (NAVD 1988) PER MNDNR.

ELK RIVER

WETLAND

1 12 62,028 S.F.
11 83,902 S.F.
10 16,363 S.F.
9 11,073 S.F.
13 36,876 S.F.
14 27,835 S.F.
15 19,942 S.F.
16 17,239 S.F.
17 18,863 S.F.
18 17,423 S.F.
19 18,725 S.F.
20 16,901 S.F.
21 15,667 S.F.
22 18,871 S.F.
1 23 28,453 S.F.
24 44,417 S.F.
25 38,224 S.F.
14 13,120 S.F.
15 11,296 S.F.
16 10,461 S.F.
17 11,028 S.F.
18 10,900 S.F.
19 10,812 S.F.
13 12,113 S.F.
12 11,080 S.F.
10 12,076 S.F.
11 10,586 S.F.
9 10,586 S.F.
2 12 10,308 S.F.
3

EXISTING HOUSE

EX. SHED

EX. BLDG

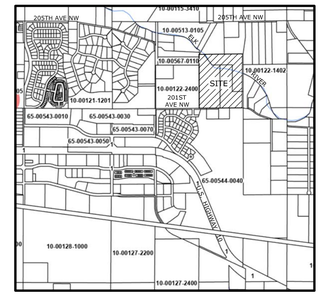
Attachment C
Concept Plan with Shoreland Overlay

OVERALL CONCEPT PLAN

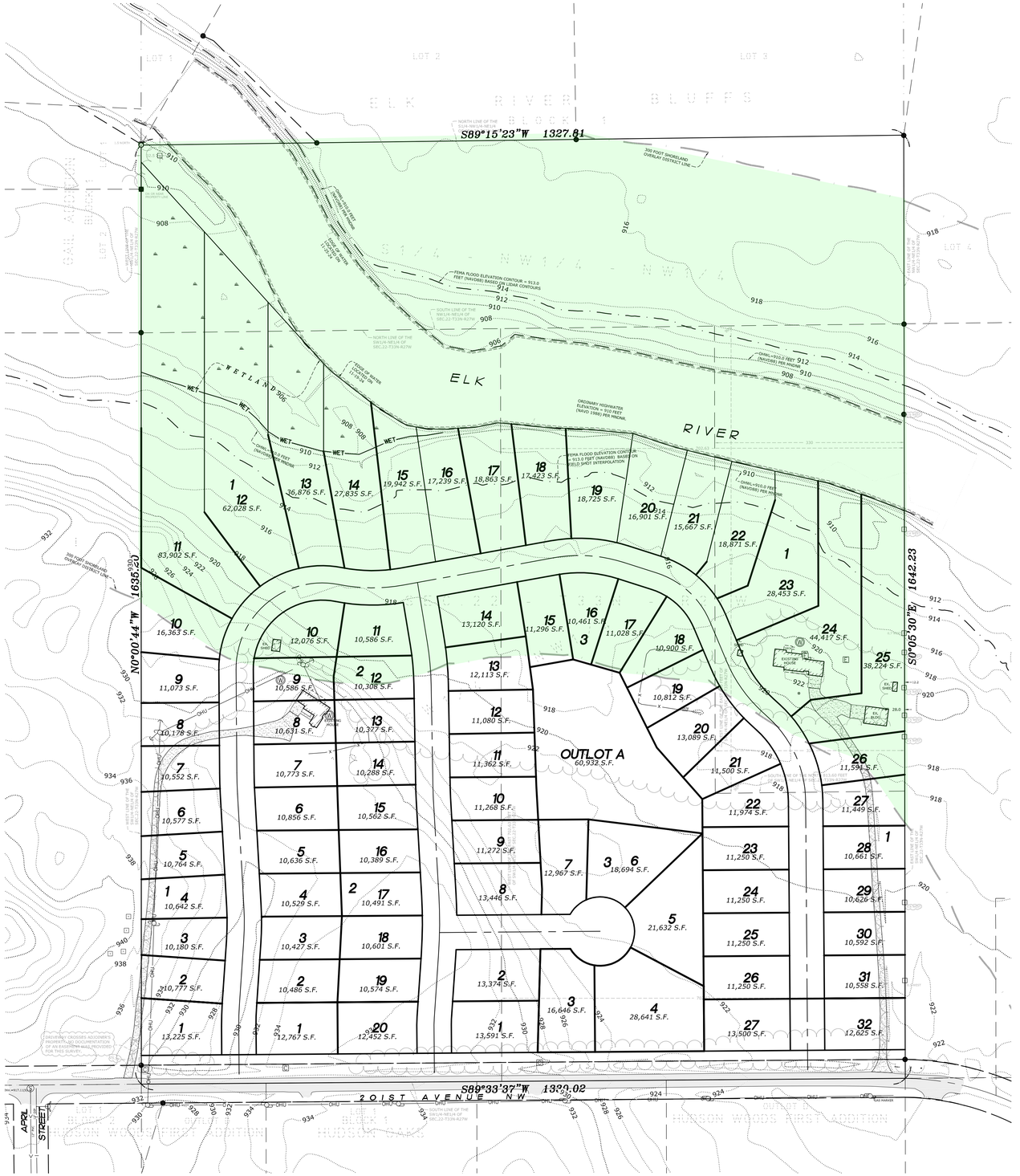
~for~ BIG LAKE PARTNERS, LLC
~of~ SHORES OF ELK RIVER

VICINITY MAP

PART OF SEC. 22, TWP. 33, RNG. 27



SHERBURNE COUNTY, MINNESOTA
(NO SCALE)



NORTH

GRAPHIC SCALE

100 0 50 100 200

1 INCH = 100FEET

Attachment D
Applicant Narrative

Shores of Elk River

The “Shores of Elk River”, is a 110-acre parcel on 201st Avenue (16300 and 16160 201st Ave). The parcel lies on both sides of Elk River. The land that lies on the north side of the river is 8.6 acres. This parcel is land locked and no current or future development is planned for the land. The 40 acres that lies along 201st Avenue is planned for 79 single family lots, 15 lots on Elk River and 64 interior lots. The standard lot size is 75’ wide and 140’ deep. The river lots are larger with lots 80’ wide and an average of 200’ deep.

This property is not within the current city limits. We are proposing the property be annexed into the city. The property would be zoned R2-A. The property will be serviced by the city sanitary sewer that is on the south side of 201st Avenue. All streets will be built to city standards approved by the city engineer. The concept plan has not been engineered for stormwater retention and treatment. We anticipate the possibility of losing some lots to accommodate additional ponding. This issue will be resolved in the preliminary platting process. There will be a R/W dedication in the plat to create the R/W for 201st Avenue.

The homes along the river will be $500 to $850,000. The interior lots will be homes from $450 to $650,000. We anticipate several builders participating in building the homes. The easterly home is being preserved.

The development will be done in phases. Phase 1 will start construction in the early summer of 2026 and will consist of the westerly street with 22 single family homes. We anticipate grading the whole site as part of the first phase of construction.

Attachment E
Future Land Use Map

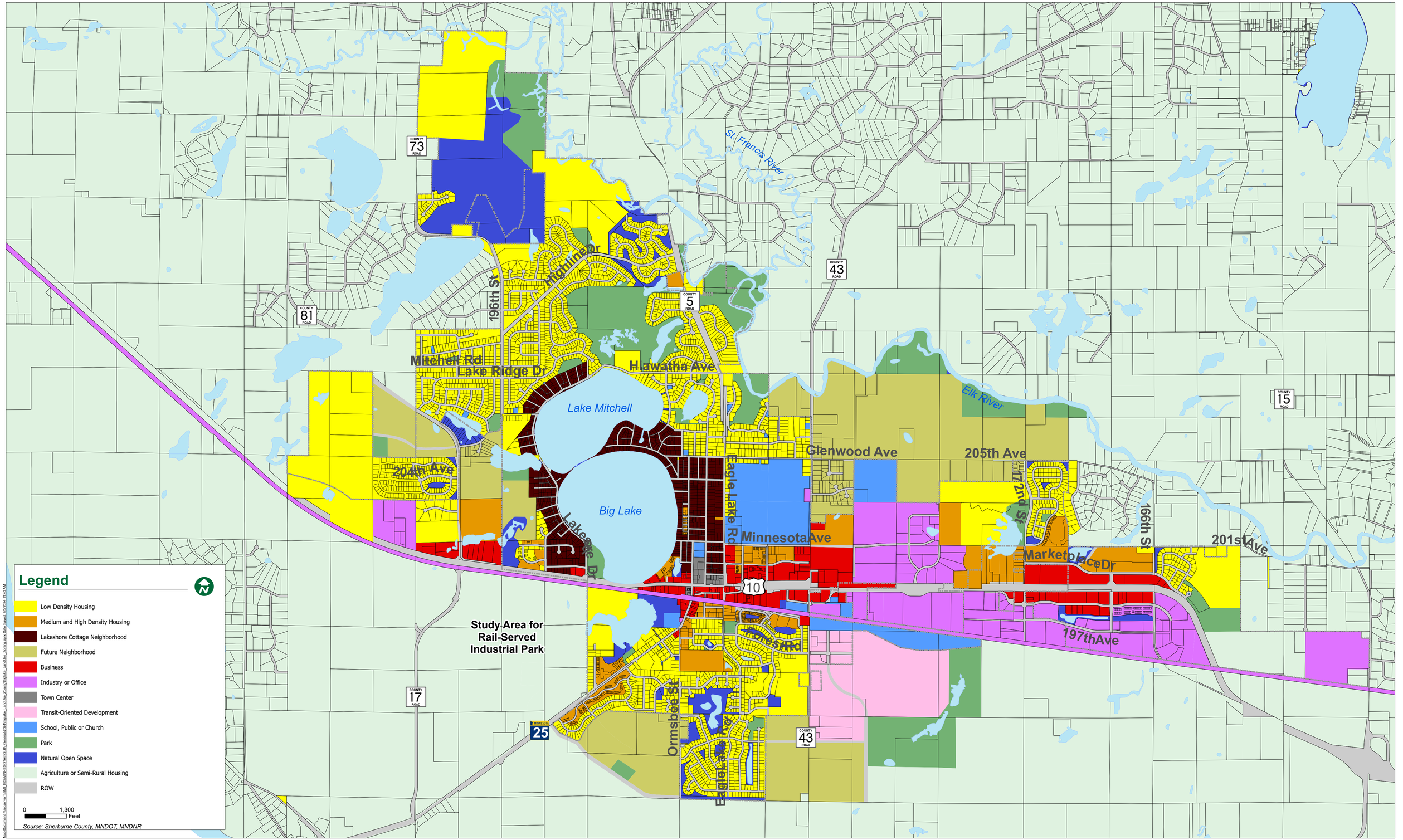
Land Use Map

City of Big Lake

September 2024

BOLTON & MENK

Real People. Real Solutions.



Map Document: (J:\active\city\BIG_OSM\MINESOTA\BIGLK_General\2024\Big Lake_Land Use_Zoning\Big Lake_Land Use_Zoning.aprx) Date Saved: 9/5/2024 11:40 AM

Attachment F
Zoning Map

Zoning Map

City of Big Lake

December 2024

BOLTON & MENK

Real People. Real Solutions.

Legend

Zoning Districts

- A, Agricultural
- R-1, Single Family Residential
- R-2, Medium Density Residential
- R-3, High Density Residential
- R-4, Manufactured Home Park
- R-5, Residential Redevelopment
- CI, Mixed Use Commercial Industrial
- B-1, Community Business
- B-2, General Business
- I-1, Industrial Park
- I-2, General Industrial
- I-3, Innovation Industrial
- TOD, Transit Oriented Development
- Parcels
- Downtown District-Central Business
- Downtown District-Transition Zone
- PUD - Planned Unit Development
- Shoreland Overlay District
- Special Use District
- Recreational River District
- Water Features
- Railroad
- City Limits

0 1,600 Feet

Source: Sherburne County, MNDOT, MNDNR

Map Document: \\arcserver1\BM_GIS\MINNESOTA\BIGLK_General\2024\Big Lake_LandUse_Zoning\Big Lake_LandUse_Zoning.aprx Date Saved: 11/26/2024 12:51 PM

Bucks Lake 71009300
Hidden Lake NE 71009400
Strand Lake 71009500
Thompson Lake NE 71009600
Wood Lake NE 71009800
Landis Lake NE
Elk River
St. Francis River
McDowall Lake 80W 71008000
Kerber Lake NE
Beaudry Lake NE 71006200
Lake Mitchell GD 71008100
Blacks Lake RD 71009700
Big Lake GD 71008200
Beulah Pond NE 71010100
Forest Pond 71036900
Keller Lake GD 71008300
Unnamed Wetland 71006000
Unnamed Wetland 71006100
Unnamed Wetland 71022900
Unnamed Wetland 71006500
Mud Lake 71005600
Birch Lake 71005700
Unnamed Wetland 71017400
Prousse Lake NE 71006300
Elk River
Mississippi River
WRIGHT COUNTY

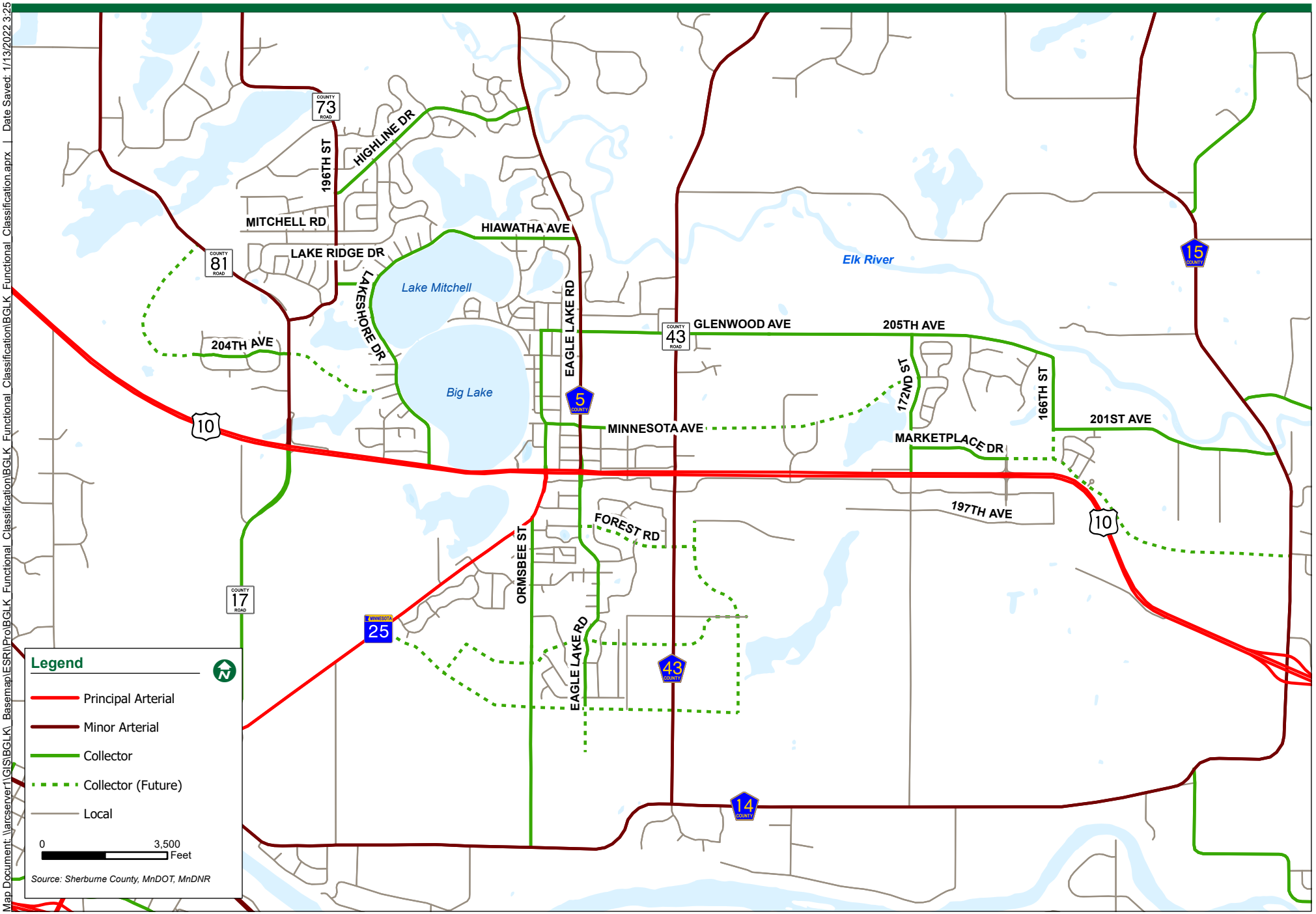
Attachment G
Functional Classification Plan dated 2022

Functional Classification Plan

City of Big Lake

January 2022

BOLTON & MENK



Map Document: \\arcserver1\GIS\BGLK_Basemap\ESRI\Pro\BGLK_Functional_Classification\BGLK_Functional_Classification.aprx | Date Saved: 1/13/2022 3:25 PM

AGENDA ITEM

Big Lake City Council

Prepared By: *Layne R. Otteson, City Engineer* *ENG 26-006*	***Meeting Date:*** *1/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7E**
Item Description: *2026 Street and Utility Improvement Project No. ST2026-1 – Receive Preliminary Engineering Report and Call for a Public Hearing*		***Reviewed By:*** *Hanna Klimmek, City Administrator* ***Reviewed By:*** *Deb Wegeleben, Finance Director*	

ACTION REQUESTED

Motion to approve a RESOLUTION Receiving the Preliminary Engineering Report and Calling for a Public Hearing for the 2026 Street and Utility Improvement Project No. ST2026-1 on February 18, 2026 at 6:00 pm.

BACKGROUND/DISCUSSION

Overview

This project is proposed in order to expand and maintain City infrastructure. The City is growing in many areas and maturing in other areas. All three street areas had previously been discussed with the expectation of construction in the near future. The cost effectiveness and timing to combine all three segments was examined as part of the preliminary engineering report that is presented to the Council. Segments shared with the Township will require further discussion and agreements to be set in place soon.

Council Direction

On December 10, 2025, the Council directed the City Engineer to hold Open Houses and provide a Preliminary Engineering Report with recommendations moving forward.

Open Houses

Five (5) open house meetings were held January 13-15. These information meetings took place between 1 pm and 6 pm to allow for best attendance. A PowerPoint presentation was given by City Engineer Otteson and followed with a question and answer session. Four (4) residents from 172nd Street and none from the areas adjacent to Minnesota Avenue attended the open houses. Two (2) of the 4 were from properties within the corporate limits of the City. Also, in attendance were several Township Supervisors. Residents were most interested in assessment cost, yard impacts and timing of the work. All attendees concurred street is rough.

Minnesota Avenue (300 feet west of County Road 43 to 180th Street)

This corridor includes segments east and west of County Road 43. The segment east of County Road 43 is a platted right of way across an agricultural field and identified as an east – west collector per the City's Comprehensive Plan**. The adjacent property owner has petitioned the City to construct the full segment and assess per State Statute Chapter 429.** The segment west of County 43 may require minor modification to better align geometrically with the east side so it is included within the Preliminary Engineering Report and Resolution. The first 500 feet east of County 43 is adjacent to the anticipated Public Safety Facility and has developable land to the south. This segment is **critical** to the construction of the Public Safety Facility.

The remaining segment is about 770 feet and has developable land to the north and south of the corridor. However, this segment is not needed to build the Public Safety Facility but it will provide shortest route access to the Industrial Park, Premier Marine manufacturing facility and the new Covenant Christian Academy school. If both segments are completed, Minnesota Avenue would then be continuous from Lake Street to 177th Street (1.25 miles).

The City Engineer proposes to design and construct a 1,270 foot long segment of Minnesota Avenue meeting City collector and MnDOT State Aid design standards. This includes grading, storm sewer, ponding, watermain, sanitary sewer, curbing, pavement, turn lanes, sidewalk, trail and lighting system. The estimated cost is $1,750,000 including engineering, survey, construction, inspection and material testing. The City Engineer finds this project to be needed and cost-effective. The City Engineer recommends moving forward with designing both segments and then revaluate scope when the State releases the results of the Local Road Improvement Program (grant program).

Minnesota Avenue (176th Street to 177th Street)

This segment of right of way was platted circa 2008 as part of the Industrial Park with anticipation of future construction of an east – west collector. The other streets were constructed but this segment was not graded or improved. There has been recent street construction to the west and development interest to the east along this planned corridor of Minnesota Avenue. The need for vehicle circulation and shortest route option is becoming apparent.

City Engineer proposes to grade the corridor in order to utilize excess reclaim aggregate base off other street projects rather than have it trucked out of town. Grading and drainage work are estimated to cost $50,000. This work is found to be cost-effective and City Engineer recommends moving forward with design.

172nd Street (US 10 to Prairie Drive)

The Township approached the City to consider a joint project as both City and Township have corporate limits that share the segment. The City corporate limits border about 41% of the 1,050-foot-long street under consideration. The street has substandard lane widths of 11' feet and pedestrians walk along the edge. Several areas are found to have poor drainage and trees/shrubs within the right of way. The street pavement is observed to be in generally poor condition with a low rating.

