



AGENDA
BIG LAKE CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS

MONDAY, NOVEMBER 28, 2022
5:00 p.m.

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PROPOSED AGENDA**
- 4) BUSINESS**
 - 4A. Special Event Permit Discussion
 - 4B. Discuss AIS Grant Opportunities
 - 4C. Discuss MnDOT Transportation Alternatives Grant Program for Pedestrian and Safety Improvements
- 5) OTHER**
- 6) ADJOURN**

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



WORKSHOP ITEM

Big Lake City Council

Prepared By: Corrie Scott, Recreation and Communication Coordinator	Meeting Date: 11/28/2022	Item No. 4A
Item Description: Special Event Permit Insurance Discussion	Reviewed By: Hanna Klimmek, City Administrator Reviewed By: Therese Haffner, Community Development Director	

COUNCIL DIRECTION REQUESTED

Discuss and consider the following three options:

- 1) Make an exception to require a \$1,500,000 insurance policy for the United We Shiver event.
- 2) Change the policy for all future events taking place on public property.
- 3) Continue to require a \$1,500,000 insurance policy for all events taking place on public property.

BACKGROUND/DISCUSSION

A Special Event Permit is required to hold certain events within the City of Big Lake and receive services or resources from the City of Big Lake. Descriptions of events and services, and application details are provided in the attached Special Event Permit Application. One requirement for events taking place on public property is that the applicant shall provide insurance in amounts of at least \$500,000 per injury and \$1,500,000 per occurrence. The policy shall name the City of Big Lake as an additional insured “as their interest may appear.”

The Sherburne County Area United Way is hoping to reduce the required \$1,500,000 insurance policy to \$1,000,000 for their second annual United We Shiver Event taking place on February 4, 2023 at Lakeside Park. This event is proposed to include a polar plunge into Big Lake, sleigh rides on frozen Big Lake, a beer tent, a rib cook-off, and other activities.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Discuss and consider the following three options:

- 1) Make an exception to require a \$1,500,000 insurance policy for the United We Shiver event.
- 2) Change the policy for all future events taking place on public property.
- 3) Continue to require a \$1,500,000 insurance policy for all events taking place on public property.

ATTACHMENTS

Special Event Permit Application



City of Big Lake Special Event Permit

A Special Event Permit is required to hold certain events within the City of Big Lake and receive services or resources from the City of Big Lake. Descriptions of events and services, and application details are provided below. Contact the Recreation and Communication Coordinator with questions regarding the application process.

Special Event refers to any concert, parade, fair, show, festival, carnival, rally, party, filming of movie, video or television show, motorcade, run, fishing, swimming, or other lake activities, street dance, bike-a-thon, race, walk or athletic event or other attended entertainment or celebration that is to be held in whole or in part upon publicly owned property or public right-of-way, or, if held wholly upon private property, will require the use of special services.

Special Services are the exclusive allocation of City resources, including, but not limited to, City personnel, equipment, right-of-way, property or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of any person attending the event, or deemed necessary by City staff in order to maintain public safety. Special Services include, but are not limited to, any of the following:

- Street closures requiring police officers to stop or reroute traffic
- Special police protection
- Stationary emergency vehicles at or in the immediate vicinity of the event
- Exclusive use of City streets as a staging area or for event parking
- Additional street cleaning and garbage removal
- Special signage such as temporary no parking signs
- Use of City buildings, equipment or other property for any purpose other than the normal daily operations of the City

Application Materials and Fees Required:

- Application Fee:
 - \$25 fee
 - If organization provides current verification of 501(c)(3) status, this fee is waived
- Cleanup Deposit:
 - Public Works staff may require a cleanup deposit prior to an event occurring on public property
- Park Facility Rental Application:
 - If you are requesting the reservation of a park shelter at Lakeside Park or Wrights Crossing Park, please complete the Park Facility Rental Application found via the link below and submit a \$30 application fee per shelter per day
 - <http://www.biglakemn.org/489/Park-Facility-Rental>
- Certificate of Insurance:
 - A Certificate of Insurance with the City listed as additionally insured is required if your event occurs on public property
- Additional Permits:
 - Provide copies of all additional permits required from the City, State, and County



City of Big Lake Special Event Permit Application

Name of Event: _____ Date of Application: _____

Date(s) of Event: _____ Beginning and Ending Time: _____

Event Location and Address: _____

Description of Event (include proposed site plan): _____

Organization Name: _____ Anticipated number of Attendees: _____

Address: _____

Primary Contact Name: _____ Phone: _____

Applicant E-Mail: _____

Will alcoholic beverages be served? _____ Yes _____ No

-- If yes, please contact the City Clerk to obtain necessary licensing.

