



AGENDA
BIG LAKE CITY COUNCIL WORKSHOP
COUNCIL CHAMBERS

JUNE 17, 2026
5:00 p.m.

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) PROPOSED AGENDA**
- 4) BUSINESS**
 - 4A. 2026 Work Plan Update
 - 4B. Big Lake Strategic Plan Discussion
 - 4C. Emergency Siren Discussion
 - 4D. List of Claims Formatting Update
 - 4E. Discuss City Hall Fleet Expansion Request
 - 4F. Discuss Letters of Support Request from Sand Development, LLC
 - 4G. 2027 Street Project Update
- 5) OTHER**
- 6) ADJOURN**

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



WORKSHOP ITEM

Big Lake City Council

| | | |
|---|--|------------------------------|
| Prepared By: <i>Hanna Klimmek, City Administrator</i> | Meeting Date: <i>6/17/2026</i> | Item No. 4A |
| Item Description: <i>2026 Work Plan Update</i> | Reviewed By: <i>Management Team</i> | |
| | Reviewed By: <i>N/A</i> | |

COUNCIL DIRECTION REQUESTED

Staff recommends that the City Council review the 2026 Work Plan, which was created for FY2026 and based on the City's Strategic Plan.

BACKGROUND/DISCUSSION

The 2026 Work Plan was brought forward for the City Council to review during the January 21, 2026 City Council Workshop. The Work Plan consists of projects that are above and beyond the everyday services the city provides. Although most projects within the Work Plan begin with one member of the Management Team, many projects will affect multiple departments and will take the time of several positions within the organization.

The highlighted areas within the attached 2026 Work Plan are projects that have been completed. The projects that are not highlighted are either in progress or have yet to begin. Some may even carry into FY2027.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommends that the City Council review the 2026 Work Plan, which was created for FY2026 and based on the City's Strategic Plan.

ATTACHMENTS

- 2026 Work Plan Update
- City of Big Lake Strategic Plan 2024-2026

CITY OF BIG LAKE – 2026 WORK PLAN



COMPLETED

ADMINISTRATION

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

COMMUNITY DEVELOPMENT

| Goal | Goal Completion Date |
|---|----------------------|
| Hire Community Development Coordinator | 03.31.26 |
| Update All Planning and Zoning Applications to Align with City Code and Ease of Use | 06.30.26 |
| Complete Community Development Internal Procedures & Cross-Train | 07.31.26 |
| Increase Marketing/Communication Outreach | 12.31.26 |
| Implement Online Permitting | 12.31.26 |
| Prioritize Big Lake Business Visits – Business Expansion and Retention Efforts | 12.31.26 |
| Complete the R5/Shoreland Update | 06.30.26 |
| Serve on the Public Safety Facility Project Team | 12.31.26 |

ENGINEERING

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

FINANCE/HUMAN RESOURCES

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

LEAD WITH EXCELLENCE

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

LAKE LIQUORS

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

POLICE

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

STREETS/PARKS/FLEET

| Goal | Goal Completion Date |
|--|----------------------|
| Create a Park/Trail Comprehensive Analysis for Council to Review | 02.28.26 |
| Work with CEDA on Grant Opportunities for Mitchell Farms Park, Lakeside Park Skate Park, Lakeside Park, Shores of Lake Mitchell, and Lake Ridge Park | 06.30.26 |
| Complete the Water Meter Replacement Project | 09.30.26 |
| Design On-Site Fuel at Public Works | 12.31.26 |
| Work on a Potential Compost Site Relocation Project | 12.31.26 |

WATER/WASTEWATER

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

LEAD WITH EXCELLENCE

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



City of Big Lake Strategic Plan

Community Slogan

Live Big!

Vision Statement

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

Core Strategies and Strategic Objectives

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

1. Fiscally Responsible

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

2. Safe, Welcoming Community

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

3. Engaged, Community-Centric

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

4. Vibrant, Natural, and Variety of Amenities

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

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

5. Balanced Growth, Thriving Economy

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

6. Responsible Leadership

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



WORKSHOP ITEM

Big Lake City Council

| | | |
|---|--|------------------------------|
| Prepared By: <i>Hanna Klimmek, City Administrator</i> | Meeting Date: <i>6/17/2026</i> | Item No. 4B |
| Item Description: <i>Big Lake Strategic Plan Discussion</i> | Reviewed By: <i>N/A</i> | |
| | Reviewed By: <i>N/A</i> | |

COUNCIL DIRECTION REQUESTED

Staff is seeking City Council direction regarding:

- Whether to update the existing Strategic Plan or develop a new plan.
- The preferred planning process.
- The desired level of staff participation.
- The desired timeline for completion.