The City Engineer and Township representative propose to reconstruct 1,050 feet of 172th Street. The street will have a full depth reclamation, 2' widening (12' lanes), shouldering, new 4" asphalt pavement, tree removal and minor grading in boulevards. This process will likely produce excess reclaim material that can be reused for base construction onsite and elsewhere. This will require a Joint Powers Agreement addressing responsibilities, cost share and reimbursement procedures. The total cost of construction and engineering is estimated to be $160,000 and the City portion (pre-rated) is approximately $70,000. The City Engineer finds the work to be cost-effective and recommends moving forward with design and agreement.

Preliminary Engineering Report

Special assessments will be a funding source for this project. The Engineering Report is required as the first step to satisfy the Minnesota State Statute Chapter 429 process for special assessments. The Report included such items as scope, project limits, total estimated project costs, assessment policy, funding and estimated special assessments against benefitting properties. The proposed work and cost estimate will be further refined as part of design should the project move forward. The following streets are included in the preliminary engineering report and considered for improvement:

- Minnesota Avenue – 300 feet west of County Road 43 to 180th Avenue;
- Minnesota Avenue – 176th Street to 177th Street; and

- 172nd Street – US 10 to Prairie Drive.

State Statute Chapter 429

Chapter 429 is a legal process for specially assessing properties that benefit from a public improvement. The Statute requires the City to:

- provide written notification to affected property owners of a public hearing,
- publish a notice in designated newspaper, and
- hold a public hearing.

Properties subject to the special assessment will be noticed via U.S. Mail should Council order the Public Hearing.

FINANCIAL IMPACT

Costs

The work scope **assumes** full length of construction of the 3 different areas as shown in the maps. The estimated costs to design and construct the 3 different areas is as follows:

A. Minnesota Avenue Extension (CR 43 to 180th St)	$1,750,000
Minnesota Avenue west 500' segment	$ 700,000
Minnesota Avenue east 770' segment	$1,050,000
B. Minnesota Avenue Connector (176th Street to 177th Street)	$ 50,000
C. 172nd Street (US 10 to Prairie Drive)	$ 160,000
	$1,960,000

Funding with LRIP Grant

The scope as presented **assumes** funding for Minnesota Avenue Extension by the State through the Local Road Improvement Program (LRIP) and reimbursement from Big Lake Township ($90,000) for their portion of 172nd Street construction. The remaining balance is funding by CIP Fund 196 which is supported by annual transfers and assessment repayments. All costs and funding are estimated as subject to final quantity/cost.

LRIP Grant (street and storm items eligible)	$1,425,000
Township Reimbursement	$ 90,000
CIP Fund 196	$ 120,000
CIP Fund 399 (water)	$ 175,000
CIP Fund 499 (sanitary)	$ 150,000
	$1,960,000

LRIP Grant Funding Impact

If successful, the grant will cover all construction costs except watermain and sanitary sewer. The results of the LRIP grant will likely be revealed after the Public Hearing. **The current fund balance of CIP Fund 196 cannot meet the cost obligation of the full length of Minnesota Avenue (across the field) without the LRIP grant.** If funding from the State is unsuccessful, Council can then reduce scope to match funding availability. The City Engineer would bring back a reduced scope for the Minnesota Avenue Extension to construct the western 500' segment required for the future Public Safety Facility. This scope reduction would reduce the cost and maintain a CIP Fund 196 balance. Removing a portion of the proposed project at a later date does not impact schedule of the Chapter 429 process but does require Council action and notification to affected properties.

Scope Reduction Option (Cost v. Funding)

If LRIP funding is not successful, then reducing the work on Minnesota Avenue Extension would be brought back and proposed to Council in order to meet the access needs of the Public Safety Facility. The eastern

segment would then have to constructed in future and City would reapply for LRIP grant again. Less street is constructed which means less costs and less funding required. I anticipate the following would be recommended without LRIP funds:

Cost		
A. Minnesota Avenue Extension	$ 700,000	
Minnesota Avenue west 500' segment		$ 700,000
~~Minnesota Avenue east 770' segment~~		$ 0
B. Minnesota Avenue Connector (176th Street to 177th Street)	$ 50,000	
C. 172nd Street (US 10 to Prairie Drive)	$ 160,000	
	$ 910,000	
Funding		
~~LRIP Grant~~		$ 0
Township Reimbursement	$ 90,000	
CIP Fund 196	$ 690,000	
CIP Fund 399 (water)	$ 70,000	
CIP Fund 499 (sanitary)	$ 60,000	
	$ 910,000	

Special Assessments (future repayment)

It is typical that a significant portion of the special assessments are paid in the future by residents and developers. Special assessments of approximately $1,776,000 from adjacent property owners along Minnesota Avenue and 172nd Street will be collected in the future and be directed into the General Fund which supports CIP Fund 196. The land owner petitioned the City to construct Minnesota Avenue and be assessed via deferment per State Statute Chapter 429.

As design moves forward, we will continue to refine and look for cost reduction opportunities. The preliminary special assessment is estimated to be $30.49 per adjusted front foot for properties on 172nd Street and $688.90 per adjusted front foot for properties on Minnesota Avenue (CR 43 to 180th Street). All benefitting properties subject to special assessment are listed in the Appendix.

ALTERNATIVES

1. Move forward with Staff's recommendation as presented to Council and call for the Public Hearing on February 18, 2026 for the project.
2. Do not approve requested action.

STAFF RECOMMENDATION

City Engineer finds construction project to be needed and cost effective. City Engineer recommends that Council approve a Resolution Receiving the Preliminary Engineering Report and Calling for a Public Hearing for the 2026 Street and Utility Improvement Project No. ST2026-1 on February 18, 2026.

ATTACHMENTS

- Preliminary Engineering Report for 2026 Street and Utility Improvement Project No. ST2026-1
- Resolution Receiving PER and Calling for Public Hearing
- Smith Trust Petition for Local Improvement of Minnesota Avenue

PRELIMINARY ENGINEERING REPORT

FOR

2026 STREET AND UTILITY PROJECT
NO. ST2026-1

CITY OF BIG LAKE
BIG LAKE, MINNESOTA

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

Layne R. Otteson, P.E.

Date 01/15/2026
License No. 42079

JANUARY 2026

TABLE OF CONTENTS

Description	Page No.
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Funding Sources	5
Summary	7
Appendix	7

INTRODUCTION

The Engineering Department has proposed to City Council the 2026 Street Rehabilitation Project ST2026-1. The work would take place in 3 areas of the City. The improvements considered for 2026 include completing Minnesota Avenue segments and repaving 172nd Street (partner with Township). The scope of the project includes pavement resurfacing, tree clearing, sanitary sewer, watermain, storm sewer, curbing, sidewalk and trail as part of the improvement. This report identifies the proposed work locations:

1. Minnesota Avenue Extension – 300 feet west of County Road 43 to 180th Street.
2. Minnesota Avenue Connector– 176th Street to 177th Street.
3. 172nd Street – US 10 to Prairie Drive.

BACKGROUND

This project is proposed in order to expand and maintain City infrastructure. The City is growing in many areas and maturing in other areas. All three street areas had previously been discussed with the expectation of construction in the near future. The cost effectiveness and timing to combine all three segments was examined as part of the preliminary engineering report that is presented to the Council. Segments shared with the Township will require further discussion and agreements to be set in place this winter.

Minnesota Avenue Extension segment is a new street that would extend from County 43 to 180th Street across an agricultural field. The City was petitioned via State Statute Chapter 429 to be construct and assess street and utilities by adjacent property owners in June of 2025 (PIDs 65-00616-0010 and 65-00616-0020). Simultaneously, a new Public Safety Facility has been under consideration adjacent to the proposed Minnesota Avenue Extension. A minimum of 500’ is required to be constructed (street and utilities) for the Public Safety Facility. This corridor is platted as part of an east-west collector street and will extend to 172nd Street in the future. Minnesota Avenue will connect residential, commercial and institutional (school) areas in the future and minimize the use of US 10 for short trips.

Minnesota Avenue Connector segment is a 60’ right of way that was established in 2008 via platting but never built. At that time, it did not serve a purpose and the alignment of Minnesota Avenue collector was not known. Segments of Minnesota Avenue were constructed in 2022 and 2024 in the vicinity of Premier Marine. This platting and construction confirmed the final alignment and need for Minnesota Avenue. This corridor is platted as an east-west collector street and will eventually extend to 172nd Street. Minnesota Avenue will connect residential, commercial and institutional (school) areas in the future and minimize the use of US 10 for short trips. Investment into a street was not prudent until just recently. There has been recent development interest to the east along this planned corridor of Minnesota Avenue.

172nd Street segment is an existing street constructed in 2004. It is a rural segment with City water and sanitary pipes along the corridor. The Township approached the City to consider a joint project as both City and Township have corporate limits that share the segment. The City corporate limits border about 41% of the 1,050-foot-long street under consideration. The street has substandard lane widths of 11' feet and pedestrians walk along the edge. The existing pavement ranges in thickness form 3" to 4". Several areas are found to have poor drainage and trees/shrubs within the right of way. The street pavement is observed to be in generally poor condition with a low rating. The existing pavement will further deteriorate without resurfacing and more maintenance dollars will be required due to increase in labor and materials costs than other streets in Big Lake. This maintenance is becoming less effective in maintaining an acceptable street surface.

PROPOSED IMPROVEMENTS

Minnesota Avenue (300 feet west of County Road 43 to 180th Street)
The City Engineer proposes to design and construct a 1,270 foot long segment of Minnesota Avenue meeting City collector and MnDOT State Aid design standards. This includes grading, storm sewer, ponding, watermain, sanitary sewer, curbing, pavement, turn lanes, sidewalk, trail and lighting system. Work west of County Road 43 may be required to align curbing or pavement markings with the new street segment.

Minnesota Avenue (176th Street to 177th Street)
City Engineer proposes to grade the 750 foot long corridor in order to utilize excess reclaim aggregate base off other street projects rather than have it trucked out of town. This will be performed ONLY if provides a cost savings.

172nd Street (US 10 to Prairie Drive)
The City Engineer and Township representative propose to reconstruct 1,050 feet of 172th Street. The street will have a full depth reclamation, 2' widening (12' lanes), shouldering, new 4" asphalt pavement, tree removal and minor grading in boulevards. This process will likely produce excess reclaim material that can be reused for base construction onsite and elsewhere. This will require a Joint Powers Agreement addressing responsibilities, cost share and reimbursement procedures.

Schedule
The work will take about 3 months and be completed sometime between May and November. A large window is provided to contractors to better fit into their schedule thereby providing advantageous bids to the City for the proposed work. However, a substantial completion date in October will be required so that the street is ready for access to the Public Safety Facility. The final layer of asphalt will be placed in the summer of 2027 as is standard practice for new streets with underground utilities.

Scope Reduction Due to Unsuccessful LRIP Grant Application
This option will be explored and likely recommended to Council if LRIP funding is not successful. The results of the LRIP grant will likely be revealed after the Public Hearing. CIP Fund 196 cannot meet the cost obligation of the full length of Minnesota Avenue (across the field) without the LRIP grant. The City Engineer would bring back a reduced scope to construct the western 500' segment required for the future Public

Safety Facility. This scope reduction would reduce the cost and maintain a CIP Fund 196 balance. Removing the east portion of the proposed project at a later date does not impact schedule of the Chapter 429 process but does require Council action and notification to affected properties. The segment cost would be reduced from $1,750,000 to $700,000 to build 500' of street in order to meet the access needs of the Public Safety Facility. The eastern segment would then have to be constructed in future and City would reapply for LRIP grant again.

ESTIMATED COSTS

The estimated project costs are summarized in the table below. A contingency factor of ten percent has been applied to account for construction items not included and variances in unit prices. An allowance has been included for legal, engineering, administrative, and fiscal costs. Final costs will be determined using actual bid construction costs for the proposed work. Estimated construction costs are itemized in the Appendix.

Table 1 – Estimated Construction Costs

Street	Estimated Cost
Minnesota Avenue Extension (1,270')	$ 1,750,000
Minnesota Avenue Connector	$ 50,000
172nd Street (US 10 to Prairie Drive)	$ 160,000
Total	$ 1,960,000

FUNDING SOURCES

Project costs is proposed to be paid with LRIP grant, Township reimbursement and CIP funding (street, sanitary and watermain) which is supported by General Fund and special assessments. A portion of the project costs will be assessed to the benefiting properties based on the City's assessment policy last revised in 2017.

The policy for **resurfacing/reconstruction** is to specially assess 60% of eligible costs to the benefitting property owners which are typically adjacent to the work. The eligible work includes reclaiming, paving, shouldering, and manhole cover adjustments. This policy has been applied consistently to other projects which include special assessment in accordance with Chapter 429 of State Statute.

- It is proposed to assess the project for work adjacent to the single family R1 properties on 172nd Street on an "adjusted front footage" basis. Staff has calculated the adjusted front footage of the lots to be 847 feet within City corporate limits.

The policy for **new construction** extending City street is to specially assess 100% of costs to the benefitting property owners which are adjacent to the work. The eligible work includes grading, storm sewer, ponding, watermain, sanitary sewer, curbing, pavement, turn lanes, sidewalk, trail and lighting system. This policy has been applied

previously to other projects which include special assessment in accordance with Chapter 429 of State Statute.

- It is proposed to assess the project for work adjacent to Minnesota Avenue Extension to the properties on a "front footage" basis. Staff has calculated the adjusted front footage of the lots to be 2,540 feet.

The table below summarizes the assessable amount by property type and location according to the City's assessment policy.

Table 2 - Assessments	
Property	**Benefiting Property Contribution (100%)**
Minnesota Avenue Extension	$1,750,000
172nd Street	$ 25,828

Using the estimated assessable amount above, the estimated assessment rates are shown in Table 4. A preliminary assessment roll is included in the Appendix. The preliminary assessment amounts for each property can not increase after Council has approved them unless a property owner agrees with an increase adjustment.

Table 3 – Assessment Rates	
Item	**Maximum Benefiting Property Assessment Rate**
Minnesota Avenue Extension	$688.90/ front foot
172nd Street	$30.49/ front foot

The estimated project cost is $1,960,000. The following assumes the LRIP grant is received in the amount of $1,425,000. The funding would then be:

Township Reimbursement	$ 90,000
CIP Fund 196	$ 120,000
CIP Fund 399 (water)	$ 175,000
CIP Fund 499 (sanitary)	$ 150,000
	$ 535,000

The CIP Funds are supported annually by current and future street assessment payments.

Scope Reduction Option (Shorten Minnesota Avenue)

If LRIP funding is not successful, then reducing the work on Minnesota Avenue Extension would be brought back and proposed to Council in order to meet the access needs of the Public Safety Facility. The eastern segment (770') would then have to be constructed in the future and City would reapply for LRIP grant funding again. Less street is constructed which means less costs and less funding required. I anticipate the following would be recommended without LRIP funds:

Cost	
A. Minnesota Avenue Extension (west 500')	$ 700,000
B. Minnesota Avenue Connector (176th Street to 177th Street)	$ 50,000
C. 172nd Street (US 10 to Prairie Drive)	$ 160,000
	$ 910,000

Funding

Township Reimbursement	$ 90,000
CIP Fund 196	$ 690,000
CIP Fund 399 (water)	$ 70,000
CIP Fund 499 (sanitary)	$ 60,000
	$ 910,000

SUMMARY

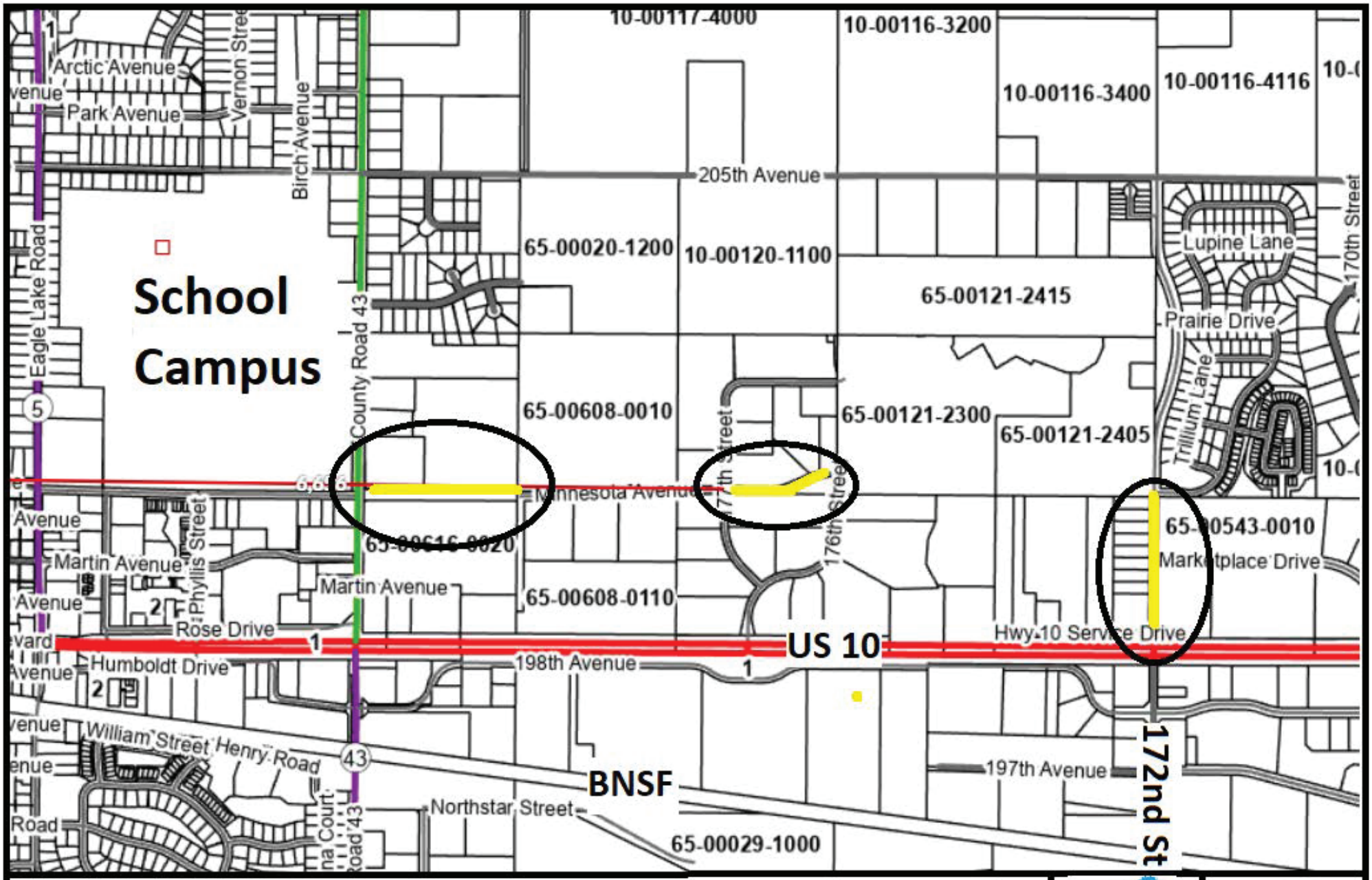
The work proposed will be adjusted to fit within the budget during design should the project move forward. If the LRIP grant is not received, then the City Engineer will bring back the project to discuss scope and funding options for consideration. **From an engineering standpoint, the project is feasible, cost effective, and necessary.** The City and property owners assessed for the improvements will have to determine the economic feasibility of the proposed improvements through a Public Hearing if ordered by the Council. If this Preliminary Engineering Report is accepted by the City Council, the following schedule is proposed:

Table 4 – Schedule

Item	Completion Date
Receive Preliminary Engineering Report & Call for Public Improvement Hearing	January 21, 2026
Conduct Public Hearing & Order Plans and Specifications	February 18, 2026
Approve Plans and specifications & Authorize Advertisement for Bids	March 18, 2026
Bid Opening	April 2026
Construction Window	May – October 2026
Assessment Hearing/Adopt Final Assessment Roll	November 2026