Will food and/or non-alcoholic beverages be served? _____ Yes _____ No

-- If yes, please attach copies of necessary permits from the Department of Health, the Department of Agriculture, and Sherburne County.

Will gambling activities occur at the event? _____ Yes _____ No

-- If yes, please contact the City Clerk to obtain necessary licensing.

Will there be any sound amplification, playing of loud music or musical instruments? _____ Yes _____ No

-- If yes, please explain and list hours _____

Describe any City services and/or equipment being requested for this event (i.e., barricades, cones, signs, tables, personnel, parking restrictions, alteration of vehicular or pedestrian traffic).

Will your event take place on public waters or make direct contact with wildlife in the area? _____ Yes _____ No

-- If yes, please contact the Minnesota Department of Natural Resources and Sherburne County Water Patrol to see if you are required to have any specific permits through their offices. To find more information about these permits visit:

--www.dnr.state.mn.us/fishing/tournaments/index.html

--www.co.sherburne.mn.us/392/Recreational-Enforcement

Requirements:

1. Event organizers must take all reasonable safety precautions during the event. If canceling or postponing your event, please notify the City of Big Lake in advance of the original event date.
2. Event organizers are responsible for enforcing and following all City Ordinances and Park Regulations.
3. Event organizers are responsible for cleaning up and disposing of garbage at the event's conclusion. City of Big Lake personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of your deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.
4. Decorations and signage must be approved by the Planning and Zoning Department prior to the event.

Certificate of Insurance:

The applicant shall provide insurance which will indemnifies the City of Big Lake and its elected and/or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney's fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at least \$500,000 per injury and \$1,500,000 per occurrence. The policy shall name the City of Big Lake as an additional insured "as their interest may appear". The name, date and location of event shall be listed under "Description of Operations".

Insurance Company: _____ **Policy #:** _____

(I) (We) the undersigned, hereby apply to use facilities owned or operated by the City of Big Lake for the above event. The applicant shall comply with all applicable laws and ordinances, codes, and regulations of other governmental agencies. As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the application fee for this event based upon the information provided in this application. I realize my submission of this application constitutes a contract between myself and the City of Big Lake and is a release of liability.

Specifically, and without limiting the generality of the foregoing, the holder of this permit agrees to save, defend and hold harmless the City of Big Lake for damages to City personnel, facilities, equipment or other City property, or to the property and/or person of any third party resulting from the use authorized hereby. The City shall not be liable for death or injury of any such person occurring as a result of the use of the facilities authorized hereby.

Signature of Applicant: _____ **Date:** _____



WORKSHOP ITEM

Big Lake City Council

Prepared By: Layne Otteson P.E. City Engineer ENG22-048	Meeting Date: 11/28/2022	Item No. 4B
Item Description: Aquatic invasive species grant opportunities to treat and inspect Lake Mitchell and Big Lake	Reviewed By: Hanna Klimmek, City Administrator Reviewed By: Deb Wegeleben, Finance Director	

COUNCIL DIRECTION REQUESTED

Staff requests Council to provide direction regarding pursuing grants.

BACKGROUND/DISCUSSION

In the past, grants have been available through the Sherburne Soil and Water Conservation District (SSWCD) and Minnesota Department of Natural Resources (MnDNR) to treat certain aquatic invasive species (AIS) and perform diving inspections. Big Lake Community Lakes Association has supported the grants, treatment and diving inspection. The grants have been competitive and the City has not always been successful.

AIS Treatment

Historically, the City has budgeted for the treatment and received some grant assistance. Since 2017, the treatments have been for Eurasian Water Milfoil. The DNR recently recommended consideration for treating Curly leaf Pondweed as it seems to be expanding. The City has followed DNR recommendations in the past and would follow again and treat accordingly within budget. Contingent upon Council concurrence, Staff would pursue the funding from DNR and SSWCD for treatment.

Lake Access Diving Inspections

In 2021, divers performed Starry Stonewort inspections near 2 lake accesses as recommended by the MnDNR and SSWCD. The boat launch areas are most likely to be the first location to find invasive species introduction. The DNR suggests the threat can be minimized through inspection and immediate response if found. Staff wishes to pursue grant funding to have divers search the lake for Starry Stonewort in targeted areas (boat launches). This cost was funded at 75% by a SSWCD grant in 2021. However, in 2022, the SSWCD did not offer funding and diving inspections did not take place. Contingent upon Council concurrence, Staff would ask SSWCD to consider grant funding in 2023 and perform the inspections.