BACKGROUND/DISCUSSION

The City's current Strategic Plan expires on December 31, 2026.

On February 23, 2024, the City Council and Staff Management Team participated in a strategic planning session to establish the City's long-term vision, organizational values, and short-term goals. The process included discussions regarding organizational strengths, weaknesses, opportunities, and challenges, resulting in the adoption of the current 2024-2026 Strategic Plan.

The strategic planning session included participation from both the City Council and Staff Management Team and was led by an outside consultant. As the Council considers development of its next Strategic Plan, staff is seeking direction regarding the preferred process, level of staff involvement, and desired timeline.

Several options are available for Council consideration:

Option 1: Update the Existing Strategic Plan

- Review the current plan and carry forward, modify, or remove goals as appropriate.
- Least time intensive and lowest cost.

Option 2: Hire a Professional Facilitator

- Utilize an outside consultant to facilitate the strategic planning process.
- Provides a structured, neutral approach but includes additional cost.

Option 3: Council-Led Strategic Planning Session

- Schedule a dedicated planning session involving the City Council and Staff Leadership Team.
- Similar to the process used in 2024 but facilitated internally by staff.

Option 4: Strategic Planning Task Force

- Appoint two Council Members to work with staff on a draft strategic plan for future Council consideration.
- Allows detailed work to occur outside of regular meetings.

FINANCIAL IMPACT

Unknown – This depends on how the City Council would like to facilitate its next Strategic Plan.

STAFF RECOMMENDATION

Staff recommends that the City Council provide direction on the following:

- Whether to update the existing Strategic Plan or develop a new plan.
- The preferred planning process.
- The desired level of staff participation.
- The desired timeline for completion.

ATTACHMENTS

2024-2026 Big Lake Strategic Plan



City of Big Lake Strategic Plan

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- a. Support Public Safety personnel wellness.
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- f. Cast a BIG vision and continue to champion progress.



WORKSHOP ITEM

Big Lake City Council

| | | |
|---|--|------------------------------|
| Prepared By: <i>Sam Olson, Chief of Police</i> | Meeting Date: <i>6/17/2026</i> | Item No. 4C |
| Item Description: <i>Emergency Siren Discussion</i> | Reviewed By: <i>Hanna Klimmek, City Administrator</i> | |
| | Reviewed By: <i>Gina Wolbeck, City Clerk</i> | |

COUNCIL DIRECTION REQUESTED

Council is asked to provide direction on if the one Early Warning System (EWS) outdoor siren located in the City of Big Lake should be accepted for maintenance/operation by the city, or to decline the offer and allow the EWS to be decommissioned.

BACKGROUND/DISCUSSION

As a result of FEMA granting Xcel’s request to move to an all-digital early warning system, the company decided to offer the 49 sirens it owned and operated in Sherburne County, to local jurisdictions.

Sherburne County has decided to offer to transfer the 31 sirens it owns and operates to local jurisdictions. The Sherburne County Board accepted the Xcel sirens into their inventory on a temporary basis to allow local governing bodies time to consider accepting all, some, or none of the sirens. The county will be operating and maintaining the sirens through 2026. The county has asked that each local governing body decide on bringing the sirens located within their boundaries into their capital inventory by July 1, 2026.

Area Township Board Direction:

- Orrock Town Board (April 22, 2026 meeting) - Declined transfer of all outdoor sirens located in Orrock Township.
- Becker Town Board (May 18, 2026 meeting) - The Board requested a pop-up survey be added to their website to get feedback from residents and revisit the topic at an upcoming meeting.
- Big Lake Town Board (May 27, 2026 meeting) - Decided to decommission all of their sirens.

The City of Big Lake only has one siren located within its corporate boundary. The city can either accept the responsibility of operation and maintenance of the siren, or decline and choose an alternative early warning method for city residents.