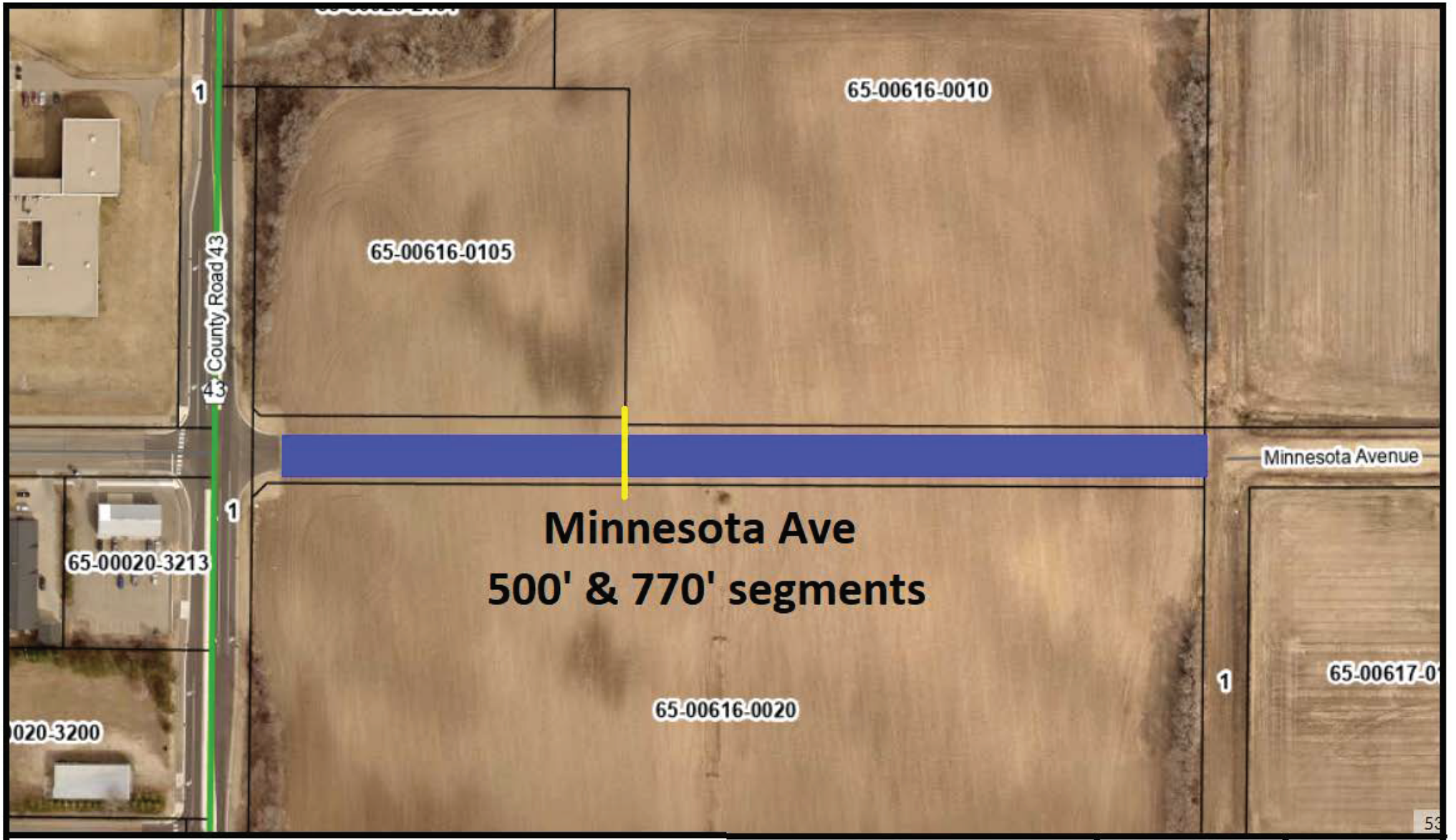
APPENDIX

Figure 1 - Overall Project Area
Figure 2 – Minnesota Avenue Extension
Figure 3 – Minnesota Avenue (176th St to 177th St)
Figure 4 – 172nd Street
Figure 5 – Minnesota Avenue Extension Typical Section
Figure 6 – Minnesota Avenue and 172nd St Typical Sections
Figure 7 – Minnesota Avenue Extension Engineer's Estimate
Figure 8 – 172nd Street Engineer's Estimate and Calculator
Figure 9 – Preliminary Assessment Roll for PER (1 page)



2026 Street Improvement Area Map

Fig. 1



Minnesota Avenue

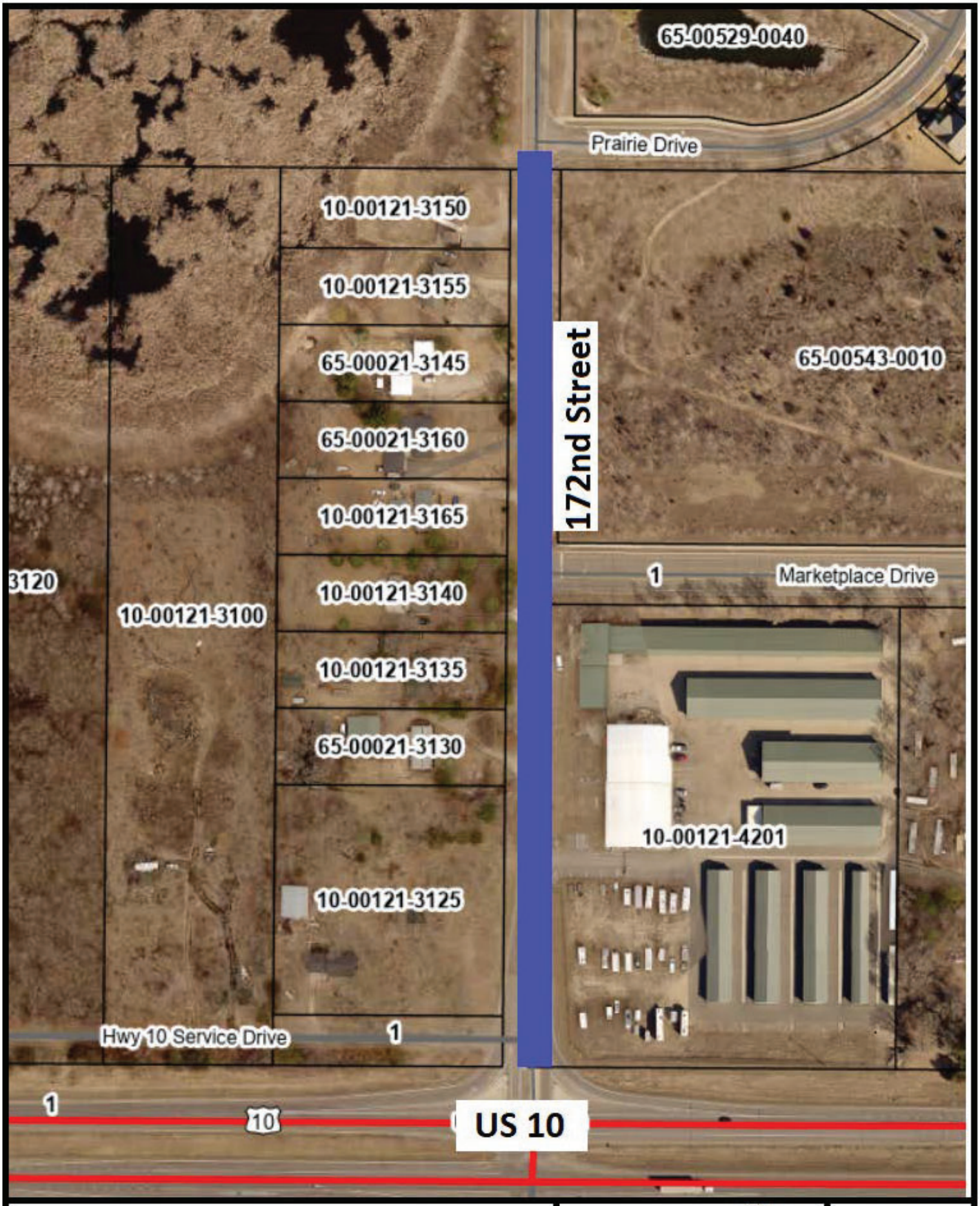
Fig. 2



Minnesota Ave (176th to 177th St)

Big Lake

Fig. 3



172nd Street
(US 10 to Prairie Dr.)

City of Big Lake

Fig. 4

Figure 5 – Minnesota Avenue Extension

Typical Section

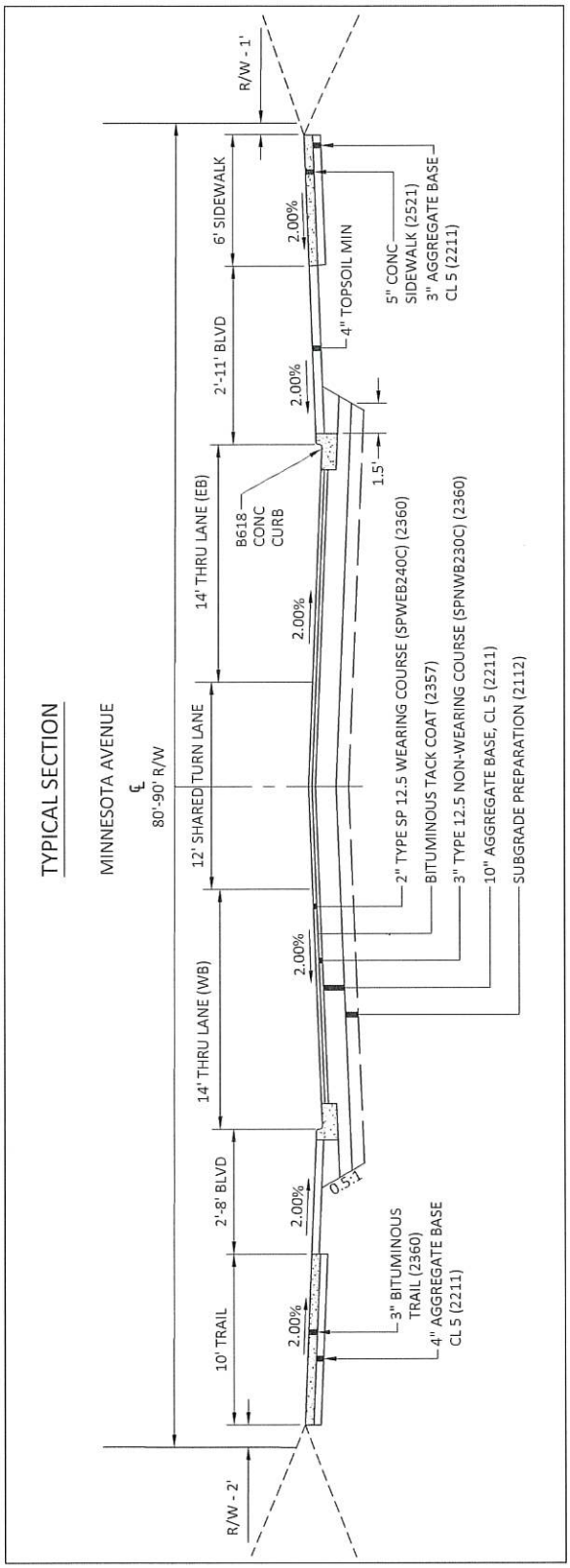
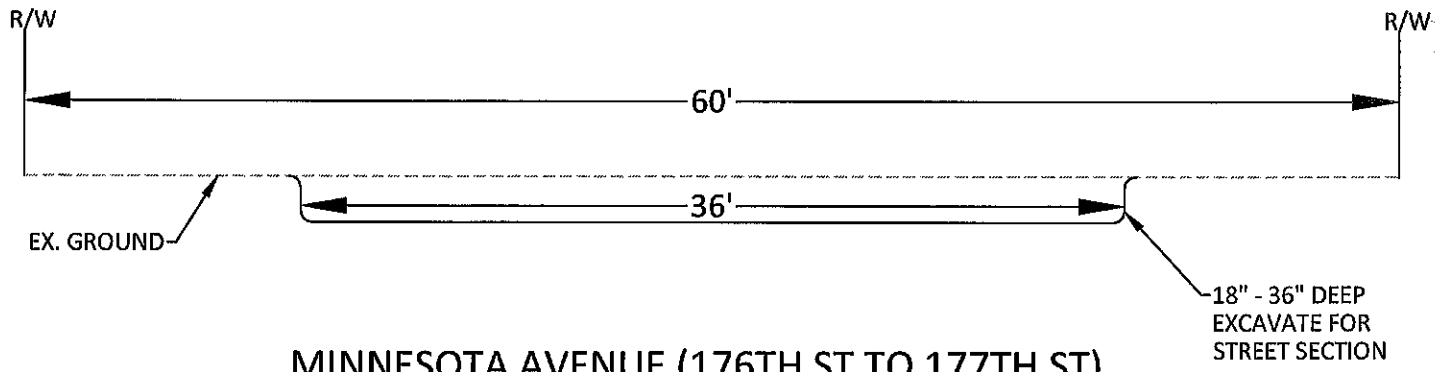
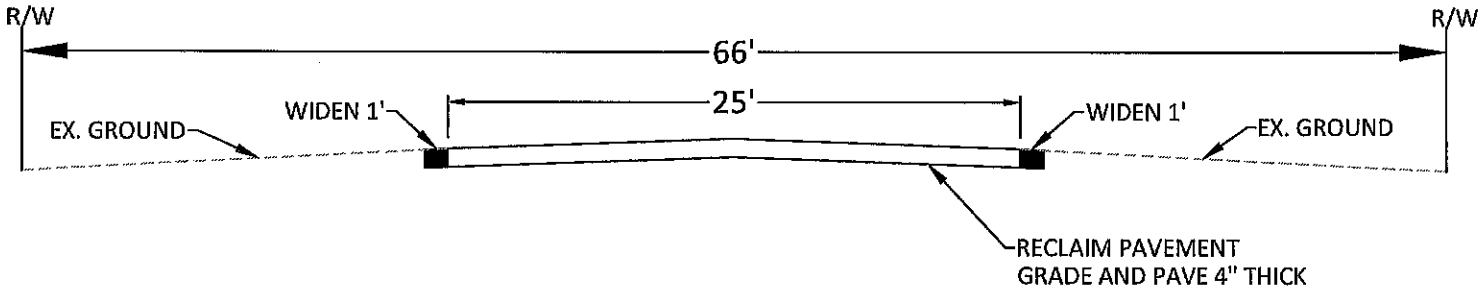


Figure 6 – Minnesota Ave and 172nd Street



MINNESOTA AVENUE (176TH ST TO 177TH ST)
X-SECTION



172ND STREET (US 10 TO PRAIRIE DRIVE)
X-SECTION

ENGINEER'S ESTIMATE

Minnesota Avenue Extension
City of Big Lake

BMI Project Number 24X.135789.000

BOLTON & MENK
Real People. Real Solutions.
12/2/2025

Item No.	MnDOT Spec No.	Item	Notes	Estimated Quantity	Unit Price	Unit	Breakdown								Total Amount
							Roadway		Storm		Sanitary		Watermain		
							Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
BASE BID															
1	2021.501	MOBILIZATION		1	$100,000.00	LUMP SUM	0.7	$70,000.00	0.1	$10,000.00	0.1	$10,000.00	0.1	$10,000.00	$100,000.00
2	2101.505	CLEARING		0.1	$12,000.00	ACRE	0.1	$1,200.00							$1,200.00
3	2104.501	REMOVE CURB AND GUTTER		100	$5.00	LIN FT	100	$500.00							$500.00
4	2104.502	SALVAGE SIGN		6	$150.00	EACH	6	$900.00							$900.00
5	2105.607	COMMON EXCAVATION (P)		17400	$15.00	CU YD	800	$12,000.00	16600	$249,000.00					$261,000.00
6	SPEC	TOPSOIL STRIP		7700	$10.00	CU YD	4400	$44,000.00	3300	$33,000.00					$77,000.00
7	2118.501	AGGREGATE SURFACING CLASS 5 (CV)		1700	$45.00	CU YD	1700	$76,500.00							$76,500.00
8	2118.501	AGGREGATE SURFACING CLASS 5 (CV) TRAIL		280	$45.00	CU YD	280	$12,600.00							
9	2231.604	BITUMINOUS PATCH SPECIAL		35	$40.00	SQ YD	35	$1,400.00							$1,400.00
10	2360.504	TYPE SP 12.5 WEARING COURSE (SPNWEB240C)		720	$95.00	TON	720	$68,400.00							$68,400.00
11	2360.504	TYPE SP 12.5 WEARING COURSE (SPNWEB240C) TRAIL		325	$96.00	TON	325								
12	2360.504	TYPE SP 12.5 NON WEARING COURSE (SPNWB230C)		1100	$90.00	TON	1100	$99,000.00							$99,000.00
13	2501.515	15" RC PIPE APRON		1	$2,000.00	EACH			1	$2,000.00					$2,000.00
14	2501.602	OUTLET STRUCTURE		1	$7,500.00	EACH			1	$7,500.00					$7,500.00
15	2503.541	15" RC PIPE SEWER 3006 CLASS V		1044	$100.00	LIN FT			1044	$104,400.00					$104,400.00
16	2503.602	8"X6" PVC WYE		2	$750.00	EACH					2	$1,500.00			$1,500.00
17	2503.602	CONNECT TO EXISTING SANITARY SEWER		1	$1,500.00	EACH					1	$1,500.00			$1,500.00
18	2503.603	6" PVC SANITARY SERVICE PIPE		180	$60.00	LIN FT					180	$10,800.00			$10,800.00
19	2503.603	8" PVC SANITARY SERVICE PIPE		800	$65.00	LIN FT					800	$52,000.00			$52,000.00
20	2504.602	HYDRANT		1	$8,000.00	EACH							1	$8,000.00	$8,000.00
21	2504.602	CONNECT TO EXISTING WATER MAIN		1	$1,500.00	EACH							1	$1,500.00	$1,500.00
22	2504.602	8" GATE VALVE		2	$3,000.00	EACH							2	$6,000.00	$6,000.00
23	2504.603	6" PVC WATERMAIN		205	$60.00	LIN FT							205	$12,300.00	$12,300.00
24	2504.603	8" PVC WATERMAIN		1255	$65.00	LIN FT							1255	$81,575.00	$81,575.00
25	2504.608	WATERMAIN FITTINGS		502	$20.00	POUND							502	$10,040.00	$10,040.00
26	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		50	$650.00	LIN FT					50	$32,500.00			$32,500.00
27	2521.518	4" CONCRETE WALK		8860	$10.00	SQ FT	8860	$88,600.00							$88,600.00
28	2521.518	6" CONCRETE WALK		175	$15.00	SQ FT	175	$2,625.00							$2,625.00
29	2531.501	CONCRETE CURB & GUTTER DESIGN B618		3140	$25.00	LIN FT	3140	$78,500.00							$78,500.00
30	2531.507	6" CONCRETE DRIVEWAY PAVEMENT		105	$100.00	SQ YD	105	$10,500.00							$10,500.00
31	2531.618	TRUNCATED DOMES		60	$60.00	SQ FT	60	$3,600.00							$3,600.00
32	2563.601	TRAFFIC CONTROL		1	$10,000.00	LUMP SUM	0.7	$7,000.00	0.1	$1,000.00	0.1	$1,000.00	0.1	$1,000.00	$10,000.00
33	2564.602	SALVAGE AND REINSTALL SIGN		6	$250.00	EACH	6	$1,500.00							$1,500.00
34	2573.503	SILT FENCE TYPE MS		3750	$2.00	LIN FT	3750	$7,500.00							$7,500.00
35	2573.530	STORM DRAIN INLET PROTECTION		4	$150.00	EACH			4	$600.00					$600.00
36	2575.501	SEEDING		3.1	$1,500.00	ACRE	0.9	$1,350.00	2.2	$3,300.00					$4,650.00
37	2575.508	HYDRAULIC BONDED FIBER MATRIX		10850	$2.25	POUND	10850	$24,412.50							$24,412.50
38	2575.532	FERTILIZER TYPE 3		1085	$1.00	POUND	1085	$1,085.00							$1,085.00
39	2575.608	SEED NORTHERN BOULEVARD		930	$2.00	POUND	930	$1,860.00							$1,860.00
40	2582.503	CROSSWALK MARKING - EPOXY		252	$15.00	SQ FT	252	$3,780.00							$3,780.00
41	2582.503	6" SOLID LINE MULTI COMP (WR)		2450	$1.50	LIN FT	2450	$3,675.00							$3,675.00
42	2582.503	4" DOUBLE SOLID LINE MULTI COMP GR IN (WR)		1225	$2.00	LIN FT	1225	$2,450.00							$2,450.00
43	2582.503	4" SOLID LINE MULTI COMP GR IN (WR)		1850	$1.00	LIN FT	1850	$1,850.00							$1,850.00
44	2582.503	4" BROKEN LINE MULTI COMP GR IN (WR)		1850	$0.85	LIN FT	1850	$1,572.50							$1,572.50
45	2582.518	PAVEMENT MESSAGE PREF THERMO GR IN		99	$10.00	SQ FT	99	$990.00							$990.00
46	n/a	STREET LIGHTING SYSTEM		1	$100,000.00	LUMP SUM	1	$100,000.00							$100,000.00
							SUBTOTAL:	$729,350.00		$410,800.00		$109,300.00		$130,415.00	$1,367,265.00
							15% CONTINGENCY:	$72,935.00		$41,080.00		$10,930.00		$13,041.50	$136,726.50
							TOTAL ESTIMATED CONSTRUCTION COST:	$802,285.00		$451,880.00		$120,230.00		$143,456.50	**$1,503,991.50**
							DESIGN, ADMINISTRATION AND CONSTRUCTION ENGINEERING:	$100,000.00		$50,000.00		$25,000.00		$25,000.00	$250,000.00
							TOTAL ESTIMATED PROJECT COST:	$902,285.00		$501,880.00		$145,230.00		$168,456.50	**$1,753,991.50**

Figure 7 – Minnesota Avenue Extension

Engineer's Estimate

Figure 8 - 172nd Street

ST2026-1 Street and Utility Project

172nd Street (US 10 to Prairie Drive)