FINANCIAL IMPACT

The scope of the City portion is allocated in the CIP. Costs increase in 2023 is not known but a significant cost increase is expected.

Estimated costs as follows:

Aquatic Invasive Species Treatment Costs	\$ 15,000
Starry Stonewort Diver Inspection	<u>\$ 2,000</u>
Estimated Costs	\$ 17,000

Estimated funding as follows:

MnDNR grant	\$ 6,000
SSWCD grant	\$ 1,500
City Funding	<u>\$ 9,500</u>
Total Funding	\$ 17,000

STAFF RECOMMENDATION

Staff recommends applying for grants.

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

<p>Prepared By: Layne Otteson P.E. City Engineer ENG22-050</p>	<p>Meeting Date: 11/28/2022</p>	<p>Item No. 4C</p>
<p>Item Description: MnDOT Transportation Alternatives grant program for pedestrian and safety improvements</p>	<p>Reviewed By: Hanna Klimmek, City Administrator Reviewed By: Deb Wegeleben, Finance Director</p>	

COUNCIL DIRECTION REQUESTED

Staff requests Council to provide direction regarding pursuing two State grants.

BACKGROUND/DISCUSSION

MnDOT sent out an email soliciting additional Letters of Intent (LOI) for their Transportation Alternative grant. MnDOT explained more money had become available and they had received only 1 letter of intent. This information was received three days before the LOI deadline. The LOI application process is very simple and required only description and estimated costs, no mapping. The City was notified last week by MnDOT that we can move forward with formal applications.

With the short notice, staff had a brief discussion and provided two (2) letters of intent for projects that are identified in various City plans or work that had recently been discussed as a need. City plans identifying this work include the 2015 Safe Routes to School Plan, 2018 Comprehensive Plan and the 2021 ADA Transition Plan. The LOI is the first step in the grant process and does not require the City to commit to pursuing the grants any further. The City would request the maximum 80% funding from the State for construction. Surveying, engineering, administration and right of way acquisition would be City responsibility. Grant applications would be due mid-January and notification is typically in March. The construction funding would be available in FY2027. A recent email from MnDOT enquired about advancing construction to 2025 or 2026. Additional information is being requested.

The Transportation Alternative grant program focuses on safety and connectivity for pedestrians. The types of work that get funding include trails, sidewalks, crossing enhancements, Safe Routes to School, turn lanes, signals, safety, etc. the maximum funding by the State is 80%. The grants are competitive and the City has received funding for:

- In 2017, constructed sidewalks, trail and crossings on Eagle Lake Road (US 10 to Township).
- In 2019, constructed Hiawatha and Eagle Lake Road signal along with a pavement overlay.
- In 2021, constructed Safe Routes to School improvements on Phyllis Street, Minnesota Avenue and Glenwood Avenue.
- In 2023, City plans to construct 10' trail along Highline Drive and County Road 73.

The first LOI was named the “Pedestrian and School Crossing Safety Enhancement Project” and focuses on sidewalk, flasher systems, ADA improvements and street crossings. This application should compete well as safety improvements are considered priorities. The total construction cost estimate for 2027 is approximately \$176,500. Grant will request 80% State funding. Additional 3rd party costs such as surveying, drafting, testing, etc. is estimated to be \$30,000. See attached map for locations.

1. Fire Department flasher system on County Road 43.
2. 860 lineal feet of sidewalk along east side of County Road 43 adjacent to schools.
3. Crosswalk upgrades on Minnesota Avenue adjacent to the schools.
4. Extend sidewalk 100 feet south of Tarrytown Drive for future Brom Park.
5. ADA pedestrian ramp improvements in the McDowall Park trail network and Lakeshore Drive/Hiawatha Avenue sidewalk network.

The second LOI was named “Big Lake Pedestrian Connectivity Project” and focuses on gaps within the City’s sidewalk and trail system. There are also segments within the Township. This group of projects will be more challenging to get funding as compared to the other LOI but connectivity is viewed quite favorably. The total construction cost estimate for 2027 is approximately \$211,000. Grant will request 80% State funding. Additional 3rd party costs such as surveying, drafting, testing, etc. is estimated to be \$30,000. See attached map for locations.