EWS SIREN OPTIONS:

- Accept the EWS siren from Sherburne County
- Decline acceptance of the EWS siren

ALTERNATIVE EARLY WARNING OPTIONS:

- IPAWS
 - Federal Program
 - Pre-loaded on cell phones

- Hyper-Reach
 - Local program
 - Sherburne County subscription
- NOAA Weather Radio (NWR)
 - Also known as NOAA Weather Radio All Hazards, is an automated 24-hour network of VHF FM weather radio stations in the United States which broadcast weather information directly from a nearby National Weather Service office.

FINANCIAL IMPACT

The projected annual costs for the city to operate one siren:

| | |
|--|----------------|
| • Maintenance Contract (\$60/unit/month) - | \$ 720 |
| • Cost to Operate(\$520/unit/month) - | \$6,300 |
| • Insurance cost - | <u>\$1,160</u> |
| Total annual cost per EWS siren - | \$8,180 |

Additional potential cost - The cost to replace a head/horn is estimated at \$33,000 - \$37,000.

STAFF RECOMMENDATION

1. Staff recommends Council discuss and provide direction on if the one EWS outdoor siren located in the City of Big Lake should be accepted for maintenance/operation by the city, or to decline the offer and allow the EWS to be decommissioned.
2. If Council direction is to allow for decommissioning of the siren, further direction is requested on which alternative early warning option the Council would like to move forward with.

ATTACHMENTS

Potential Cost Information

Early Warning System (EWS) Outdoor Sirens Big Lake Township potential costs

*calculations were rounded up to account for inflation.

Annual maintenance contract cost (~\$60/unit/month)

- 1 siren: ~ \$720
- 13 sirens: ~ \$10,000

Annual cost to operate (~\$520/unit/month)

- 1 siren ~ \$6,300
- 13 sirens ~ \$75,000

Annual Insurance cost (\$100-\$116/unit/year)

- 1 siren ~ \$1160
- 13 sirens ~\$ 15,000

Annual cost per siren ~\$8,100

TOTAL Annual cost 13 sirens ~ \$106,000

Replacement head cost ~\$33,000 - \$37,000

| Sherburne County Annual Siren Repair Costs | | |
|--|--|---|
| Year | Repair Costs Across 31 Sirens | Notes |
| 2022 | \$10,690.82 | Repairs for batteries, rotor motor, fuses, time, travel, labor, electric costs, etc. |
| 2023 | \$11,125.94 | Repairs for batteries, radio replacement, rotor motor repairs, fuses, time, travel, labor, electric costs, etc. |
| 2024 (01) | \$16,974.36 | Repairs for batteries, radio replacement, rotor motor, fuses, time, travel, labor, electric costs, a siren relocate, etc. |
| Total 2Yr Average Costs (22' and 23') equals \$15,908.88 | | |
| 2Yr average divided by 31 sirens equals \$513.19 per siren yearly cost to operate | | |
| Estimated General Preventative Maintenance Contract Costs | | |
| Received an estimated general Preventive Maintenance Service Agreement quote from a local vendor for \$56 a month PER SIREN (\$672 per year) that includes testing, repair of siren equipment, annual preventative maintenance, and documentation. | | |
| Estimated General New Siren Costs | | |
| Received an estimated general New Siren Quote from a local vendor, breakdown as follows: | | |
| Item | Description | Cost |
| Siren Head | Siren rated for 120v, 120v, AC temp compensated battery charger, and electronic cabinet. | 327,000.00 |
| Two-way Radio | Narrow band VHF Radio | 51,000.00 |
| Batteries | 31 MHD Batteries (3-4 Batteries) | 5,900.00 |
| Installation | Install Equipment | 52,300.00 |
| Materials | Cord, wire, copper, straps, bolts, etc. | 5650.00 |
| Freight | Shipping and Freight | 5550.00 |
| Totals: | | \$53,200.00 |
| Materials | Optional (if required): Electric Material Needed | \$225.00 |
| Pole | Optional (if required): 55 Class 2 Pole and Install | 52,000.00 |
| Miscellaneous | Optional (if required): Bring Power to Pole | 5950.00 |
| Totals: | | \$36,375.00 |

Early Warning System (EWS) Outdoor Sirens Alternative Early Warning Options

IPAWS: Federal program (FEMA)

- Pre-loaded on cell phones (opt-out)
- Notifications based on cell location
- Indoor/outdoor if device is with person