City of Big Lake

January 10, 2026

Assessment Calculator

				City Participation		Township Participation		Project Totals	
Item	**QTY**	**Unit**	**Unit Cost**	**Qty**	**Cost**	**Qty**	**Cost**	**Qty**	**Cost**
MOBILIZATION	1	LS	$ 10,000.00	0.41	$ 4,100.00	0.59	$ 5,900.00	1.00	$ 10,000.00
TRAFFIC CONTROL	1	LS	$ 5,000.00	0.41	$ 2,050.00	0.59	$ 2,950.00	1.00	$ 5,000.00
SALVAGE MAILBOXES AND SIGNS	1	LS	$ 500.00	0.41	$ 205.00	0.59	$ 295.00	1.00	$ 500.00
4" RECLAIM PAVEMENT	3000	SY	$ 5.00	1230	$ 6,150.00	1770.00	$ 8,850.00	3,000.00	$ 15,000.00
SUBGRADE EXCAVATION - WIDENING	100	CY	$ 50.00	41	$ 2,050.00	59.00	$ 2,950.00	100.00	$ 5,000.00
SUBGRADE SCARRIFY AND COMPACT - 6' WIDE	1	LS	$ 7,500.00	0.41	$ 3,075.00	0.59	$ 4,425.00	1.00	$ 7,500.00
COMMON EXCAVATION - ONSITE (EV) (PLAN	50	CY	$ 30.00	20.5	$ 615.00	29.50	$ 885.00	50.00	$ 1,500.00
COMMON EXCAVATION - EXPORT (LV)	325	CY	$ 15.00	133.25	$ 1,998.75	191.75	$ 2,876.25	325.00	$ 4,875.00
4" BITUMINOUS PAVING	760	TN	$ 90.00	311.6	$ 28,044.00	448.40	$ 40,356.00	760.00	$ 68,400.00
DRIVEWAY PATCH (6" CL 5 Agg & 2.5" BIT)	50	SY	$ 40.00	20.5	$ 820.00	29.50	$ 1,180.00	50.00	$ 2,000.00
ADJUST GV BOX TOP SECTION & COVER	2	EA	$ 500.00	2	$ 1,000.00	0.00	$ -	2.00	$ 1,000.00
SALVAGE, REINSTALL AND ADJUST FRAME AND RING MH CASTING	4	EA	$ 1,000.00	4	$ 4,000.00	0.00	$ -	4.00	$ 4,000.00
REINSTALL MAILBOXES AND SIGNS	1	LS	$ 1,000.00	0.41	$ 410.00	0.59	$ 590.00	1.00	$ 1,000.00
STRIPING	1000	LF	$ 0.75	410	$ 307.50	590.00	$ 442.50	1,000.00	$ 750.00
TOPSOIL (LV)	50	CY	$ 50.00	20.5	$ 1,025.00	29.50	$ 1,475.00	50.00	$ 2,500.00
BLVD RESTORATION (Seed, Fert, and Stabilizer)	1	LS	$ 4,000.00	0.41	$ 1,640.00	0.59	$ 2,360.00	1.00	$ 4,000.00
EROSION CONTROL	1	LS	$ 3,500.00	0.41	$ 1,435.00	0.59	$ 2,065.00	1.00	$ 3,500.00
SHOULDERING	1	LS	$ 4,000.00	0.41	$ 1,640.00	0.59	$ 2,360.00	1.00	$ 4,000.00
MISC ITEMS	1	LS	$ 5,000.00	0.41	$ 2,050.00	0.59	$ 2,950.00	1.00	$ 5,000.00
			Sub-Total:		**$ 62,615.25**		**$ 82,909.75**		**$ 145,525.00**
			Eng, Adm, Cont 10%:		**$ 6,261.53**		**$ 8,290.98**		**$ 14,552.50**
			Grand Total:		**$ 68,876.78**		**$ 91,200.73**		**$ 160,077.50**

Assessment Calculator

Mitchell Lake Ridge Neighborhood

Adjacent Work (CITY 39%)	**$ 68,876.78**	
Assessment Policy is 60%	$ 41,326.07	
Collector => Apply 2.5" of 4" to match resurfacing thickness	$ 25,828.79	
847' adjusted front footage	**$ 30.49**	**rounding error (rounded up)**

Establish adjusted front foot rate

	$ 30.49	**per adjusted front foot**
847' adjusted front footage	**$ 25,825.03**	**(rounding)**

Project Summary

Project Cost Est	**$ 160,077.50**	
Assessments		**$ 25,825.03**
City Cost		**$ 43,051.75**
Township Cost		**$ 91,200.73**
Project Funding	**$ 160,077.50**	
City		**$ 68,876.78**
Township		**$ 91,200.73**

Note: Current and future assessment payments will support CIP 196 Fund.

Recent resurfacing costs for reference

2025 street assessment $25.02 / FT
2024 street assessment $23.80 / FT
2022 street assessment $22.81 / FT
2021 street assessment $28.96 /FT & $41.00 /FT (fulldepth reclaim and several feet wider)
2019 street assessment $18.28 / FT

Figure 9 - Assessment Roll

2026 Street and Utililty Improvement Project ST2026-1

Minnesota Avenue extension - Segment A
Minnesota Avenue connector - Segment B
172nd Street (US 10 to Prairie Drive)
1/08/2026

Minnesota Avenue extension Segment A

Adjusted front footage 30' setback $ 688.97

PID	SITE ADDRESS	OWNER ADDRESS	OWNER	FRONT	SIDE	FINAL FRONTAGE	ESTIMATED COST	COMMENTS
65-00616-0105	N/A*	160 LAKE ST N	BIG LAKE ECONOMIC DEVELOPMENT AUTH	496.50	0.00	496.50	$ 342,073.61	
65-00616-0010	N/A*	PO BOX 297 EMILY MN 56447	SMITH, MAURICE & EVANGELINE - TRUST	773.78	0.00	773.78	$ 533,111.21	
65-00616-0020	N/A*	PO BOX 297 EMILY MN 56448	SMITH, MAURICE & EVANGELINE - TRUST	1270.81	0.00	1270.81	$ 875,549.97	
				2541.09		**2541.09**	**$ 1,750,734.78**	**Totals**

*Site addresses have not been identified as of January 12, 2026.

172 Street - US 10 to Prairie Drive

Adjusted front footage 30' setback $ 30.49

PID	SITE ADDRESS	OWNER ADDRESS	OWNER	FRONT	SIDE	FINAL FRONTAGE	ESTIMATED COST	COMMENTS
65-00021-3130	20028 172ND ST NW	20028 172ND ST NW	MITCHELTREE, AARON & BARIBEAU, SIERRA	100.00	0.00	100.00	$ 3,049.00	
65-00021-3145	20108 172ND ST NW	20108 172ND ST NW	LEMKE, MARK A	100.00	0.00	100.00	$ 3,049.00	
65-00021-3160	20096 172ND ST NW	20096 172ND ST NW	HILL, ANDREW	100.00	0.00	100.00	$ 3,049.00	
65-00543-0010	N/A*	2230 ALBERT ST ROSEVILLE MN 55113	NORTH AMERICAN BANKING COMPANY	487.00	0.00	487.00	$ 14,848.63	
N/A	MARKETPLACE DRIVE R/W	160 LAKE STREET BIG LAKE MN 55309	CITY OF BIG LAKE	60.00	0.00	60.00	$ 1,829.40	
				847.00				
10-00121-3125	17210 US HIGHWAY 10 NW	17210 US HIGHWAY 10 NW	STOKES, BRYAN & NIKKI	100.00		0.00	$ -	TOWNSHIP - exempt from assessment
10-00121-3135	20044 172ND ST NW	20044 172ND ST NW	VOSSEN NORBERT W	100.00		0.00	$ -	TOWNSHIP - exempt from assessment
10-00121-3140	20058 172ND ST NW	20058 172ND ST NW	LEE, EMMIE E	100.00		0.00	$ -	TOWNSHIP - exempt from assessment
10-00121-3165	20076 172ND ST NW	20076 172ND ST NW	JURGENS, CATHERINE K	100.00		0.00	$ -	TOWNSHIP - exempt from assessment
10-00121-3155	20218 172ND ST NW	20218 172ND ST NW	MCCOY, KIMBERLY	100.00		0.00	$ -	TOWNSHIP - exempt from assessment
10-00121-3150	20140 172ND ST NW	20140 172ND ST NW	TISCHBIREK, EDWARD R	104.51		0.00	$ -	TOWNSHIP - exempt from assessment
10-00121-4201	20017 172ND ST NW	PO BOX 529 BIG LAKE MN 55309	GOVESCO PROPERTIES, LIP	603.47		0.00	$ -	TOWNSHIP - exempt from assessment
				1207.98		**847.00**	**$ 25,825.03**	**Totals**

*Site addresses have not been identified as of January 12, 2026.

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, January 21, 2026. The following Council Members were present: Ken Halverson, Ken Geroux, Paul Knier, Kim Noding, and Paul Seefeld. A motion to adopt the following resolution was made by Council Member _____ and seconded by Council Member _____.

CITY OF BIG LAKE
RESOLUTION NO. 2026-XX

RESOLUTION RECEIVING PRELIMINARY ENGINEERING REPORT AND CALLING FOR A PUBLIC HEARING ON 2026 STREET AND UTILITY IMPROVEMENT PROJECT NO. ST2026-1

WHEREAS, it is proposed to improve various streets within the City of Big Lake and to assess the benefitted property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429; and

WHEREAS, the City Engineer identified the following streets for consideration pursuant to Resolution No. 2025-72 of which the Council adopted on December 10, 2025. A report has been prepared by the City Engineer with reference to the proposed improvement project known as the 2026 Street and Utility Improvement Project No. ST2026-01, the improvements of:

- 172nd Street – US 10 to Prairie Drive;
- Minnesota Avenue – 300 feet west of County Road 43 to County Road 43;
- Minnesota Avenue – County Road 43 to 180th Street; and
- Minnesota Avenue – 176th Street to 177th Street.

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed, reduced or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Big Lake, Minnesota:

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of $1,960,000.00.

2. A public hearing shall be held on such proposed improvement on the 18th day of February 2026, in the Council Chambers of the City Hall at 6:30 p.m. and the Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the Big Lake City Council this 21st day of January, 2026.

_____
Mayor Paul Knier

Attest:

_____
Gina Wolbeck, City Clerk

The following Council Members voted in favor: _____
The following Council Members voted against or abstained: _____

Whereupon the motion was duly passed and executed.

STATE OF MINNESOTA)
SS.
COUNTY OF SHERBURNE)

The foregoing instrument was acknowledged before me this 21st day of January, 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

CITY OF BIG LAKE
Petition for Local Improvement
(100 percent of property owners)

Big Lake Minnesota

06/19, 2025

To the City Council of Big Lake, Minnesota:

The undersigned, as the owners of all of the real property abutting on the public street dedicated as Minnesota Avenue in the plat of SMITH ADDITION, do petition for the improvement of said Minnesota Avenue, including grading and the installation of drainage, street, utility and lighting facilities (the "Improvement").

This petition is made pursuant to Minnesota Statutes, Chapter 429. We further request that the city assess the entire cost of the Improvement against our properties, described below, and hereby agree to pay the entire cost as apportioned by the city.

Description of Properties:

Parcel ID – 65-00616-0010, Outlot A, SMITH ADDITION

Parcel ID – 65-00616-0020, Outlot B, SMITH ADDITION

Steven S. Smith, as Trustee of the Maurice and Evangeline Smith Living Trust dated June 3, 1994

Sheri R. Smith, as Trustee of the Maurice and Evangeline Smith Living Trust dated June 3, 1994

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for

City Clerk

AGENDA ITEM

Big Lake City Council

Prepared By: *Deb Wegeleben, Finance Director*	***Meeting Date:*** *01/21/2026*	☒ ***Regular Agenda Item*** ☐ ***Consent Agenda Item***	***Item No.*** **7F**
Item Description: *Amendments to the City Personnel Policy for 2026*		***Reviewed By:*** *Hanna Klimmek, City Administrator*	
		Reviewed By: *Personnel Committee and City Attorney*	

ACTION REQUESTED

By approving this item on the Regular Agenda, Council would be approving amendments to the City of Big Lake Personnel Policy.

BACKGROUND/DISCUSSION

Staff continues to review the City Personnel Policy with the changes in State Law. Currently there has been new changes to the Earned Sick and Safe Leave, Minnesota Paid Leave Program, and Meal breaks, which the City needs to amend the Personnel Policy to be in compliance. In addition, staff brought forward to the council during the November workshop other staff-recommended clarifications or improvements. Those changes are listed below.

Amendments:

- **Political Activities (p. 13):** Expanded to include additional statutory guidance regarding political activity by employees.
- **Dangerous Weapon (p. 15):** after discussion during the November 25, 2025, workshop, there will be no changes to this section.
- **Meal Breaks and Rest Period (p. 24):** Revised by State law, to change from eight or more hours to six or more hours worked an unpaid thirty (30) minute lunch period is provided.
- **Non-Exempt Employees (pp. 26–27):** Clarifies that overtime may be compensated by pay or compensatory time, at the supervisor's discretion, if it is consistent with union contracts.
- **Resignations (p. 31):** Employees providing notice (two weeks for non-exempt, 30 days for exempt) may not use vacation during the notice period to ensure a smooth transition, unless approved by the City Administrator.
- **Holidays (p. 32):** Adjusts the "day after Thanksgiving" holiday to 4 hours and adds Christmas Eve closure at noon and add holiday (4 hours). Total annual holiday hours remain 88.
- **Minnesota Paid Leave (pp. 33–36):** Adds required language; the City will implement an **equivalent plan** with **50/50 premium sharing** between employer and employee.
- **Earned Sick and Safe Leave (pp. 36–40):** Updates per law; adjusts minimum use increment from 15 minutes to 1 hour.
- **Short- and Long-Term Disability (p. 40):** Updates to align with MN Paid Leave provisions.
- **Vacation Leave Schedule (p. 41):**
    - Adds an additional accrual tier to support retention and recruitment.
        - 3–7 years: 6.15 hrs./pay period (20 days)
        - 7–14 years: 6.76 hrs./pay period (22 days)
        - 14+ years: 8 hrs./pay period (26 days)
- **Vacation Requests (p. 42):** Limits vacation requests to two consecutive weeks per month unless approved by the City Administrator.

- **Pregnancy and Parenting Leave (pp. 45–46):** Revised per State law.
- **Family and Medical Leave Act (FMLA) (pp. 48–51):** Revised per State law.
- **Travel and Meal Allowance (p. 55):** Reimbursement requests must be submitted within 30 days of the expense.

FINANCIAL IMPACT

There is no financial impact.

STAFF RECOMMENDATION

Approve the amendments to the City Personnel Policy

ATTACHMENTS

City Personnel Policy with changes highlighted

CITY OF BIG LAKE
RESOURCES & BENEFITS INFORMATION
PERSONNEL POLICY AS OF 1/1/2017
Approved December 14, 2016

Revised January 21, 2026

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Big Lake. They should not be construed as contract terms for any city employees. No supervisor or city representative has any authority to enter into any agreement for employment for any special period of time, or to make any agreement contrary to this provision. Nothing in this Personnel handbook, or in other city policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city policy at all times.

Except as otherwise prohibited by law, the City of Big Lake has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Scope

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

- Elected Officials;
- City Attorney;
- Members of City Boards, Commissions and Committees;
- Consultants and Contractors;
- Volunteers, except as specifically noted for paid per-call-firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring, such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The City of Big Lake is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Big Lake will not discriminate against any employee or job applicant based on race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, ancestry, sex, sexual orientation, disability,

age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Data Practices Advisory

Employee records are maintained in a location designated by the city administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

AFFIRMATIVE ACTION POLICY AND PLAN

Purpose

The City of Big Lake will not discriminate against any employee or applicant for employment because of race, color, or creed, religion, ancestry, national origin, sex, disability, age, marital status, or status with regard to public assistance.

The City of Big Lake will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to the following: hiring including all phases of the selection process, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.

The city prohibits the harassment of any employee or job applicant based on their protected class status. The city will commit the necessary time and resources, both financial and human, to achieve the goals of Affirmative Action.

The city will evaluate the performance of its management and supervisory personnel based on their involvement in achieving these Affirmative Action objectives as well as other established criteria.

Any employee of this organization who does not comply with the policies and procedures set forth in this policy and plan will be subject to disciplinary action.

Any subcontractor not complying with all Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal and State governing bodies or agencies thereof, will be subject to appropriate legal sanctions.

The city administrator will have the authority and responsibility to enforce this policy and plan and is the designated AA Coordinator. The city administrator's responsibilities will include monitoring all Affirmative Action activities and reporting the effectiveness of this Program, as required by Federal or State agencies.

If any employee or applicant for employment believes he/she has been discriminated against, the city encourages them to contact the AA Coordinator.

Plan

The City of Big Lake takes the following steps to ensure all employment practices are free of discrimination:

- Adopt this policy and plan
- Distribute this policy and plan to all city employees
- Make a good faith effort to attract qualified protected class applicants to fill vacancies due to expansion and turnover
- Use an objective job-related hiring process when filling positions
- Prepare and adopt written job descriptions and update them periodically
- Advertise job openings in locations and publications which attempt to reach members of protected classes
- Provide information to employees and applicants alleging discrimination as to their rights under the provisions of the Civil Rights Act of 1964 as amended, the Minnesota Human Rights Act, and other state and federal laws
- Receive and investigate complaints of alleged acts of discrimination by the City of Big Lake

NON-DISCRIMINATION POLICY

Purpose

That the city and all employees thereof are subject to a policy of non-discrimination on the basis of race, color, age, creed, religion, national origin, sex, marital status, sexual orientation, status with regard to public assistance or disability.

Non-Discrimination

It is the policy and intent of the city to provide equality of opportunity in employment to all persons.

This policy prohibits discrimination because of race, color, creed, religion, national origin, place of residence, political affiliation, sexual preference, disability, marital status, status with regard to public assistance, membership or activity in a local commission, sex or age in all aspects of its personnel policies, programs, practices and operations.

This policy applies to all phases of full-time, part-time, temporary and seasonal employment including, but not limited to, recruitment, hiring, placement, promotion, demotion, or transfer; layoff, recall, or termination; rates of pay or other forms of compensation and selection for training. This policy also applies to the use of all facilities and participation in all city-sponsored employment activities.

It is the responsibility of the city administrator, every department director and every supervisor to cooperate in the implementation of this policy.

Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from the city's employment.

Discrimination Recourse

Equal employment opportunity is the right of a person to work and to advance based on merit, ability, and individual potential. Any employee who feels that he/she is a victim of discrimination or who believes he/she has witnessed discrimination should immediately report such actions in accordance with the following procedure:

- Any employee who has witnessed or believes that he/she is a victim of discrimination should report the act immediately to their department director. If their department director is not available or is involved the act, then the employee should report the act to the city administrator, or city attorney.
- The city will investigate every reported incident immediately. Any employee or supervisor who has been found to discriminate against another employee may be subject to appropriate disciplinary action, up to and including immediate discharge.
- The city will conduct all investigations in a discreet manner. The city recognizes that every investigation requires a determination based on all the facts in the matter.
- The city will not tolerate retaliation against an employee who files a complaint alleging discrimination. The city will discipline any employee who retaliates against another employee who files a complaint alleging discrimination or who testifies assists or participates in any manner in any investigation into a complaint alleging discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

A person or group of persons who believe they are victims of unlawful employment discrimination may file a charge of discrimination with the Minnesota Department of Human Rights and the United States Equal Employment Opportunity Commission. Their representative may also file charges on behalf of a person or group of persons. Charges may also be filed by the Commissioner of Human Rights or by the EEOC when there is reason to believe that a person is engaging in an unfair discriminatory practice. A charge must be filed with the E.E.O.C. within 180 days of the alleged unlawful employment practice and with the Minnesota Department of Human Rights within one year after the occurrence of the practice.

Instructions and forms for filing a charge with the EEOC and the Minnesota Department of Human Rights are available from the following offices:

- Minnesota Department of Human Rights
  500 Bremer Tower
  7th and Minnesota Streets
  St. Paul, Minnesota 55101
  Telephone: (651) 296-5663

- Equal Employment Opportunities Commission (EEOC)
  110 South Fourth Street, Room 178
  Minneapolis, Minnesota 55401
  Telephone: (612) 349-3495

NEPOTISM POLICY

The City is committed to the policy of equal opportunity when hiring, promoting and evaluating its employees. For purposes of this policy, immediate family includes spouse, parent, stepparent, parent-in-law, child, stepchild, son- or daughter-in-law, sibling or sibling-in-law, grandparent, grandchild, legal guardian, or ward of an employee or elected official.

Members of an employee's immediate family shall be considered for employment based solely on the individuals' qualifications for vacant positions. However, the City will not employ an individual if the individual would be subject to administrative or supervisory control by a member of the

individual's immediate family. These policies also apply to assigning, evaluating, transferring, disciplining or promoting an employee.

City employees shall not be involved in the hiring, recommending for hiring, discipline or promotion of any member of the employee's immediate family, nor placed in a position with authority to hire or supervise immediate family members.

The City shall not hire a member of the Mayor or a City Council member's immediate family while that elected official is in office nor for a minimum 180 days after an elected official is no longer in office.

COMMUNICATIONS POLICY

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the city administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc.

All staff is responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the city administrator, unless police related. Police related requests should be directed first to the chief of police. All news releases concerning city personnel will be the responsibility of the city administrator.

Employees must not make official communications on behalf of the city unless authorized by the city administrator. If so authorized, employees must follow the city administrator's direction with respect to said communications.

CITYWIDE WORK RULES, CODE OF CONDUCT AND ETHICS POLICY

Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Big Lake. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Big Lake. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.

- Read, understand and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

Attendance & Absence

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time.

After an absence of three **(3)** or more consecutive days or for frequent absences or absences that follow a pattern (such as the same day of the week, or after a holiday weekend, etc.) a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Nothing in this policy precludes the city from administering discipline for unexcused absences of less than three **(3)** days.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Access to and Use of City Property

Any employee who has authorized possession of City-owned property must register his/her name and the serial number or identifying information about the property with his/her supervisor.