6. 1,850 lineal feet of bituminous trail along east side of Eagle Lake Road (Rose Drive to River Oaks Park).
7. 1,000 lineal feet of sidewalk along east side of County Road 43 adjacent to schools and north of 203rd Ave (**Township**). The termini of the segment would be 203rd Avenue and 205th Avenue.
8. 600 lineal feet of sidewalk from 203rd Ave to the backside of Liberty Elementary (**Township**).
9. 550 lineal feet of bituminous trail along the east side of 172nd Avenue filling a gap between 2 trail/sidewalk networks. The termini of the segments would be Marketplace Drive and Prairie Drive.

If the City wishes to move forward with pursuing grant funding, then continued discussion with Township and Fire Department will take place in December. The attached list of projects may be adjusted pending their commitment.

FINANCIAL IMPACT

This work is not identified in the CIP. Staff wishes to discuss the infrastructure investments with Council.

“Pedestrian and School Crossing Safety Enhancement Project” estimated costs:

Total Project Cost Est. (Const and Eng/Survey)	\$206,250
State (80% of Construction)	\$ 141,000
City (20% of Construction plus 100% Eng/Survey)	\$ 65,250

“Big Lake Pedestrian Connectivity Project” estimated costs:

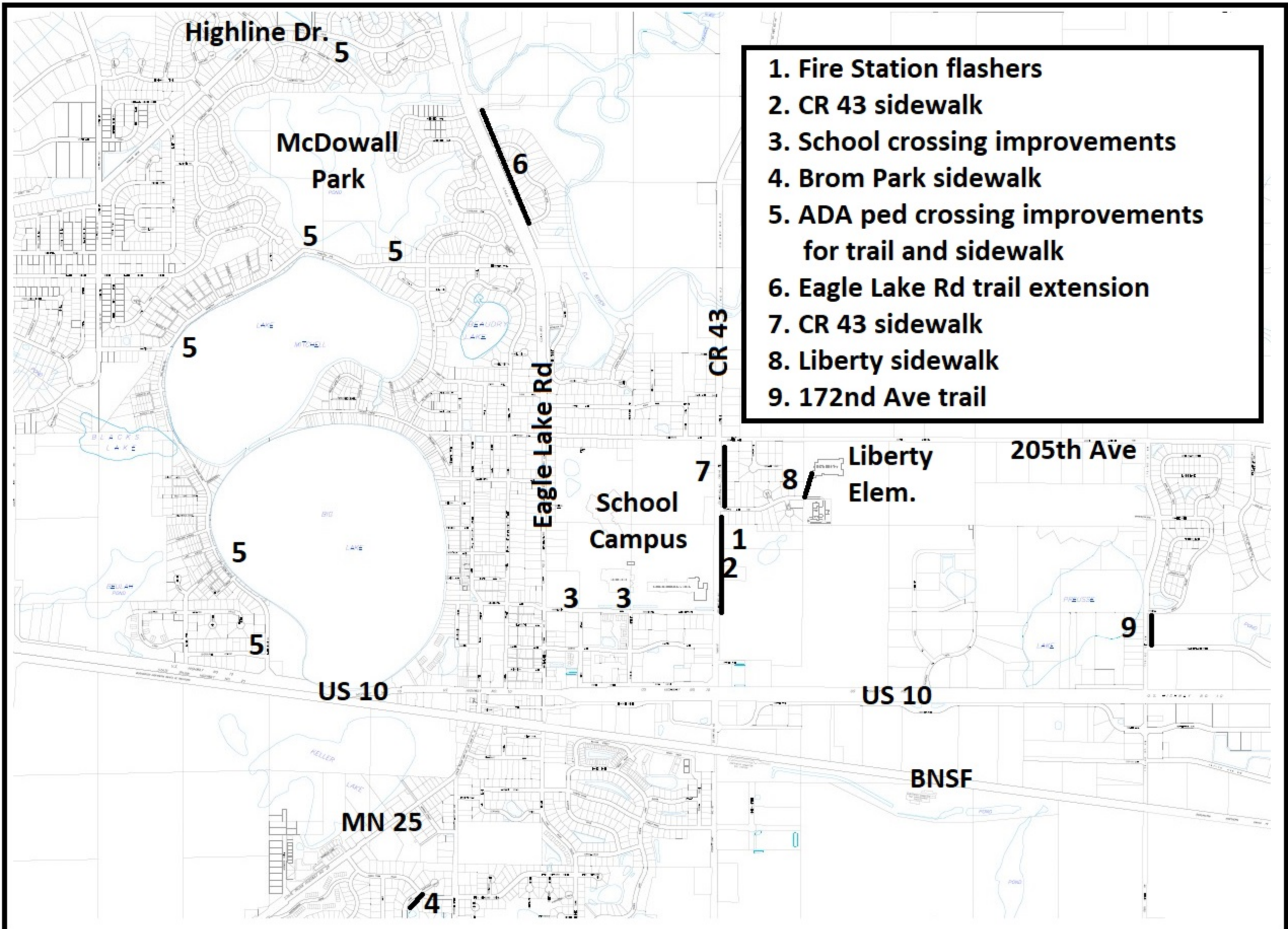
Total Project Cost Est. (Const and Eng/Survey)	\$241,200
State (80% of Construction)	\$ 168,960
City (20% of Construction plus 100% Eng/Survey)	\$ 72,240