IPAWS 101

INTEGRATED PUBLIC ALERT & WARNING SYSTEM

America's
System for Local
Emergency Alerts

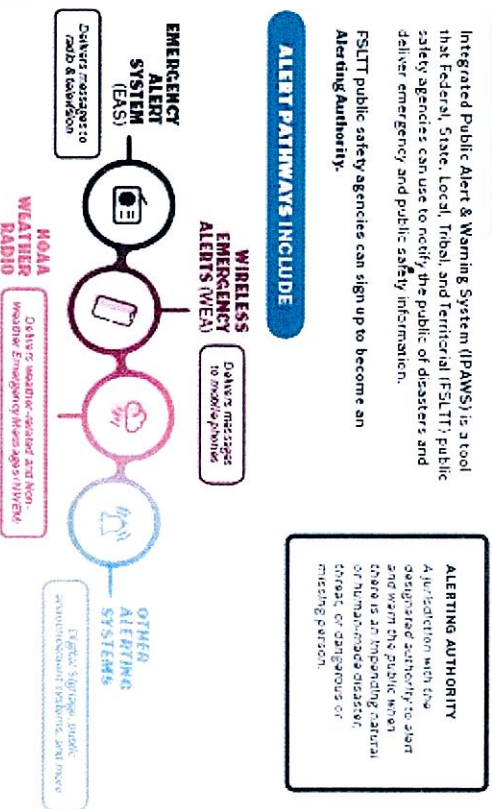


WHAT IS IPAWS ?

Integrated Public Alert & Warning System (IPAWS) is a tool that Federal, State, Local, Tribal, and Territorial (FSLTT) public safety agencies can use to notify the public of disasters and deliver emergency and public safety information.

FSLTT public safety agencies can sign up to become an **Alerting Authority**.

ALERT PATHWAYS INCLUDE



ALERTING AUTHORITY
A jurisdiction with the designated authority to alert and warn the public when there is an impending natural or human-made disaster, threat, or dangerous or missing person.

BENEFITS OF IPAWS

| | |
|--|---|
| NO SIGN-UP REQUIRED TO RECEIVE ALERTS | There is no need to sign up or subscribe to receive alerts from IPAWS. There is no cost to receive alerts. |
| MINIMAL COST TO ALERTING AUTHORITIES | There is no cost to send or receive alerts through IPAWS. Alerting Authorities may incur costs to purchase compatible alert origination software that meets IPAWS requirements. |
| LOCAL TARGETING | With IPAWS, alerting authorities can target specific geographic areas in only those in the affected area, including cities, receive the alert. The content and timing of alerts is at the discretion of alerting authorities. FEMA does not review, edit, approve, or disapprove alerts sent by public safety agencies. |
| LANGUAGE & FUNCTIONAL ACCESSIBILITY | WEA's recipients can currently choose to display alerts in English or Spanish and EAS messages can include multilingual audio. IPAWS also allows for the integration of images and has text-to-speech capability to accommodate those with functional needs. |



FEMA

For any question, please email ipaws@fema.dhs.gov

January 2024
IPAWS

Early Warning System (EWS) Outdoor Sirens - Alternative Early Warning Options

- Hyper-Reach: Local program
- Sherburne County subscription (opt -in)
- Notifications based on subscription area
- Indoor/outdoor if device is with person

The screenshot shows the Hyper-Reach website's sign-up page. At the top, there is a red banner with the text "Please use your mobile phone to register for emergency alerts on this website. The online version will not work on a desktop computer." Below this is a navigation bar with "Home" and "Sign Up" buttons. The main content area features the Hyper-Reach logo and the text "the power of instant communication" and "Sherburne County, MN Sheriff's Office". A large red box contains the text "Be prepared when disaster strikes" and "Weather and community alerts on your cell phone or email". Below this, a "Welcome" message states: "If you have previously signed up, please sign in to your hyper-reach account here." It then says: "Please be sure that you choose the correct street address so that any Emergency Alerts affecting only your immediate area will reach you." The page lists three reasons to register: 1. Registering the address of a mobile device with the Emergency Alerts system will allow you to receive phone alerts and 3-Digit text messages for severe weather, fires, and other emergency alerts. 2. Hyper-Reach will automatically call your best landline number. You need to sign up to any registered landline number and number. Below this is a form titled "Let's find your address" with fields for "Postal Address (City, Road, Home, Apt #)", "Street Name (Must see your street?)", "House Number", "Apartment/Bldg Suite", and "Zip Code".