Employees are responsible for the safekeeping and care of all such equipment. City-owned property may not be used for personal use or profit. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Dress codes may not discriminate based on traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Uniforms bearing a city identification patch should not be worn during off-duty hours.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for himself or herself or a family member. Any officer or employee having an interest in any proposed legislative action of the council and who gives an opinion or recommendation to the council, shall disclose on the record of the council the nature and extent of such interest.

No council member, officer or employee may purchase personal property from the city except property that is no longer needed by the city and

- if there is reasonable public notice and the goods are sold at public auction; or
- if it is sold by a sealed bid, process and the officer or employee is the highest responsible bidder.

The council member, officer or employee who buys the property must not be involved in the auction or sealed bid process.

No member of the council, official, or employee may accept any gift or gratuity in any size under circumstances in which it could be reasonably thought to influence him or her in the performance of his or her official duties or appears to be a reward for any official action on his or her part.

Whistleblower Protections

An employee of the city who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the City Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The city will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the City Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Disclosure of Confidential Information

No officer or employee who has custody of or access to information which may be considered confidential by Minnesota Law shall use or release such information without property authority.

Personal Telephone Calls

Personal telephone calls are to be made or received only when necessary, when they do not interfere with working operations and should be completed as quickly as possible. The employee will pay for any personal long-distance call costs.

Political Activities

~~Although city employees have the right to express their views and to pursue legitimate involvement in the political system, no employee of the city shall directly or indirectly, during hours of employment, solicit or receive funds for political purposes or engage in political activities on City time or City premises.~~

City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state, or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while holding such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the department director.

Any employee whose principal employment in the city is in connection with an activity which is funded in whole or in part by the United States or a federal agency is also subject to the restrictions and penalties of the Federal Hatch Act (5 U.S.C. § 1501-1508). Political activity should not impair objectivity or the perception of objectivity in carrying out city work.

City employees cannot use their official authority or influence through their employment with the city to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

General

The City of Big Lake is committed to creating and maintaining a workplace free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act. The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise and recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact with customer.

If there is concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behavior cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.
Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.
Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name-calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisors what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.

- Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Supervisor/Subordinate Relationships increase the likelihood of claims of harassment and unfair treatment. Therefore, romantic or sexual relationships between a supervisor and his/her subordinate are prohibited. If the City discovers that this type of relationship exists, the city may require one or both members of the couple to transfer, change jobs, be demoted, or resign.

Possession and Use of Dangerous Weapons - No changes made

Possession or use of dangerous weapons is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, but firmly, tell whoever is engaging in disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, city administrator or police department.

Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the city administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the city administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the city administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city administrator and referred to the City

Attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city personnel policies the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

DRUG-FREE AND ALCOHOL- FREE WORKPLACE

The City of Big Lake has adopted the following policy on drugs and alcohol in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free and alcohol-free, safe and secure work environment.
- Whenever employees are working on city premises, are operating a city vehicle, or are conducting city-related work, they are prohibited from consuming alcohol or from being under the influence of alcohol.
- The manufacture, distribution, possession, or use of drugs, including cannabis, on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. The term drug includes any "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4, and also includes cannabis and tetrahydrocannabinol ("THC") products, including those that are lawfully available for public consumption.
- The city recognizes drug and alcohol abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five **(5)** days after the conviction as required by the Drug-Free Workplace Act of 1988.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by the drug while working on city premises, operating a city vehicle, or conducting city-related work.
- The city has adopted a drug and alcohol testing policy in accordance with Minnesota state statutes. (See non-DOT Drug Free Workplace and Testing Policy)

SAFETY POLICY

The health and safety of each employee of the city and the prevention of occupational injuries and illnesses are of primary importance to the city. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on-the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that the employee wears such equipment.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

TOBACCO USE POLICY

In the interest of good health, the city discourages employees from smoking or using tobacco in any manner. The City of Big Lake observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirely, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars and cigarettes) or "vaping" with e-cigarettes is prohibited. Smoking in any form, vaping and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over may use tobacco products only during their breaks and lunch and only in areas designated for that purpose.

Approved smoking areas must be clearly designated by the department director. There will be no smoking in areas not designated as smoking areas. If smoking results in discomfort to others, smokers are required to stop smoking. Smoking or tobacco use in non-approved areas may result in disciplinary action.

Employer contribution toward health benefits are for **non-tobacco use premiums only**, if employee is charged the higher tobacco use rate, the employee will be responsible for the difference between the non-tobacco and tobacco use rate.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city will determine appropriate action on a case-by-case basis, and may result in discipline, up to and including termination of employment.

CELLULAR PHONE USE

This city administrator will determine which positions require a cellular phone allowance to be provided by the city. The cell phone allowance program is limited to those employees with significant monthly cell phone usage for city business. The City of Big Lake will pay an allowance equal to the employee's monthly plan or $50.00 per month, whichever is less. In the case of department director or city administrator, the monthly allowance will be $50.00 per month.

The city administrator will determine which positions require a cellular phone to be provided by the city. City-owned cellular telephones are intended for the use of city employees in the conduct of their work for the city. Employees should have no expectation of privacy in anything they create, store, send or receive using the city's cell phone. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use.

Personal calls from City-owned cellular telephones shall be made or received only when necessary, when they do not interfere with working operations and should be completed as quickly as possible. The employee will pay for any personal long-distance call costs.

A supervisor may authorize an employee to use his/her own personal phone for city business and be reimbursed by the city for those calls. An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

General Cellphone Policy

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served during work hours.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-

issued phones or to employees required to carry their own phone for city business to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls without the use of a hands-free equipment, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
    - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions"

ELECTRONIC MEDIA USAGE POLICY

The city council authorizes the use of the internet and on-line services for the support of all city tasks. The city may review any employee's electronic files, messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other city policies.

Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purpose done on the employee's personal time is understandable and acceptable – as is the case with personal phone calls. Such personal use must not consume large amounts of city resources. Employees using electronic media and services for personal use waive any claims to privacy regarding that usage. Any costs incurred by the city due to personal use (such as printing costs, per-minute internet fees or cellular phone charges) must be paid by the employee.

Department directors will determine whether an employee should have access to a voice mail account and e-mail account. The director shall also determine whether the e-mail account should be set up for internal city use only or also for internet e-mail access.
In general, all messages left via e-mail or voice mail should be returned as soon as possible. If possible, message should be returned within the same shift as it was received. At a minimum, all messages shall be responded to within a 24-hour period.

EMPLOYEE RECRUITMENT & SELECTION

Scope

The city administrator or a designee will manage the hiring process for positions within the city. While staff may coordinate the hiring process, the city council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

Features of the Recruitment System

The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, (including Inter-jurisdictional transfers) or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made on application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The city administrator may extend the deadline for application. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The city council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the city council.

Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or another appropriate job-related exam. For example:

- Keyboarding exercise for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- "In-basket" exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the city council for planning or other director positions.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate's decision-making skills (can be role-played or multiple-choice questions).

Internal Recruitments

Internal recruitments will be open to any city employee who:

- has successfully completed the initial training period;
- meets the minimum qualifications for the vacant position; and
- currently is and for the past year has been in good standing with the city.

The city council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process a candidate must meet the minimum qualifications. In many cases the city will consider alternative experience if it is substantially equivalent to the qualification being required.

Pre-Employment Medical Exams

The city administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the city. (A licensed psychologist or psychiatrist will conduct Psychological/psychiatric exams.) The physician will notify the city administrator or designee that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate

requires accommodation to perform one or more of the essential functions of the job, the city administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the city administrator or designee and the hiring supervisor, subject to final hiring approval of the city council. Any, all or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final city council approval. Except where prohibited by law, the supervisor may terminate seasonal and temporary employees at any time, subject to city council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Big Lake needs.

Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration, but with approval of the City Administrator may be extended by, for example, an unpaid leave of absence.

ORGANIZATION

Job Descriptions

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the city council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description is reviewed by the city administrator or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the city administrator.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city administrator.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city administrator.

Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city administrator, subject to approval of the city council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

HOURS OF WORK

Work Hours

Supervisors with the approval of the city administrator will establish employee work schedules and opportunities to work remotely. The regular workweek for full time employees is four nine-hour days in addition to a lunch period, Monday through Thursday and one four-hour day on Friday, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments. - (**See Addendum for union contract)**

Part-time, Seasonal and Temporary Positions

In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Effective January 1, 2016, employees in part-time and temporary positions will not be permitted to work more than a monthly average of 29 hours/week, including hours worked and paid leave (such as annual leave or holiday leave), if applicable. All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Working a non-scheduled shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

Minors

The city will allow the hiring of minors age 15–17 for certain designated positions and with pre-approval from the city administrator or designee. The employment of minors shall conform to all applicable state and federal laws. Minors, under the age of 16, may not be employed during school hours unless they have special permission from their school superintendent and parents, according to applicable state law. Minors, 16 – 17 years of age, in high school cannot work before 5:00 AM on school days, or after 11:00 PM the evening before a school day. Minors, under the age of 16

cannot work before 7:00 AM and after 9:00 PM on any day. Minors cannot work more than forty (40) hours in a week or more than eight- (8) hours in any 24-hour period. The city shall have the discretion to utilize more restrictive rules when necessary to accommodate the needs of the city.

Core Hours

To ensure employee availability and accountability to the public the city serves, all non-union full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of **7:30 am to 5:00 pm, Monday through Thursday, and 7:30 am to 11:30 am on Fridays,** unless away from the work site for a work related activity or on approved leave, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments. The Liquor Store employee's core hours will be based on the hours of operation of the liquor store as scheduled by the store/assistant manager. **(See Addendum for union contract)**

Meal Breaks and Rest Periods

A paid fifteen (15) minute paid break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works **six** ~~**eight**~~ or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunchtime by saving these breaks. Employees working in city buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the city may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break with approval of supervisor. The supervisor or city administrator must approve exceptions.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city administrator, on the use of meal breaks and rest periods.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees who are not reporting to work for reasons of personal safety will not normally have their pay reduced because of this absence. Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor, approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.

In the event the city closes due to weather or other public emergencies, refer to the City's policy on Earned Sick and Safe Leave.

COMPENSATION

Regular employees of the city will be compensated according to schedules adopted by the city council. Unless approved by the council, employees will not receive any amount from the city in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the city council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wage. While the Minnesota Government Data Practices Act (Minn.Stat.§13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end and in accordance with Minn. Stat. §181.72, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document, which purports to deny an employee the right to disclose the employee's wage.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages, which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.72, subd.3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651)284-5070 or (800)342-5354.

Job Classification and Pay Plan

The city administrator and finance department shall prepare a recommended job classification and pay plan, which shall recommend the minimum and maximum rates of pay for each job position not covered by the labor contract. - **(See Addendum for current pay scale and job descriptions)**

Each job position shall be assigned a salary range based upon, but not limited to the following factors:

- An evaluation of the know-how, accountability, problem-solving and working conditions of the position.
- The duties and rates of pay for other job classifications, whether comparable or not
- The prevailing rates of pay for comparable positions in both public and private sectors in the appropriate labor market.
- The cost of living as measured by the Bureau of Labor Statistics and Consumer Price Index
- The value of fringe benefits provided by the employer.
- Financial and fiscal policies and consideration of the city, and other pertinent economic factors.

Annual Review, Amendment and Modification

Each fiscal year, the city council shall review the pay plan and adopt salary ranges for each classification for that fiscal year. The city council may modify salary ranges at any time.

Hourly Rates of Pay

The city council shall establish hourly rates of pay for all positions not covered by the classification and pay plan.

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their electronic time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily, including the beginning and ending time of work each day and submitted to payroll on a biweekly basis. Each time-reporting form must include the electronic signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Timesheets must be received electronically by the finance department by **10:00** am on Monday of payroll week for payment on Wednesday. Timesheets submitted after the deadline will not be paid until the following payroll week.

Employees are responsible for notifying payroll of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Direct Deposit

The City of Big Lake does offer direct deposits to all employees, council members and commissioners. As of **January 1, 2019**, the city will only offer direct deposit, paper checks will no longer be issued to any staff, appointed or elected official.

Employees are responsible for notifying the payroll department of any change in banking information.

When paydays fall on a holiday, direct deposits are normally issued the day before the holiday.

Direct deposit paystubs will be emailed to the preferred email address given by the employee. Paystubs will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the city to give the other person the employees Paystub. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Overtime / Compensatory Time

The City of Big Lake has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The city administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Non-Exempt (Overtime-eligible) Employees

All eligible overtime employees will be compensated at the rate of time and one-half for all hours **actually** worked over 40 in one workweek. ~~**Vacation, sick, holiday and comp leave will count toward "hours worked."**~~ Compensation will take the form of either time and one-half pay or

compensatory time off **at the discretion of the employee's supervisor**. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the city administrator. **(See Addendum for union contract)**

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action. **(See Addendum for union contract)**

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. **This option must be approved and directed by the employee's supervisor**. The maximum compensatory time accumulated or balance for any employee is **40 hours**. Once an employee has a balance of 40 hours of compensatory time, no further compensatory time may accrue, and all further overtime will be paid in lieu of compensatory time. Employees may request and use compensatory time off in the same manner as other leave requests. **(Union employees refer to union contract)**

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The finance department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Exempt (non-overtime-eligible) Employees

Positions classified as Exempt do not qualify for overtime compensation per the Fair Labor Standards Act (FLSA). Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors, the city administrator, and the City Council. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one work week.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Big Lake will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.

- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
    - Paid leave has not been requested or has been denied.
    - Paid leave is exhausted.
    - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Big Lake may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any work week in which the budget-related deductions are made.

The City of Big Lake will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

PERFORMANCE REVIEWS

The city administrator or designee for periodically evaluating the performance of city employees will establish an objective performance review system. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The performance review document, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee with the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

Step increases are contingent on the employee receiving a positive performance review. If an employee does not receive a satisfactory performance review or better, they will not receive their next scheduled step increase. Step Increases, if applicable, will be as of January 1, of each year. Only one step increase will be issued within a calendar year.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Big Lake. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the city administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The city may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a property right to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period. Serious infractions

may require skipping either the oral or written reprimand, or both. The supervisor, with prior approval from the city administrator, issues written reprimands.

A written reprimand will:

- state what did happen.
- state what should have happened.
- identify the policy, directive or performance expectation that was not followed.
- provide history, if any, on the issue.
- state goals, including timetables, and expectations for the future; and
- indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension With or Without Pay

The city administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

The city administrator may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay conjunction with a termination. Suspension of a Department Head that lasts longer than two weeks will be approved by City Council at the next regularly scheduled Council meeting. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file, and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The city council must approve this action.

Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies with the approval of the city administrator.

Dismissal

The city administrator, with the approval of the city council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

GRIEVANCE PROCEDURE

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city administrator within seven (7) days after the supervisor's response is due. The city administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city administrator is final for all disputes with exception of those components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If grievance is not presented within the time limits set forth above, it will be considered "waived." If grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled based on the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and
- Merit pay awards.

The above list is not meant to be all-inclusive or exhaustive.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten **(10)** working days before leaving. Exempt employees must give thirty **(30)** calendar days' notice. The written resignation must state the effective date of the employee's resignation. **In order to facilitate a smooth transition out of the city, employees will not be approved the use of vacation during the resignation notice period, unless prior approved by the City Administrator.**

Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's **severance pay** and any future employment with the city.

Severance Pay

Employees, who leave the employment of the city in good standing by retirement or resignation, after working for at least one year, will receive pay for 100% of unused accrued vacation.

BENEFITS

Health, Dental, Life Insurance, Short-term Disability, Long-Term Disability

The City will contribute a monthly amount toward group health (**non-tobacco use rates**), dental, and life insurance, short-term and long-term benefits for each eligible full-time employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the city council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the finance department or the city administrator.

Insurance Opt-out.

The city no longer offers insurance opt-out program. Those employees that were grandfathered in as of 2015 will receive $150.00 per month opt-out payment or $69.23 per 26 payrolls. This amount will be frozen for all current employees participating in the opt-out payment.

Retirement

The city participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's social security and Medicare withholding).

For information about PERA, eligibility and contribution requirements contact the finance department.

Holidays

The city observes the following official holidays for all regular non-union full-time and permanent part-time employees: **(Union employees refer to union contract) – remove 2 floating holidays as of 1/1/17 and add 16 hours to vacation accrual. All holidays are paid at 8-hour shifts unless otherwise listed.**

New Year's Day	**Labor Day**
Martin Luther King, Jr. Day	**Veteran's Day**
President's Day	**Thanksgiving Day**
Memorial Day	**Friday after Thanksgiving (4 hours)**
Juneteenth Day (as of 6/19/2023)	**Christmas Eve closes at noon (4 hours)**
Independence Day	**Christmas Day**

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for city operations/facilities that are closed on holidays.

On Christmas Eve, all City offices will close at noon, unless Christmas Eve falls on a Friday, then it would be "observed" as the Christmas Day holiday and all city offices would be closed for the day.

Full-time non-union employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Any employee on a leave of absence without pay from the city is not eligible for holiday pay. **(Union employees refer to union contract)**

All regular full-time and permanent part-time employees scheduled to work on a city "observed" holiday will receive one- and one-half times **(1.5)** their regular hourly rate for the hours worked on that day.

Exempt employees who are required to work on an observed holiday may take another day off in-lieu of the observed holiday **in the same pay period**.

Employees wanting to observe holidays other than those officially observed by the city may request either vacation leave or unpaid leave for such time off.

LEAVES OF ABSENCE

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Minnesota Paid Leave Effective January 1, 2026

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Big Lake is seeking approval from the state to provide an equivalent plan through an approved private insurance carrier. MNPL benefits are funded through premium contributions payable to the city's private insurance carrier. The premium cost will be split between the city and employees as follows: The City of Big Lake will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility
Eligibility determinations for MNPL benefits are made by the City's private insurance carrier. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

Benefit Amount
An employee's weekly MNPL benefits are calculated and determined by the private insurance carrier, in the manner required by law.

Leave Entitlement and Usage
The city's private insurance carrier may approve MNPL leave for the following conditions in a benefit year: (MNPL requires that each event for which leave is taken must be at least a seven-day qualifying event, unless the leave taken is intermittent.)

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
    - Bond with a child through birth, adoption, or foster placement
    - Care for a family member with a serious health condition
    - Support a military family member called to active duty
    - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking.

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave
Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to Human Resources of the need for intermittent leave *before* applying for MNPL benefits through the city's private insurance program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **one** hour. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- **Family member**s include:
  - Spouse or partner.
  - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
  - Parent or person who raised you.
  - Sibling
  - Grandchild or grandparent
  - In-laws (including son, daughter, father, or mother)
  - Anyone close to you who depends on you like family, even if not related by blood.

- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim with the city's private insurance carrier, employees should reach out to Human Resources to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two weeks' notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

How to Apply for Minnesota Paid Leave

After your leave has been discussed with Human Resources, you may apply for MNPL through the city's private insurance carrier. Human Resources will provide you the contact information.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave]

The city offers a short-term disability (STD) policy, for those staff covered by the city's health insurance. This benefit may run concurrently with other leave types and require a separate filing process in accordance with the terms of the STD policy. Employees should contact Human Resources for guidance and filing assistance. Please note that STD benefit payments may be reduced, as outlined in the policy, if the employee is receiving other forms of paid leave benefits.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits

in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your regular wage or salary. For more information, contact Human Resources.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions.
2. arranged to write a check every month for the duration that the employee may be out. A signed wage deduction authorization form must be included with the leave request.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off earned at the rates set forth in this policy. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) anticipated to perform work for at least 80 hours in a calendar year for the city. The

provisions of this policy meet or exceed the requirements under Minnesota's Earned Sick and Safe Time Law.

- Full-time employees accrue **3.70** hours per payroll of sick time which can be used for sick and safe leave.. Full-time employees will earn up to 96 hours a year.
- Part-time and seasonal employees will accrue the following.
    - 1 hour for every 30 hours of work in a calendar year or **.034** per hour worked.
        - Maximum accrual will be 48 hours in a calendar year.
        - Accrued balance will not be paid out at the time the employee leaves employment with the City of Big Lake
- A **Full-time employee** may carry-over accrued sick leave from year to year, but the maximum carry-over is 800 hours (100 days). An employee who has accumulated over 800 hours (100 days) in any year make an election between the options listed below and must notify the finance department by **December 15** of that year of the option elected .
    - A cash payout equal to 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); or.
    - A credit of four (4) hours of vacation leave for every eight (8) hours of sick leave accumulated beyond the 800 hours (100 days); the vacation leave is forfeited unless used during the next fiscal year.
- Part-time and seasonal employees are eligible to carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours at any one time**.**

Earned Sick and Safe Leave Use

The leave may be used as it is accrued and in ~~fifteen (15)~~ minute **one (1) hour** increments for the following circumstances:

- An employee's own:
    - Mental or physical illness, injury or other health condition
    - Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
    - Need for preventative medical or health care
    - Funeral and memorial services and other arrangements related to the death of a family member or to address financial or legal matters that arise after the death of a family member.
- Absence due to domestic abuse, sexual assault, or stalking of the employee or **employee's family member** provided the absence is to:
        - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
        - Obtain services from a victim service organization.
        - Obtain psychological or other counseling.
        - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking.
        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- Care of a family member:
    - With mental or physical illness, injury or other health condition

    - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition or
    - Who needs preventative medical or health care
    - ~~Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:~~
        - ~~Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking~~
        - ~~Obtain services from a victim services organization~~
        - ~~Obtain psychological or other counseling~~
        - ~~Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking~~
        - ~~Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking~~
- Closure of the employee's place of business due to weather or other public emergency or closure of a family member's school or care facility due to weather or public emergency, unless a public safety officer or employee's preassigned or foreseeable work duties during a public emergency or weather event would require the employee to respond to the public emergency or weather event. , pursuant to Minn. Stat. § 181.9447, subd. 1(4) and Minn. Stat. § 181.9447, subd. 12. **(Union employees refer to union contract.)**The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease

For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner.
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in local parentis.
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- Up to one individual annually designated by the employee.