STAFF RECOMMENDATION

Staff recommends applying for grants and coordinating with Township of Big Lake and the Big lake Fire Department.

ATTACHMENTS

- City Map with work locations
- Cost Breakdown (estimated)



1. Fire Station flashers
2. CR 43 sidewalk
3. School crossing improvements
4. Brom Park sidewalk
5. ADA ped crossing improvements for trail and sidewalk
6. Eagle Lake Rd trail extension
7. CR 43 sidewalk
8. Liberty sidewalk
9. 172nd Ave trail

2022-23 Transportation Alternative Grants Application Map
 November 21, 2022

2022-23 Transportation Alternatives Grant Program (Letters of Intent)

FY 2027

A. Pedestrian and School Crossing Safety Enhancement Project

- | | | |
|--|---------|----------|
| 1) <u>County Road 43 Sidewalk</u> -- Bus entrance to 203 rd Ave | 860 ft. | \$50,000 |
| - Two (2) driveway restorations | | |
| 2) <u>Minnesota Avenue</u> (adjacent to 3 schools) | | \$30,000 |
| - Two (2) crosswalk upgrade ADA, ped ramp \$8,000 | | |
| - Replace flasher systems with RRFB's 2 x \$10,000 | | |
| - Pavement markings (along Minnesota) \$2,000 | | |
| 3) <u>Brom Park Sidewalk</u> (add up misc items – no rounding) | | \$11,875 |
| - 100' x 6' = 600 SF \$6,000 | | |
| - One (1) ped ramp \$4,000 | | |
| - Signage \$ 375 | | |
| - Fill/grading \$1,500 | | |
| 4) <u>ADA Ped Ramps</u> (10 total -- \$4,000 each) | | \$40,000 |
| - McDowall Park System – Six (6) ramps | | |
| - Lakeshore Drive/Hiawatha Ave S/W System – Four (4) ramps | | |
| 5) <u>Fire Department Flasher System</u> | | \$15,000 |

Cost Summary

Projects 1 -5 Subtotal Construction	\$146,875
20% Contingency	<u>\$ 29,375</u>
Construction Total (1-5)	\$176,250
Engineering/survey/admin est.	<u>\$ 30,000</u>
Project Cost Total	\$ 206,250

Funding Breakdown

Grant Request 80% of Construction	\$141,000
City Contribution (w/ \$30k eng)	\$ 65,250

B. Big Lake Pedestrian Connectivity Project

- | | | |
|---|-----------|----------|
| 1) <u>County Road 43 -- 203rd Avenue to 205th Avenue</u> | 1,000 ft. | \$60,000 |
| - Five (5) driveway restorations | | |
| 2) <u>School S/W</u> | 600 ft. | \$36,000 |
| - 203 rd Avenue to Liberty Elementary | | |
| 3) <u>CSAH 5</u> | 1,850 ft. | \$60,000 |
| - 10' Multi-Use Trail (Rose Dr to River Oaks Park) | | |
| - User 100% visually impaired | | |
| 4) <u>172nd Street (gap) – Marketplace to Prairie Drive</u> | 550 ft. | \$20,000 |
| - Ped ramps | | |
| - Two (2) residential development projects in the Immediate area are connected to existing trail system | | |

Cost Summary

Projects 1 -5 Subtotal Construction	\$176,000
20% Contingency	<u>\$ 35,200</u>
Construction Total (1-5)	\$211,200

Engineering/survey/admin est.	<u>\$ 30,000</u>
Project Cost Total	\$ 241,200

Funding Breakdown

Grant Request 80% of Construction	\$168,960
City Contribution (w/ \$30k eng)	\$ 72,240

**Cost basis => 6' sidewalk = \$60/LF 10' trail = \$30/LF Solar flasher system = \$15k/pr
All costs inclusive.**