Advance Notice for use of Earned Sick and Safe Leave
If the need for sick and safe leave is foreseeable, the city requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than two consecutive **scheduled workdays**, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

Retaliation prohibited
The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance-point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

Benefits and Return to Work Protections
During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums**.**

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

Sick pay upon separation
Regular full-time employees who separate from employment with the city in good standing shall be entitled to up to twenty (20) days of accumulated sick leave (**160 Hours**) to be paid to the employee upon resigning from the city, provided that all of the following conditions are satisfied: (**union members refer to union contract)**

- The employee must provide written notice of his/her resignation to the city at least two (2) weeks in advance of the employee's last day of work.
- The employee must have worked for the City of Big Lake for ten (10) consecutive years.
- The employee must sign a waiver of claims.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used or otherwise disbursed to the employee will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Personal Leave

Regular employees are granted two **(2)** days' 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 who have not yet completed their training period are not entitled to personal leave. **(Union employees refer to union contract)**

Short-Term and Long-Term Disability Benefits

The city shall provide short-term and long-term disability benefit programs for those regular full-time employees who are covered by **the City's health insurance plan ~~annual leave~~.**

- **Short-Term Disability (STD): Benefits shall be paid to eligible employees after twenty-two (22) consecutive calendar days of absence due to a qualifying illness or injury. STD benefits may run concurrently with other leave programs, including the Family and Medical Leave Act (FMLA) and Minnesota Paid Leave. STD payments may also be reduced if the employee is receiving other forms of paid leave benefits, in accordance with the STD policy**
- **Long-Term Disability (LTD): Benefits begin on the ninety-first (91st) day of the benefit period. LTD benefits provide up to sixty percent (60%) of an employee's wages for the duration of the disability or until the employee reaches age sixty-five (65), whichever occurs first.**

Employees should consult Human Resources for filing requirements, coordination with FMLA or Minnesota Paid leave, and detailed plan provisions.

STD Benefit Information

The amount of the short-term disability benefit payable shall be the difference between the employee's regular rate of pay, in effect at the time of the injury or illness, and any payment(s) the employee receives or anticipates receiving in the nature of wage loss replacement whether it be from workers compensation, Public Employees Retirement Association (PERA) disability, Social Security, personal injury protection, or any other source, payable from the 23rd calendar day following the employee's initial absence from work due to injury or illness and continuing for a maximum of ninety **(90)** working days.

Any employee receiving payments under the short-term disability benefit plan shall not accrue annual leave during the period of disability. In order to qualify for a short-term disability benefit, the employee shall submit medical documentation from a physician certifying that the first twenty-two **(22)** consecutive calendar days of the employee's absence were due to injury or illness.

In order to continue receiving short-term disability benefits, an employee must regularly submit medical documentation substantiating the disability for the duration of the disability at the city's request from a physician certifying that the absence from work is due to injury or illness.

The employee shall further provide the city with a release of medical information authorizing the city, or its agents, access to the employee's medical records relevant to the specific injury or illness in question for sustaining disability. The employee shall, if required or requested, submit to an examination at the city's expense by a physician designated by the city in order to verify the injury or illness claimed by the employee.

Before qualifying for short-term disability benefits, an employee must complete all required city forms to the city's satisfaction. In order to continue to receive short-term disability benefits, all required city forms must remain in effect for the duration of the disability.

Each new event, which results in short-term disability benefits, shall be preceded by a new waiting period of twenty-two **(22)** consecutive calendar days. Each new event shall be subject to the provisions of this Article.

Each day on which an employee is able to work less than four **(4)** hours per day shall count as one-half **(1/2)** day toward the ninety **(90)** day benefit period. If an employee returns to work on a part time basis during the ninety **(90)** day benefit period, each day in which the employee is able to work four **(4)** or more hours per day shall count as one **(1)** day toward the ninety **(90)** day benefit period.

~~Long-term disability benefits will begin on the ninety-first **(91)** day of the benefit period. Long-term disability benefits compensate employees for up to **60%** of their wages for the length of their disability period or until age 65.~~

Vacation Leave

Vacation Leave Schedule – added a step between 3 and 14

Years of Service	Annual Accrual
Less than 3 Years	14 Days - 112 hours - 4.30 hours/payroll
3 to 7 Years ~~14 Years~~	**20 Days - 160 hours – 6.15 hours/payroll**
7 to 14 Years	**22 Days - 176 hours - 6.76 hours/payroll**
Greater than 14 Years	26 Days – 208 hours - 8.00 hours/payroll

Eligibility
Full-time employees will earn vacation leave in accordance with the above schedule.
Part-time employees, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate
For determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use
After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

Requests for 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 city administrator. 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.

Requested vacation time can be for no more than two consecutive weeks at a time within a one-month time frame, unless the employee has received prior approval from the City Administrator based upon special circumstances.

Employees who terminate employment with the city and have vacation leave time remaining shall be paid for their accrued vacation leave, provided they have completed at least two thousand eighty **(2,080)** hours of employment **(one year)**, and leave employment in good standing. An employee will not earn any vacation leave for any pay period unless he/she is employed by the city on the last scheduled workday of the pay period. Employees must sign a waiver of claims prior to receiving a payout for accrued vacation time.

For purposes 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 charged vacation time for the period of the holiday.

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-fives (25) or 200 hours at the end of December 31 of each year will be forfeited, unless employee has received prior authorization of the city council to carry excess over to next year. If approval has been authorized, excess must be used within the first ninety (90) days of the new year. (Union employees refer to union contract) Vacation leave cannot be converted into cash payments except at termination.

Transfer of Accrued Vacation

The intent of this section is to allow for the transfer of accrued vacation from one employee to the sick leave account of another employee under only that health related, catastrophic circumstance where an employee is incapacitated to the extent of being unable to work. The city reserves the right to determine eligibility for vacation transfer on a case-by-case basis. Any requests to transfer vacation shall be submitted to the department director on forms supplied by the city. The finance director will determine if the request shall be approved. The employee may request that the city administrator may review the decision of the finance director. The decision of the city administrator shall be final. Exercise of the vacation transfer policy shall not establish a precedent or practice and shall not be subject to a grievance procedure. This policy may be suspended or terminated at any time by the motion of the city council.

Employees may transfer vacation to another employee's sick leave account under the following terms and conditions:

- All donations from a donor's accrued vacation leave will be credited to the recipient's sick leave account and use shall be subject to the policies governing the use of sick leave.
- The recipient must first use all accrued sick leave, vacation, compensatory time, and floating holidays before being eligible to receive donated leave.
- An employee receiving worker's compensation, indemnity payments, disability benefits, or other similar insurance payments are not eligible to receive donated leave.

- Any donation of leave must be at least 4 hours and not more than 40 hours per year from any one donor.
- The donated leave will be transferred at the donors pay rate and used at the recipients pay rate.
- Donations may be made retroactively, but not more than 60 days retroactively.
- Names of donors will not be revealed to the recipient, if so, requested by the donor.
- Under most circumstances, this policy will not affect the department budgets. In those situations, where a donated leave request will require a budget revision (for example, if a replacement worker is required for the worker on leave) than any donated leave requests will be subject to city council review and approval.
- The department director must submit the required Donated Leave Authorization Form to the finance director prior to the transfer of leave.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 40 hours a week. In certain circumstances, the city administrator can waive the four (4) hour minimal requirement. Exempt employees shall communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition of working extra hours, these employees may take some time off during their normal working hours with **supervisory** approval. The time off for extra hours will not always be on a one-for-one basis.

Funeral Leave

Employees will be permitted to use up to five (5) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or city administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Immediate family (for purposes of this section) is defined as an employee's parent, stepparent, spouse, child, stepchild, brother, sister, stepbrother, stepsister, grandparent, grandchild, spouse's parent, brother-in-law, sister-in-law, or member of the immediate household.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, vacation, sick leave, or other benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days' paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent from military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals. Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on unpaid leave of absence.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take leave without pay. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Employees compensated for jury duty time off will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and the Clerk of Court completes the pay form so the city will be able to determine the amount of compensation due to the period involved.

Court Appearances

Employees will be paid their regular wage to testify in court for city-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with city employment, minus mileage reimbursement, must be turned over to the city.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member

(immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members.]

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and arrange for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

An employee injured in the line of duty, covered by the Workers Compensation Law of the State of Minnesota, and eligible for worker's compensation pay, shall be guaranteed their regular base rate of pay by the Employer for a maximum of ninety **(90) working days**.

Injury on Duty (IOD) pay will start after the employee has been off work due to the injury three (3) working days. The employer shall pay the difference between the employee's weekly pay and their weekly workers' compensation check to the extent that the employee's after-tax net take home does not exceed the employee's after-tax pay earned while working.

When the employee has exhausted the employee's ninety- **(90) day IOD bank**, the employee may then draw on the employee's accumulated sick leave and other leave banks.

No employee may return to duty without medical verification that the employee is capable of returning to work and performing all the regular duties of their job description unless a return to work under light duty can be arranged.

The injured employee will allow the employer access to the employee's medical records on file with the Workers Compensation Insurance Carrier or State Workers Compensation Commission. Additional benefits paid to the employee will not be charged against the employee's annual leave or other accumulated benefits within the sixty- (60) day period.

Pregnancy and Parenting Leave

All employees are entitled to take unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Leave under this section must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin

within 12 months after the child leaves the hospital. Employees should provide reasonable prior notice, which is at least **12 days**. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued ~~**leave (i.e., sick leave, vacation leave, etc.)**~~ **vacation leave, and employees may choose, but are not required, to use any accrued Earned Sick and Safe Time** during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed the employee's regular wage or salary.

The employee is entitled to return to work in the same position and at the same rate of pay, the employee was receiving prior to commencement of the leave.

~~Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.~~

Group insurance coverage, including any employer contributions towards the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay the employee share of the cost of the benefits.

~~**Effective July 1, 2023**~~**,** The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Administrative Leave

Under special circumstances, an employee may be placed on administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city administrator with the approval of the city council. The city administrator may place an employee on paid administrative leave for up to two weeks without council authorization due to a pending investigation.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work

hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours are over and above the amount of accrued time the employee has earned.

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty (20) days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday.

The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues. Effective July 1, 2023, employees may be absent from work for the time necessary to vote to include voting during the period allow for voting in person before election day.

Regular Leave without Pay

The city administrator, upon approval of the employee's department director, may authorize leave without pay for up to six (6) months. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally an employee while on leave without pay will not earn employee benefits. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the city council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave (*annual leave*). Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave (*annual leave*) based on actual hours worked.

Leave without pay will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved. To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave.) Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Permanent employees returning from leave without pay for a reason other than a qualified Parenting Leave or FMLA will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

Family and Medical Leave (FMLA)

City Employees are subject to the Federal Family and Medical Leave Act. The following section is meant to be a summary of the Act. To the extent that this section differs from the requirements of the Act, the Act controls, FMLA forms may be obtained by contacting the city administrator.

Eligibility

To qualify to take FMLA leave under this policy, an employee must meet all of the following conditions:

- Have worked for the city for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the city generally will not consider any service 7 years prior to the employee's most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence.

Type of Leave Covered

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care (must conclude within 12 months after the birth or placement).
- To care for a spouse, child or parent who has a serious health condition.
- Due to the serious health condition that makes the employee unable to perform the essential functions of the position; and
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Length and Amount of Leave
The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a calendar year.

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to 26 work weeks of leave during a 12-month period to care for the service member with a serious active-duty-related illness or injury. The leave is allowed once per service member and once per injury.

How Leave May be Taken
FMLA leave may be taken in 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed) or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed 12 work weeks. Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval. **If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.**

Notice
All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the city administrator. When the need for the leave is foreseeable, the employees must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin. If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures. If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

Certification and Documentation Requirements
For leave due to an employee's serious health condition or a family member's, the city will require the completion of a Medical Certification form by the attending physician or practitioner.

The form must be submitted to the city administrator within fifteen (15) calendar days after requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

The city may require an employee to obtain a second opinion from a provider which the city selects. If necessary to resolve a conflict between the original certification and the second opinion, the city may require the opinion of a third doctor. The third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) may be required before an employee can return to work. Failure to provide such certification, in a timely manner, may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification
Recertification of the need for leave may be required if the employee requests an extension of the original length approved by the city or if the circumstances regarding leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health conditions.

Reinstatement
Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits and other terms and conditions of employment. An employee's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

Notice of Intent to Return from FMLA Leave
The city requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Effect on Benefits
An employee granted leave under this policy would continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of city contribution as would have been provided had they been continuously employed during the leave period. All paid benefits run concurrently with unpaid FMLA benefits. If there are changes in the city's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. The employee must arrange with the City for payment of the employee's portion of premiums.

Activities Prohibited During FMLA
While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position. While on leave, an employee must abide by all rules of conduct set forth in this Policy. Failure to do so will result in disciplinary action up to and including termination of employment.

Seniority
Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation. However, seniority accrued prior to commencement of FMLA leave will not be lost.

Use of Accrued Paid Leave or Compensatory Time during Family and Medical Leave
~~**Prior to taking FMLA leave employees must use all accrued sick leave, vacation leave, (annual leave) and compensatory time unless their medical condition/injury is covered by worker's compensation or the absence qualifies under state Parental Leave Law**~~. FMLA will run concurrently with any leave and/or wage supplement for which you may be eligible for under local,

state, or federal law which may include Minnesota Paid Leave (MNPL) or Minnesota pregnancy and parenting leave. Rights to additional continued benefits will depend on whether leave is paid or unpaid. Employees may choose, but are not required, to use disability leave benefits (short-term disability or long-term disability), accrued vacation, Earned Sick and Safe Time leave benefits concurrently with FMLA.

Additional Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period my request an extension (up to the maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins the employee must use any accrued sick leave, compensatory time or vacation leave (annual leave) that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the city council's approval.

Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk. The city will provide a clean, private, and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. The city administrator on a case-by-case basis evaluates light duty. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the city administrator. The city administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city administrator.

The city may require a medical exam conducted by a physician selected by the city to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the city administrator whether to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months (6).

If the city offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The city will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth, without advice of a licensed health care provider or certified doula:

- more frequent restroom, food, and water breaks;
- seating;
- limits on lifting over 20 pounds

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

EMPLOYEE EDUCATION & TRAINING POLICY

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The city will pay for the costs of an employee's participation in training and attendance at professional conferences, if attendance is approved in advance under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description,

annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city. The supervisor and the city administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Job-Related Meetings

Attendance at professional meetings costing $500 or less and directly related to the performance of the employee's work responsibilities does not require the approval of the city administrator. Advance supervisor's approval is required to ensure adequate department coverage.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate form- **see addendum**. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employees' work responsibilities with the city. The employee's supervisor and the city administrator must approve requests totaling more than $500. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. Please refer to travel policy in financial policies. **The city administrator reviews all requests for out-of-state travel for approval/disapproval.**

Not to Exceed Figure

Payment of training and/or conference expenses must not exceed $5,000 per employee per fiscal year, excluding travel and subsistence costs. Exceptions must receive approval by the city administrator and/or city council.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

Memberships and Dues

The purpose of membership to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available. Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Meeting Food/Meals

The city council recognizes that situations in which city business needs to be discussed can and does occur during meal hours (i.e. luncheon meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may add to the success of the meeting and/or event and create a more productive workforce. The following items are deemed to meet the council's definition of public purpose expenditures regarding food and meals:

- Meals and/or refreshments are allowed at employee meetings and events that have a purpose of discussing city issues or are a part of employee training. These meetings would normally have a pre-planned agenda. This does not include routine staff meetings.
- Meals and/or refreshments are allowed when they are part of a breakfast/lunch/dinner meeting for official city business when it is the only practical time to meet. Usually, these meals involve meetings with council members, committee/commission members or local business/service organizations.
- During official meetings of the city council, council committees, advisory boards/commissions and taskforces.
- Welcome break, open to staff several times per year, to allow employees time to network and meet new staff members.

The cost of these meals is included in the department's meal line item in the city budget. These line items are approved annually by the city council as part of the overall budget approval process which includes a public hearing on the proposed budget.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel because a city vehicle is not available and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the city council, not to exceed the allowable IRS rate. Mileage will be calculated at the lessor of:

1. Miles actually driven to and from a meeting, training, or temporary work location or
2. The miles that would have been driven had the employee traveled directly from and returned directly to their workspace.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of GSA or per diem per day will be allowed.

All reimbursement requests must be submitted within 30 days after the expense is incurred ~~in~~ order to receive reimbursement. Late submissions are not eligible for reimbursement.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

EMPLOYEE SERVICE RECOGNITION PROGRAM

The City of Big Lake will recognize the longevity of its employees by presenting awards for years of service. The Employee Service Recognition Program will recognize all regular, permanent part-time employees who work 20 or more hours a week, year around.

The employees will be recognized in the quarterly newsletter as well as during the monthly update of the department at the city council meeting by the department director. The department director will arrange a meeting to present the Service Award to the employee during working hours. Employees will receive the following awards in recognition of their years of service with the city:

- 5 years – Big Lake Swag and $20 local business gift card
- 10 years – Big Lake Swag and $30 local business gift card
- 15 years – Big Lake Swag and $40 local business gift card
- 20 years – Big Lake Swag and $50 local business gift card
- 25 years – Big Lake Swag and $60 local business gift card
- 30 years – Big Lake Swag and $70 local business gift card
- 35+ years – Big Lake Swag and $80 local business gift card

All gift certificates will be from a local City of Big Lake Business, excluding Lake Liquors.

OUTSIDE EMPLOYMENT POLICY

The potential for conflicts of interest is lessened when individuals employed by the City of Big Lake regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor, for the city administrator all outside employment must be approved by the personnel committee. All employees must sign documentation of any outside employment yearly to be filed in the individual's personnel file. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator. For the city administrator, the City Council will need to approve any outside employment. Any city employee accepting employment in an outside position that is determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies because of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.

- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict, with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

SAVINGS CLAUSE

This policy is subject to the laws of the United States and the State of Minnesota; in the event that any provision shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be void. All other provisions of the policy shall continue and remain in full force and effect.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours
The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits
Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

Core Hours
The core hours that all employees (exempt and non-exempt) are expected to work are 7:30 a.m. to 5:00 p.m., Monday through Thursday and 7:30 a.m. to 11:30 p.m. on Fridays. Police, fire, liquor and public works employees do not have core hours and work the schedules established by their supervisors.

Compensatory Time
For non-exempt employees, time off work at one-and-one-half times the number of overtime hours worked.

Demotion
The movement of an employee from one job class to another within the city, where the maximum salary for the new position is lower than that of the employee's former position.

Department
A branch of city administration with responsibilities for one or several assigned functions.

Direct Deposit
As permitted by state law, all city employees can be required to participate in direct deposit.

Employee
An individual who has successfully completed all stages of the selection process including the training period

Exempt Employee
Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act

FICA (Federal Insurance Contributions Act)
FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The city contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year
The period from January 1 to December 31

Full-time Employee
Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Hours of Operation
The city's regular hours of operation are Monday through Thursday from 7:30 a.m. to 5:00 p.m. and Friday, from 7:30 a.m. to 11:30 a.m.

Immediate Family Member
The following persons related to the employee shall constitute an immediate family member spouse, child, parent, grandparent, sibling, parent-in-law, grandparent-in-law and sibling-in-law.

Inter-jurisdictional Transfer
A transfer of a qualified person to the city from another local, state, federal or other governmental agency. The person to be transferred holds a position that is the same or equivalent to the vacancy in the city and/or meets the relevant minimum qualifications for the city's position.

Job Classification
A group of positions sufficiently alike in duties, qualifications, authority and responsibility to warrant the same job title, grade and pay schedule.

Job Description
The written description of a job containing a title, a statement of duties, authority, responsibilities and the qualifications deemed necessary and/or desirable for the satisfactory performance of the duties of the job.

Lay-off
The separation of an employee from employment is due to elimination of a position.

Management Employee/Department Director
An employee who is responsible for managing a department or division of the city.

Non-exempt Employee
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Overtime
Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Part-time Employee
Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Pay Period
A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

Performance Report
A review of an employee's performance by the employee's supervisor to communicate an employee's strengths or deficiencies, as well as expectation for improvement.

PERA (Public Employees Retirement Association)
Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

Probationary Employee
Any employee who is working in a position for the initial six-month period of employment (does not include union employees). The probationary period can be extended by up to six months with approval of the City Administrator.

Promotion
Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify
Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee
Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn credit for seniority or benefits, except for Minnesota Paid Leave Program benefits and Earned Sick and Safe Time (ESST) leave as outlined in this personnel policy.

Service Credit
Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

Temporary Employee
Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn credit for seniority or benefits, except for Minnesota Paid Leave Program benefits and Earned Sick and Safe Time (ESST) leave as outlined in this personnel policy.

Training Period/Probationary Period
A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process. The training period/probationary period can be extended by up to six months with approval of the City Administrator.

Transfer
Movement of an employee from one city position to another of equivalent pay.

Weapons
Weapons are defined as including all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek
A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the city administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

PERSONNEL POLICY ADOPTION

The Personnel Policies shall be adopted by the City Council. The policies shall be reviewed by the Administration Department staff on an ongoing basis and any modifications made thereto must be approved by the City Council.

New Personnel Policies Adopted by City Council December 9, 2015 beginning 2016

Revisions:
September 1, 2016
December 14, 2016 beginning Calendar Year 2017
May 24, 2017
October 11, 2017
July 25, 2018
October 24, 2018
February 27, 2019
April 23, 2019
August 28, 2019
April 8, 2020
September 23, 2020
May 11, 2022
August 24, 2022
April 12, 2023
June 14, 2023
November 8, 2023
December 13, 2023
March 13, 2024
August 28, 2024
January 8, 2025
January 21, 2026

ADDENDUM

1. Pay Plan
2. Job descriptions
3. Forms

AGENDA ITEM

Big Lake City Council

Prepared By: *Gina Wolbeck, City Clerk*	**Meeting Date:** *1/21/2026*	☒ ***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

- Fire Board Meeting
- Big Lake Economic Development Authority Meeting
- Joint City/County/Township/School 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
- Fire Board Meeting
- Parks Advisory Committee

Council Member Seefeld

- Planning Commission Meeting

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENTS

N/A

INFORMATIONAL ONLY
Big Lake City Council

DRAFT CITY COMMISSION MINUTES	**FYI**

BACKGROUND

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

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

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

- **December 1, 2025 Planning Commission Meeting – approved minutes attached**
- **December 8, 2025 BLEDA Meeting – approved minutes attached**
- **December 22, 2025 Parks Advisory Committee Meeting – Meeting was cancelled**
- **January 5, 2026 Planning Commission Meeting – draft minutes attached**
- **January 12, 2026 BLEDA Meeting – draft minutes attached**

BIG LAKE PLANNING COMMISSION
MEETING MINUTES

DECEMBER 1, 2025

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Chair Lisa Odens, Alan Heidemann, Bryce Tradewell, Tony Velishek, Mason Busch, and Dustin Wiebold. Commissioners Absent: Paul Seefeld.
BLEDA Commissioners present: Donna Clarksean, Ken Geroux, Alan Heidemann, Paul Knier, Kristopher Knodle, Kathryn Parsons, and Jake Rohrbeck.
Also present: City Administrator Hanna Klimmek, Community Development Director Marie Popp, Finance Director Deb Wegeleben, Planning Technician Tara Kohl, and Planning Consultant Kendra Lindahl from Landform Professional Services LLC.

4. ADOPT AGENDA

Commissioner Heidemann motioned to adopt the agenda. Seconded by Commissioner Velishek. Unanimous ayes, motion carried.

5. OPEN FORUM

Chair Odens opened the open forum at 6:01 p.m. No one came forward. Chair Odens closed the open forum at 6:01 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF NOVEMBER 5, 2025

Commissioner Busch motioned to approve the November 5, 2025 Planning Commission meeting minutes as presented. Seconded by Commissioner Wiebold, unanimous ayes, motion carried.

7. BUSINESS

7A. PUBLIC HEARING – CHAPTER 10 (ZONING ORDINANCE) AMENDMENTS AND REVIEW OF AMENDMENTS TO CHAPTERS 6 (TRAFFIC), 10 (ZONING CODE), 11 (SUBDIVISION) AND 13 (SIGNS) OF THE BIG LAKE CITY CODE.

Kendra Lindahl reviewed the planner's report for recommended code revisions to Chapters 6 (Traffic), 10 (Zoning Code), 11 (Subdivision), and 13 (Signs) of the Big Lake City Code. Lindahl shared that the City of Big Lake completed a repeal and replace of the Zoning Ordinance, Subdivision Ordinance and Sign Ordinance in 2023 (ordinance adopted April 26, 2023). When the new ordinances were adopted, staff noted that regular review and updates should be expected to correct any errors and address policy changes as needed. Lindahl reviewed a summary of the key changes for each chapter.

Chair Odens asked what was meant by clarifying intent with parking as the only change she found was regarding surfacing. Lindahl explained that the intent was to require an improved surface for drainage and not allow parking on grass.

Chair Odens opened the public hearing at 6:11 p.m. No one came forward. Chair Odens closed the public hearing at 6:11 p.m.

Commissioner Heidemann motioned to recommend approval of the proposed code revisions to Chapters 6 (Traffic), 10 (Zoning Code), 11 (Subdivision), and 13 (Signs) of the Big Lake City Code. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

7B. BLEDA AND PLANNING COMMISSION STRATEGIC PLANNING DISCUSSION

Marie Popp reviewed information from the Big Lake Economic Development Authority and Planning Commission strategic plans and asked the two committees to have a joint discussion to align goals and strategies moving forward.

Popp shared data related to the different tax bases within the City and the Commissioners discussed the impacts of residential, commercial, and industrial properties on the tax base.

Popp presented information regarding a City-owned property on Putnum Avenue.
Commissioner Knier asked what options were available for this property.
Popp and Wegeleben responded that they could sell or market the property.

Chair Odens asked if it would be a significant investment to market the property.
Popp responded that it would be included in marketing of the City as a whole.
Commissioners discussed the current zoning of the property and there was consensus that it should remain zoned as B-1 Community Business District for the time being.
Commissioners also discussed the potential development of the surrounding parcels.

Popp presented information regarding the BLEDA-owned property at 421 Foley Avenue and discussed the clean-up process and investment that is required for the property.
Knier asked about business subsidies and applicability.
Commissioners discussed the current R-3 High Density Residential District zoning of the parcel and the surrounding parcels as well as past conversations of converting the larger area to high density residential.
Commissioners discussed potential projects and challenges for the property and surrounding area.
Commissioner Knodle suggested getting the site cleaned up and then seeing what the interest is.
Commissioners discussed and agreed that the zoning should be kept as R-3 for the time being, but they were open to hearing other ideas if approached.
Popp shared that dependent on the end user, there are some grant programs that may be available for commercial or industrial businesses on the site.

Popp presented information regarding the BLEDA-owned property located at the corner of Eagle Lake Road and Martin Avenue.
Commissioners discussed the challenging size of the lot and potential uses of the parcel, including green space, parking, and more. Commissioners recommended that staff mark setbacks on the site to identify if the lot is buildable as is.

Popp discussed the Transit Oriented Development area and potential changes coming with the Northstar rail discontinuation and the potential to do a small area plan with the transition.
Commissioner Heidemann suggested looking at the zoning requirements for the area while keeping it a TOD.
Lindahl stated that they are tracking it, but it is not time sensitive at this point.

Popp presented information on the Smith property and the surrounding parcels in the area for the potential public safety facility. Popp asked the Commissioners if they would be open to considering rezoning the parcels from R-3 and B-2 to industrial or if they would like them to remain as is. Popp shared that there would be additional grant opportunities for the expansion of Minnesota Avenue if the properties were industrial.
Commissioners agreed that they would be open to rezoning the area as industrial if a proposal came forward.

Popp presented information on a Rail Park Study that was done in 2018 on the western side of town and shared that there has been interest in these properties. Popp shared that there may be a map update to color this area as industrial and further development that may come along in this

area.

Popp shared that there would be upcoming code revisions of the R-5 Residential district and the Shoreland Overlay District.
Commissioner Geroux asked about the timeline for the revisions.
Lindahl responded that they are kicking off in January and are anticipating a 5 month timeline to include DNR negotiations.

Popp shared that there will also be land use and zoning map updates coming in the near future.

Commissioners discussed EDA and Planning Commission strategic plans.
Knier asked about action item 2 on the Planning Commission strategic plan and stated that he was not familiar with any projects regarding transportation and grant funding at this time.
Odens responded that it was not an item being actively pursued, but there is funding available for engineering, roads, and sidewalks and they would support the City Council if they were to pursue these grants.
Knier stated that he does not like complete streets and he objects to them being included in the strategic plan.
Klimmek stated that in order to score high on grants you need to have a complete street policy.
Knodle stated that he is concerned that it is a high priority item for 2026.
Popp responded that it was included there for a portion of the items, but not that item specifically.
Odens asked if it would come back to Planning Commission for discussion.
Popp responded that they will go back to the Commission prior to going to City Council workshop.
Lindahl stated that action item 1 included the Engineering Standards that still need to be done and that is a high priority item for 2026, and action item 2 is separate.
Popp responded that we included it in that section under the transportation header, but it can be put in a separate section.
Knier stated that it should be separated and reworded.
Odens asked if there is anything that comes up in the EDA's work that we could improve.
Popp responded that maximum building height in industrial zones has been brought up.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update and 2025 Planning Commission Year in Review. Popp reviewed ongoing projects including the M & M Precision Machining, and White Bear Clothing Co. Popp shared that two planning commission member terms are up at the end of this year and the panel is recommending the appointment of Jake Geroux and Alan Heidemann.

9. **COMMISSIONERS' REPORTS** – none.

10. **OTHER** – none.

11. **ADJOURN**

Commissioner Heidemann motioned to adjourn the meeting at 7:39 p.m. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES

MONDAY, DECEMBER 8, 2025

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: BLEDA Executive Director Marie Popp, City Administrator Hanna Klimmek, BLEDA Assistant Treasurer Deb Wegeleben and BLEDA Secretary Lisa Miller.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF NOVEMBER 10, 2025

Commissioner Rohrbeck motioned to approve the November 10, 2025, BLEDA Minutes with a correction to item No. 6B. Remove meeting adjourned and replace with motion carried. Seconded by Commissioner Parsons, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. PUBLIC SAFETY FACILITY COMMUNICATION

Popp discussed BLEDA's involvement in the Big Lake City Hall relocation and Public Safety Facility planning since the inception of the idea. Popp requested the Commissioners review the Public Safety Facility Communications and provide feedback to ensure the information is clear, accurate, and understandable. Popp mentioned the goal is to create materials that effectively

inform the general public, as well as stakeholders, who may be interested in the current City Hall site. Popp explained BLEDA's input will help staff refine the messaging so that it not only addresses community concerns but also supports transparency and engagement around the city's long-term planning efforts. Popp noted staff will continue gathering additional supporting information, including photos of issues in the current facilities, to further document the project. Commissioners were able to view photographs of the current Police Department facility and its deficiencies along with Carousel Works and provide comments.

City Administrator Klimmek summarized the Police Station and City Hall overall space limitations is what the city is dealing with. Old buildings do not support technology and security. The City is not meeting Criminal Justice Information Services Security Policy (CJIS) requirement for the physical space of the Police Department.

Commissioner Geroux discussed how he was surprised when he toured the Big Lake Police Department facility and the deficiencies. Geroux mentioned when the committee started touring other facilities that were actually police stations, every facility had components that were consistent. Most of the similarities had to do with processing suspects securely and safely. Geroux mentioned he took note on the difference in locker rooms. Officers work different shifts and sleep at the station a lot of times. Big Lake does not offer a private shower or locker. Geroux explained his biggest concern with these conditions and the difficulty in attracting employees, especially in this sector, is Big Lake is going to become a training facility for individuals coming out of school. Big Lake will put them through the two-year season just to have them go to another city that provides a police station to work out of. That is a big concern for Geroux because training is expensive, employee turnover is extremely expensive, but when you get into public service, turnover is extremely expensive.

Commissioner Knodle discussed he is a retired police officer and feels facilities are not going to what keeps officers at their jobs; it is what you pay the officers. Knodle stated he was a union representative for 10-15 years. Officers leave to go to the bigger cities where they will make more money. Knodle noted he understands what Geroux is saying but does not feel a new public safety facility is a solid point that is going to keep our cops. Wegeleben added it may not be the new facility but having a facility that meets CJIS and BCA requirements is her concern.

After reviewing slides showing the deteriorated condition of Carousel Works, Klimmek noted that following the tour of the building, there was discussion about ways to inform the public of its current state.

Knier noted that, as members of the BLEDA, Commissioners may receive questions from the public, making it important for them to understand the current condition of both locations. Geroux emphasized that the BLEDA should own the narrative of the project, as it has been a BLEDA-driven initiative from the beginning. Popp stated work is underway on the website components that will explain the project and its timeline.

Klimmek reported that the Public Building Planning Committee (PBPC) has selected Bradbury Stamm as the Construction Manager at Risk (CMAR). Bradbury Stamm was one of three firms interviewed and demonstrated a strong commitment to the project. They will be contracting with GLT Architects and BKV Group, the latter being a nationally recognized designer of police facilities. Bolton & Menk will provide engineering services, and True North will complete the security and technology design. Knier added he was very impressed with Bradbury Stamm's interview. Klimmek noted the contract with Bradbury Stamm is currently being finalized. Klimmek also stated on January 21, 2026, the Lease-Revenue Bond, lease agreement, and contract are scheduled to move forward. She added the Council plans to ask the library whether they will require a resolution or letter to determine their needs. The library will not begin this process until directed by the Council and must formally approve any new space. A deadline of May 1, 2026, has been provided to the library. If this timeline cannot be met, proactive communication will be essential. Should the library decline, further discussions will be necessary.

Knodle asked about the final total cost of the project. Klimmek explained the City will not receive a guaranteed maximum price through the CMAR process until summer 2026. She added the City Council must still approve the project cost, which is set at $33 million, and the project cannot exceed that amount. Knier noted the goal is to come in under the $33 million. Knodle asked which cities the PBPC toured and whether they were comparable to Big Lake. Klimmek reported the committee toured facilities in Fridley, New Hope, Crystal, Cross Lake, Nisswa, Waite Park, and Sauk Rapids. While some of these cities are larger than Big Lake, she noted the same core functions and needs apply—just on a smaller scale for Big Lake. Wegeleben added during the facility tours, the PBPC focused on how spaces were designed and considered how certain features could be scaled down to better fit the needs of Big Lake's Public Safety Facility.

Staff is requesting that Commissioners review the "Why" handout included in their packet and provide feedback on the various bullet points that could be used during the upcoming Public Hearing. The goal is to create a short and impactful list, which is challenging given this project has a long history and a significant amount of work has already been completed and needs to be shared. Geroux noted the City Council has been involved in the process throughout all stages of the project.

Commissioner Rohrbeck asked about the usage of Big Lake's library compared to other libraries within a five-mile radius. He noted the footprint and cost of the proposed library site seemed large, especially considering there are three libraries within that distance, including the Monticello library, which was completely remodeled last year. Knier estimated the cost at approximately $1.2 million. Geroux added this figure is based on square footage and noted the final cost could potentially be lower. Rohrbeck reviewed at a total cost of $33 million, the cost per square foot would be approximately $594. He shared he and his family previously used the Monticello library, but now that his children are in school, they primarily use the school library. Knier mentioned there had been discussions about whether Big Lake could move forward

without a library. Commissioner Clarksean added she occasionally attends meetings at the Police Department and is always impressed by how many people come and go from the library, an observation Geroux said he has shared. Knier commented the library does have a significant number of users. While some residents say they never use the library, many acknowledge that they should use it more. He noted it is a valuable community resource, even if he personally does not use it. Clarksean noted the library offers many services and programs people may not be aware of. Knodle asked how many people use the library based on library card registrations. He added those who may oppose the project are likely to focus on the price tag and question why such a significant amount of money is being spent on a library. Knodle requested a detailed breakdown of the costs for constructing the new City Hall. He said he appreciates how the costs for the new Public Safety building were itemized and would like to see similar information for City Hall. Klimmek explained that while that could be considered, the original intent was to relocate City Hall because the current site is designated for redevelopment. Knodle stated the issue is not the need for the building, but that taxpayers are likely to question why a $33 million building is necessary. Knier explained he does not believe the building will cost $33 million, but that amount needs to be borrowed to ensure the project is completed. If the final cost comes in at $27 million, the remaining $6 million could offset tax increases for residents. Wegeleben clarified the primary reason for relocating City Hall is to return the current property to the tax roll. Constructing separate facilities would cost approximately $15 million for City Hall and $19 million for the Police Department. By consolidating these into a single facility, it would save taxpayer dollars. Knier acknowledged that while some public opposition is expected, it is likely minimal. He emphasized buildings deteriorate over time, and repairing City Hall's failing HVAC system, structural components, and roof would cost millions—yet still leave the City with an outdated facility. Geroux noted he has received positive feedback from residents, including comments that completing the project a decade ago would have cost significantly less and that the initiative reflects community pride and investment in its future. Geroux expressed appreciation for the current Council and EDA, noting their willingness to undertake this project and prioritize the city's long-term interests over short-term considerations. Clarksean noted one-on-one conversations with residents are often more effective than group sessions, as they allow for deeper discussion and better understanding. Wegeleben emphasized the importance of equipping Commissioners with clear, consistent information to ensure they can confidently communicate the project details and maintain a unified message when speaking with residents. Rohrbeck inquired about interest in the current City Hall site. Klimmek confirmed several parties are monitoring the property and checking in periodically. Parsons added that interest was expressed at the MNCAR event two years ago. Klimmek asked Commissioners to confirm their approval of the narrative and talking points. Heidemann stated the materials are well-prepared and accurately reflect discussions held over the past three to four years. Klimmek stated part of Bradbury Stamm's responsibility is to ensure effective communication with the public throughout the project. Rohrbeck asked whether a town hall meeting would be held to discuss the Public Safety Facility and allow residents to ask questions. Klimmek confirmed this will be part of the process and noted Bradbury Stamm will be involved along with herself and the PBPC.

6B. 421 FOLEY AVENUE SITE UPDATE

Popp discussed staff and Braun Intertec have been in discussions with the Minnesota Department of Agriculture (MDA) on the 421 Foley Avenue site for clean-up efforts. MDA completed a site visit on November 20, 2025, and provided additional guidance on the potential next steps. Popp discussed that BLEDA and the City may be able to demolish the buildings, but the concrete slabs will need to stay in place and be sealed so as not to disturb the soil. Popp noted the soil can be remediated at a later time. Popp mentioned the cost estimate amendment with Braun Intertec will be for the following work: 1.) Prepare an Environmental Letter Report summarizing previous soil and groundwater sampling activities completed as part of discovery sampling. 2.) Prepare a Limited Bid Specification Package for the demolition of above-grade building components, and 3.) Submit the Environmental Letter Report, AgESA Addendum Letter, and Past/Proposed Actions Letters to the Minnesota of Agriculture (MDA) requesting the issuance of a Retroactive No Association Determination Letter. Popp explained the No Association Determination letter helps to protect the City and BLEDA from liability for full site clean-up and noted this is important when pursuing a partnership on site clean-up and potential reimbursement for clean-up efforts. Knier asked whether the $35,800 amendment, plus the additional $1,000–$2,000, was intended to cover due diligence only and not include building demolition. He also inquired who would be responsible for completing the demolition. Popp stated that the City will need to hire a contractor for demolition. The amendment includes preparing detailed demolition specifications. Updated information will be provided to contractors, clarifying that concrete slabs must remain in place. This adjustment will allow contractors to revise their bids and reduce costs while ensuring compliance with site requirements. Knier inquired about grant opportunities for the clean-up costs estimated at approximately $300,000. The MDA grant is payable to private entities only not public entities. Knier asked if they could guarantee the private entity would get the 80% grant. Popp mentioned they cannot guarantee but from what the state discussed, this fund is available and the application is reviewed by a third-party group. Popp noted a lot of the fertilization plants, like 421 Foley Ave, have been successful in receiving the grant. Knier clarified it would be up to the city and previous owner to barter for the remaining 20% that would be owed. Knier asked who previously owned the property, and Popp responded it was Nutrien Production Services and Klimmek added Nutrien has been through this process multiple times. Knier asked when the project will be complete and Popp explained it is unknown. The timeline that is uncertain is the response from Nutrien back to the State of Minnesota. Rohrbeck asked when the buildings might be removed. Popp responded that demolition could potentially occur in spring 2026, provided the addendums are completed and required information is submitted to the MDA. Knodle asked if the majority of the soil testing is complete or if there is more testing that may be necessary. Popp explained that onsite 15 soil boarings were completed. The MDA advised that in order to clean it up, all soil must be taken out until there is a clean boaring. If there is 30 feet between boarings and one is clean and the other dirty, that entire 30 feet must be cleaned. There is a significant cost impact for each yard that is dirty soil with how much it is to remove versus if you spend $10,000 to have additional

boarings completed. There would be certain areas that will need to have boarings completed based on the walk-through but there are also other areas we will want to have additional boarings completed.

Commissioner Knier motioned to approve the cost estimate amendment in the amount of $35,800 with Braun Intertec for supplementary site due diligence at 421 Foley Avenue. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

6C. BLEDA STRATEGIC PLAN

Popp asked, as part of the ongoing effort to ensure the strategic plan remains relevant and aligned with BLEDA's priorities, for a review and update to the committee's strategic plan. During the December 1, 2025, joint BLEDA and Planning Commission meeting, the properties within BLEDA's strategic plan were discussed. Popp reviewed the different comments that were made during the joint group meeting. Popp asked that after BLEDA reviews the plan, they provide direction on whether to pursue a subcommittee dedicated to the strategic plan as similarly done in past years. Popp requested BLEDA provide recommendations or nominations if they choose to pursue the subcommittee. Knier asked whether the subcommittee included members from both BLEDA and the Planning Commission. Popp noted that, according to the 2024 minutes, the subcommittee consisted of Commissioners Geroux and Knier, along with Lisa Odens from the Planning Commission. The subcommittee met two to three times annually to review the strategic plan and related action items specific to the BLEDA strategic plan. Geroux stated that while he values subcommittees, he believes it is no longer necessary, as BLEDA has sufficient time during regular meetings to develop a strong strategic plan with a great group of Commissioner's. Wegeleben added that the Parks Board reviews its strategic plan at every meeting. Knier expressed support for eliminating the subcommittee. Geroux suggested scheduling a meeting to review the strategic plan, and Knodle provided examples of topics he would like addressed, particularly strategies for making properties more appealing. Knier shared in a meeting it was mentioned Big Lake is a gem in that there are so many positive things happening in the community but yet some people still have a negative view. We need to share how great Big Lake is. Rohrbeck suggested testimonials with businesses that have been built in the industrial park and how easy of a process it was.

Following discussion, the Commissioners unanimously concluded establishing an additional subcommittee was unnecessary.

6D. BLEDA BUDGET REPORT AND LIST OF CLAIMS – NOVEMBER 2025

Wegeleben reviewed the BLEDA Financial Report and List of Claims for November 2025 and the upcoming next steps and upcoming key dates for the Public Facilities Project. Wegeleben mentioned that the Public Hearing being held on January 12, 2025, residents will not be aware

the Public Hearing is only to establish the Economic Development District, not Lease-Revenue Bonds. It will be important for the BLEDA to have the established talking points.

Commissioner Knier motioned to approve the BLEDA Financial Report and List of Claims for November 2025. Seconded by Commissioner Geroux, unanimous ayes, motion carried.

6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE

Popp shared the permit activity as of November 24, 2025, has a valuation of $65,382,420 from improvements and new construction. Popp shared updates for ongoing projects including 421 Foley, the Pizza Factory relocation and extension, Hudson Woods Concept Plan, MTL Companies CR 15 development, Prairie Meadows 5th Addition, M&M Precision Machining and White Bear Clothing. Popp mentioned staff continues to receive inquiries on Industrial land and projects and that a concept plan for a single-family development north of the Hudson Woods has been received. The new concept plan is on land that would need to be annexed.

Knodle inquired whether the delay with the Pizza Factory project was due to the lender or the owner. Popp explained that both contributed to the delay, noting that the lender required revenue verification following a change in ownership, which led to extensions. Additional delays occurred due to price adjustments and the government shutdown impacting SBA reviews. Popp also announced that the Planning Commission will have two new members: Alan Heidemann, who is being re-seated, and Jake Geroux, whose term begins in January 2026. She reminded the group that BLEDA will hold two meetings in January, its regular meeting on January 12, 2026, and a special meeting on January 21, 2026.

7. OTHER

8. ADJOURN

Commissioner Clarksean motioned to adjourn the meeting at 6:42 p.m. Seconded by Commissioner Knodle, unanimous ayes, meeting adjourned.

- DRAFT MINUTES -
NOT APPROVED

BIG LAKE PLANNING COMMISSION
MEETING MINUTES

JANUARY 5, 2026

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIENCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Commissioners present: Chair Lisa Odens, Alan Heidemann, Paul Seefeld, Bryce Tradewell, Tony Velishek, Mason Busch, and Jake Geroux. Also present: City Administrator Hanna Klimmek, Community Development Director Marie Popp, Finance Director Deb Wegeleben, Planning Technician Tara Kohl, and Planning Consultant Kendra Lindahl from Landform Professional Services LLC.

Commissioners Heidemann and Geroux took their Oaths of Office.

4. ADOPT AGENDA

Commissioner Tradewell motioned to adopt the agenda. Seconded by Commissioner Heidemann. Unanimous ayes, motion carried.

5. OPEN FORUM

Chair Odens opened the open forum at 6:02 p.m. No one came forward. Chair Odens closed the open forum at 6:02 p.m.

6. APPROVE PLANNING COMMISSION MEETING MINUTES OF DECEMBER 1, 2025

Commissioner Heidemann motioned to approve the December 1, 2025 Planning Commission meeting minutes as presented. Seconded by Commissioner Velishek, unanimous ayes, motion carried.

7. BUSINESS

7A. CONCEPT PLAN FOR SHORES OF ELK RIVER (PIDS # 10-00122-1115, 10-00122-1117, 10-00122-1116)

Kendra Lindahl reviewed that Mary Christenson, of MC Land Holdings, LLC, has submitted a concept plan for a residential Shoreland PUD development on 50-acres (three existing lots) located in Big Lake Township. The property is located north of the Hudson Woods housing development across 201st Avenue. The existing properties are currently farmed on the south side of the properties and wooded along the Elk River. There are structures on the site, and the applicant has indicated that the eastern home would be preserved as part of the plat (on Lot 24, Block 1). The parcels are split by the Elk River, and most of the 8-acre portion north of the river is within the shoreland overlay and shown as an undeveloped outlot in the proposed concept. The subject application is for a residential development concept with 79 single family home lots on varying lot widths (70 feet to 80 +/- feet) and ranging from 10,178 sq. ft. to 83,952 sq. ft. in size. Of those 79 lots, 15 lots are shown as abutting up to the Elk River. The proposed gross density of the development is approximately 2.45 units per acre. Lindahl explained that the property will need to be annexed prior to a formal application.

Applicant Todd Christenson spoke about the project and shared that they get entitlements, install infrastructure, and then sell the finished lots to the builders. He stated that they wanted to have larger lots, and the non-riverfront homes will be within the $450,000 to $600,000 range. He shared that they anticipate using local builders, and all homes will be custom and reviewed and approved by an architectural committee consisting of the applicant and others to ensure conformity. He stated that they have an area set aside for ponding but have not done stormwater calculations. He anticipates losing lots for additional ponding area and for access to adjoining lots.

Chair Odens asked if the portion of land north of the Elk River was going to be annexed as well.
Popp responded that it is all part of one parcel and will need to be annexed.

Odens asked if the issues with the lot sizes that the applicant mentioned would be addressed with the revision of the Shoreland Ordinance.
Lindahl responded that outside of the R-5 District, there will likely always be larger lots required in the Shoreland District as part of the State's rules.

Odens asked the applicant if he saw issues with the Engineering comments.
The Applicant responded that he did not, and they do not think they will need a lift station based on preliminary engineering.

Odens asked what items still needed feedback from the Commission.
Lindahl responded that they could comment on which zoning district should apply, R-1 or R-2, and if they want to require a pedestrian walkway for the block that is longer than 900 feet.
Odens stated that she sees the value in a pedestrian walkway.

Commissioner Tradewell asked if there is any other place in Big Lake that has a road that has the pedestrian walkway.
Lindahl stated that it that it doesn't come up often as they prefer to not have streets that are that long.

Lindahl stated that this area is not included in the parks plan since it is not in the City and asked the Commission if they had any feedback on the need for any park or trails.
Commissioner Heidemann stated that he prefers to defer to the Parks Advisory Committee for those decisions.

Tradewell asked if there was interest in the parcel to the south and stated that if there is, it would make sense to extend the trails that are there, but if not, it doesn't make sense to enforce park requirements there.
Lindahl responded that there is someone looking at developing that parcel but there is not a trail connection that runs through the site.

Odens asked if the people in this development would have access to Hudson Woods Park.
Lindahl responded that they would.

Odens stated that it looks like a nice development and is complementary to the land and adjacent uses.

Commissioner Seefeld asked if the street connection from east to west is required by code.
Lindahl responded that it came from the Engineer's comments and she will need to look it up, but she believes it is. Lindahl stated that generally they require developments to stub infrastructure to adjacent parcels which includes streets and utilities.

Seefeld asked the applicant if Outlot A was going to be future ponding.
The applicant responded that it was.

Seefeld stated that he is good with everything and is happy that they are keeping the existing house.

Odens stated that she does not see any issues that would stop the project from moving forward if they address the Engineer's comments.

7B. SELECTION OF CHAIR, VICE-CHAIR, AND PARKS ADVISORY COMMITTEE (PAC) LIAISON POSITIONS

Tara Kohl reviewed that in 2025, the Planning Commission Chair, Vice-Chair, and PAC Liaison

positions were held by Lisa Odens, Tony Velishek, and Lisa Odens, respectively. In 2024, the Planning Commission Chair, Vice-Chair, and Parks Advisory (PAC) Liaison Committee positions were held by Alan Heidemann, Tony Velishek and Lisa Odens, respectively.

Commissioner Velishek stated that he would like to step back from the Vice-Chair position and nominated Commissioner Heidemann for the position.
Commissioner Heidemann responded that he would accept.

Chair Odens stated that she could continue as Chair and Parks Advisory Committee Liaison if no one was interested.

Commissioner Velishek motioned to appoint Commissioner Odens as Chair and Commissioner Heidemann as Vice-Chair. Seconded by Commissioner Tradewell, unanimous ayes, motion carried.

Commissioner Velishek motioned to appoint Commissioner Odens as Parks Advisory Committee Liaison. Seconded by Commissioner Seefeld, unanimous ayes, motion carried.

7C. PLANNING COMMISSION STRATEGIC PLAN

Tara Kohl reviewed the staff memo regarding the current strategic plan and presented the proposed modifications for discussion.

Chair Odens suggested breaking down items on the strategic plan by timelines.

Odens asked for clarification about the section that includes reviewing subdivision applications to ensure street designs incorporate tree preservation.
Commissioner Heidemann responded that he believes it was regarding boulevards and leaving existing trees along the road.
Odens asked if this would be changing our code.
Commissioner Seefeld stated that it sounds like it is adding tree preservation to street design.
Odens asked for clarity on what the goal of that item was and would like to refine or get rid of it.
Popp stated that we do have street trees in our code.
Lindahl stated that the previous discussion may have been about trying to layout the roads around the trees.
Seefeld suggested that they could reword it as promoting boulevard and street trees instead of tree preservation and creation of streets.
Commissioner Tradewell stated that having it in the strategic plan is redundant since it will be addressed on a case-by-case basis.
Seefeld stated that tree preservation applies to lot creation and asked if it applies to street creation.
Odens suggested changing it to say review benefits and detriments of street trees and recommend potential code revisions to Council.

Heidemann agreed with the suggestion.

Odens suggested adding reviewing codes on building height to the strategic plan.
Popp stated that we could include it with the other code revisions on the plan.
Odens stated that we could also review the 900-foot long street pedestrian requirement.

Odens asked for the Commission's thoughts on the wording of item two under transportation.
Odens suggested changing walking and biking to multimodal.
Commissioner Busch suggested saying pedestrian travel.

8. COMMUNITY DEVELOPMENT UPDATE

Marie Popp reviewed the Community Development Department update and 2025 Planning Commission Year in Review. Popp reviewed ongoing projects including BLEDA-owned 421 Foley Avenue, Prairie Meadows 5th Addition, and the upcoming Big Lake Economic Development Authority Public Hearing for the establishment of an Economic Development District. Popp also shared that the new Community Development Coordinator position has been posted and is now accepting applications.

9. COMMISSIONERS' REPORTS - None.

10. OTHER - None.

11. ADJOURN

Commissioner Seefeld motioned to adjourn the meeting at 6:58 p.m. Seconded by Commissioner Tradewell unanimous ayes, motion carried.

**- DRAFT MINUTES -
NOT YET APPROVED**

**BIG LAKE ECONOMIC DEVELOPMENT AUTHORITY
MEETING MINUTES**

MONDAY, JANUARY 12, 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: BLEDA Executive Director Marie Popp, BLEDA Assistant Treasurer Deb Wegeleben, BLEDA Secretary Lisa Miller and Tammy Omdal, Managing Director of Northland Securities.

4. ADOPT AGENDA

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

5. APPROVE BLEDA MEETING MINUTES OF DECEMBER 8, 2025

Commissioner Knier motioned to approve the December 8, 2025, BLEDA Minutes as presented. Seconded by Commissioner Parsons, unanimous ayes, motion carried.

6. BLEDA BUSINESS ITEMS

6A. APPOINTMENTS FOR 2026 BLEDA OFFICER POSITIONS

Marie Popp reviewed the current BLEDA Member positions of President, Vice President, Treasurer, and Assistant Treasurer, noting MN Statute and the BLEDA Bylaws require annual appointment of these positions by the Big Lake City Council. In 2025, Commissioner Heidemann was appointed as President, Commissioner Rohrbeck was appointed as Vice President, and Commissioner Clarksean was appointed as Treasurer. Popp asked the BLEDA Members to

**- DRAFT MINUTES -
NOT YET APPROVED**

consider volunteering to serve as BLEDA President, Vice President, and Treasurer for 2026, or nominate another Member to serve in one of the positions.

Commissioner Knier motioned to recommend the appointment of Alan Heidemann as President, Jake Rohrbeck as Vice President, Donna Clarksean as Treasurer, Deb Wegeleben as Assistant Treasurer and Lisa Miller as Secretary for the 2026 BLEDA positions. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

6B. RESOLUTION ESTABLISHING ECONOMIC DEVELOPMENT DISTRICT NO. 1

Tammy Omdal, Managing Director, Northland Securities was in attendance to discuss and answer questions pertaining to the BLEDA issuance of Lease-Revenue Bonds to finance the Public Safety Facility Project. Omdal discussed BLEDA plans to issue an estimated $35,380,000 in Lease- Revenue Bonds, Series 2026A. The proceeds from the bonds will be used to finance the construction of a new municipal building to be used as a city hall, police facility and potential library and pay costs associated with the bonds. BLEDA will pledge rental payments received from the City for the facility for payment of the Bonds. These are not General Obligation Bonds (GO). BLEDA does not have the authority to pledge the full faith and credit. The full faith and credit of the City is not pledged for payment of the Bonds and rental payments by the City to the BLEDA are subject to annual appropriation by the City. Omdal expressed there will be strong interest in the bonds because it is an essential facility being financed. Omdal reviewed the estimated True Interest Cost (TIC) is 4.79%, as of December 22, 2025. TIC is the interest rate used to evaluate and compare the interest rate bid. It takes into account both the offering price and any premium or discount on the bonds. Omdal explained "premium" means the underwriter will pay more than the principal amount of the bonds in order to have higher coupons. The coupons are approximately 5% on the bonds, not the 4.79% because it takes into account the premium due to the investors demanding a higher coupon even though the yield is lower. Omdal anticipates the bonds for the City of Big Lake will price well in the market. The hope is the interest rate is below 4.79% but that will depend on where the market is the day of pricing on January 21, 2026. Municipal bonds are not the same as a mortgage on a home. There is not one rate. Each one of the maturities/principal dates carry its own coupon and respective yield. The actual TIC will be based on final pricing of the Bonds, and market conditions, on January 21, 2026. Bonds maturing on and after February 1, 2034, will be subject to redemption on February 1, 2033, and any day thereafter at a price of par plus accrued interest. There will be no penalty or premium for early redemption pursuant to terms. As of December 16, 2025, S&P Global Ratings assigned its 'AA- 'long-term rating to the bonds and also affirmed its 'AA' rating on the City's general obligation (GO) debt. Omdal noted the outlook for all ratings is stable. The bonds will be tax-exempt, non-bank qualified obligations. Tax-exempt bonds provide a lower interest rate than taxable bonds and the bonds do not meet the requirements to be issued as "Bank Qualified (BQ) Bonds." Omdal discussed there are certain risks associated with all debt, 1.) Lease-Revenue Bonds are subject to the risks of annual appropriation debt, although not pledged as security to the bonds; 2.) The City anticipates it

- DRAFT MINUTES -
NOT YET APPROVED

may use water and sewer revenues to reduce the debt service payments. If the net revenues are insufficient, the City will need to use other revenues to cover the debt service payments and in addition, there are certain general risks associated with the issuance of bonds, including but not limited to; 1.) Failure to comply with covenants in bond resolution; 2.) Failure to comply with undertaking for continuing disclosure; and 3.) Failure to comply with IRS regulations.

Omdal reviewed the following key dates:

1.) January 12, 2026 - BLEDA will consider approving a Resolution Establishing Economic Development District No. 1.
2.) January 21, 2026 – Pricing of the bonds with Northland Securities will take place the morning of. Rates will be proposed, marketed to investors and bid to underwrite.
3.) January 21, 2026 at 6:00p.m. - BLEDA will hold a special meeting to approve a Resolution approving the issuance of bonds, approve a Resolution authorizing issuance of bonds, the execution and delivery of a lease agreement and indenture of trust. There will be a trust agent that payments will be made to with respect to the bonds.
4.) January 21, 2026 at 6:30p.m. - City Council will consider approving a Resolution approving issuance by the BLEDA of its estimated $35,380,000 in Lease-Revenue Bonds, Series 2026A and authorizing the execution and delivery of a lease agreement and continuing disclosure.
5.) February 19, 2026 – Closing on the bonds is scheduled and proceeds will be available.

Commissioner Knier asked when investors would be able to purchase the bonds. Omdal noted January 21, 2026. There will be premarketing that will take place and there is a defined order period where orders are taken for the purchase of the bonds. Omdal noted the bonds will close on February 19, 2026.

Commissioner Rohrbeck mentioned in previous meetings there was discussion of potentially not utilizing the entire $33 million and he inquired about what happens with any remaining funds. Omdal noted on January 21, 2026, the bonds will be sold based on the amount directed by the city. The city will receive the full amount plus the cost of issuance and capitalized interest. If the project is constructed and came in under budget, the city would have the option to use the remaining funds for other qualified change orders or to deposit to the debt service fund where the city and BLEDA can manage the rental payments and use some of the funds for debt service payments. This would be part of the budgeting process.

Commissioner Knodle asked if there is $10 million not utilized after the project is complete, and the city decides they want to use the funds elsewhere, does that come back to BLEDA for approval or does the city get to use the funds however they want. Omdal discussed the city cannot use the funds for other projects outside of the project originally bonded for. The funds are being issued for the project as described in the bond document. The funds can be used for other add-on’s and must be used for the project as defined or deposited into the debt service

fund. Assistant Treasurer Wegeleben explained any excess funds will be used so the taxpayers' levy will not increase as much.

Commissioner Heidemann opened the public hearing at 5:50 p.m. No one came forward. Commissioner Heidemann closed the public hearing at 5:50 p.m.

Commissioner Knier motioned to approve a Resolution Establishing Economic Development District No. 1 to include parcels numbers 65-0020-2401, 65-00616-0010 and 65-00616-0105. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

6C. REVOLVING LOAN FUND REQUEST – BIG LAKE PIZZA FACTORY

Marie Popp discussed Robert Monson, of Big Lake Pizza Factory Inc., is planning to purchase the former Jerky Shop from the City of Big Lake. Mr. Monson has requested a loan from the Big Lake Economic Development Authority's (BLEDA's) Revolving Loan Fund (RLF) in the amount of $25,000 for a term of 10-years at a 3% interest rate to assist with the financing package for acquisition of the building, renovations, and equipment. The Revolving Loan would provide funding for the identified gap to acquire the property and complete the project. The BLEDA has a Revolving Loan Fund policy which establishes the following: 1.) Land and building acquisition, renovations, and equipment are eligible uses, 2.) The maximum loan amount is $25,000, 3.) The interest rate would be fixed for up to 10-years at two points below prime or 3% (whichever is greater). The current rate would be 4.75% based off of two points below prime and 4.) The term may be negotiated up to 10 years based upon productive life of assets. The BLEDA Finance Committee recommended approving the Revolving Loan for a term of 10-years at an interest rate of 4.75%.

Commissioner Geroux motioned to approve the Revolving Loan to Robert Monson of Big Lake Pizza Factory for a term of 10-years at an interest rate of 4.75%. Seconded by Commissioner Rohrbeck, unanimous ayes, motion carried.

6D. BLEDA BUDGET REPORT AND LIST OF CLAIMS FOR DECEMBER 2025

Deb Wegeleben reviewed the BLEDA financial report and list of claims for December 2025.

Commissioner Knodle motioned to approve the BLEDA Financial Report and List of Claims for December 2025. Seconded by Commissioner Rohrbeck unanimous ayes, motion carried.

6E. COMMUNITY DEVELOPMENT DEPARTMENT UPDATE – JANUARY 2026

Marie Popp shared the permit activity as of December 30, 2025, which has a valuation of $66,262,580 from improvements and new construction. Popp reviewed ongoing projects including the BLEDA owned 421 Foley Avenue property, Prairie Meadows 5th Addition, Shores

**- DRAFT MINUTES -
NOT YET APPROVED**

of Elk River new Concept Plan, the Big Lake Economic Development Authority Public Hearing establishing Economic Development District No. 1 and the January 21, 2026, BLEDA special meeting at 6:00 p.m. Popp also shared that the new Community Development Coordinator position has been posted, and applications will be accepted through February 5, 2026.

Commissioner Rohrbeck asked if there has been any communication with previous owners of the 421 Foley Avenue site so grants can be pursued. Popp mentioned there has not been, but the MDA was going to assist with the process as they have done work for the previous owners on other sites. Rohrbeck noted any money saved is good for everyone.

Commissioner Knier asked the size of the Prairie Meadows 5th Addition and asked for clarification on the upcoming special meeting on January 21, 2026. Popp replied Prairie Meadows is suggesting 99 homes, The Shores of Elk River will be a concept plan phase presentation, and BLEDA will hold a special meeting at 6:00 p.m., prior to the City Council meeting, to approve a Resolution authorizing issuance of bonds, and the execution and delivery of a Lease Agreement and Indenture of Trust.

7. OTHER

8. ADJOURN

Commissioner Rohrbeck motioned to adjourn the meeting at 5:58 p.m. Seconded by Commissioner Knier, unanimous ayes, meeting adjourned.