Early Warning System (EWS) Outdoor Sirens Alternative Early Warning Options

NOAA weather radio

- Costs range \$50.00-\$200.00
 - depending on brand and adaption needs
- App available for cell devices
- Indoor/outdoor if device is with person

Google Play Games Apps Movies & TV Books Kids

NOAA Weather radio

ArtStyle

Contains ads

4.2★

1.5K Reviews

100K+

Downloads

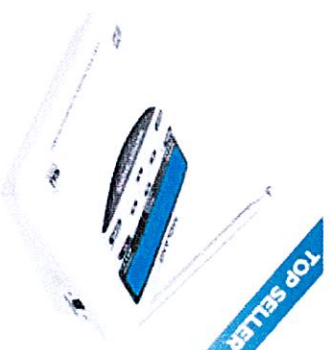
Install



Share



Add to wishlist



WR120 NOAA Weather and
Emergency Alert Radio

\$54.99



WR400 Deluxe NOAA
Weather Alert Radio

\$109.99





WORKSHOP ITEM

Big Lake City Council

| | | |
|--|--|------------------------------|
| Prepared By: <i>Deb Wegeleben, Finance Director</i> | Meeting Date: <i>6/17/2026</i> | Item No. 4D |
| Item Description: <i>List of Claims Memo new format and delivery of documentation.</i> | Reviewed By: <i>Hanna Klimmek, City Administrator</i> Reviewed By: <i>Finance Committee – Mayor Knier and Councilman Geroux</i> | |

COUNCIL DIRECTION REQUESTED

Information regarding List of Claims in council packets

BACKGROUND/DISCUSSION

Staff recently attended a networking meeting where best practices related to reducing cybersecurity and fraud risk were discussed. One recommendation shared by several organizations was to avoid including the full List of Claims within council packets or posting the complete claims listing online.

Staff also reached out to the League of Minnesota Cities (LMC) regarding the posting of council packets online prior to meetings. The following information was received by Amber Eisenschenck, Managing Counsel-Research:

“Cities are not required to post council packets on their websites. Under Minnesota’s Open Meeting Law, at least one copy of any printed material related to agenda items, whether prepared before the meeting or distributed during it, must be available in the meeting room for public inspection. Most cities place this copy in the back of the council chambers to avoid disruptions.”

“However, posting the agenda online in advance is a best practice for transparency. It allows residents to know what topics the council plans to address and to be informed about the city’s business. Information in the packets is generally public data that must be provided upon request, but cities should always review packets before posting to ensure that only public data is shared.”

“Some cities have raised cybersecurity and fraud concerns related to posting packets online. To reduce risk when posting online, best practices include removing check numbers from claims lists, not including whole invoices or invoice numbers, and excluding specific employee details from payroll information. If this changes how your packets are assembled, explain to residents why the change is being made and how they can still access the data they need.”

Based on this information, as well as the feedback received from fellow colleagues, staff will revise the List of Claims memo to include only the total amount of claims paid within the public council packet. The memo will also indicate that the complete List of Claims is available for public inspection at City Hall upon request.

Council will continue to receive the full claims listing separately prior to the meeting for review and approval purposes.

Staff anticipate implementing this revised procedure beginning with the July council packet.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Staff recommend implementing the revised List of Claims procedure beginning with the July packet. The public packet will include the total claims amount and indicate that the complete claims listing is available for public inspection at City Hall upon request. City Council will continue to receive the full claims listing separately prior to each meeting for review.

ATTACHMENTS

New format for the List of Claims Memo



AGENDA ITEM

Big Lake City Council

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|---|--|---|------------------------------|
| Prepared By: <i>Deb Wegeleben, Finance Director</i> | Meeting Date: <i>7/15/2026</i> | <input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item | Item No. 6A |
| Item Description: <i>List of Claims</i> | | Reviewed By: <i>Hanna Klimmek, City Administrator</i> | |
| | | Reviewed By: <i>N/A</i> | |

ACTION REQUESTED

By approving this item on the Consent Agenda, Council would approve the List of Claims paid from April 09, 2026, through May 12, 2026, and approve Payrolls 8 and 9 for 2026.

BACKGROUND/DISCUSSION

Claims and Payroll Report – Through May 12, 2026, for a total amount of \$XXX,XXX.XX

Claims Total: \$XXX,XXX.XX
Water Refund total: \$X,XXX.XX
Payroll Total: \$XXX,XXX.XX

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

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

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

471.87 PUBLIC OFFICERS, INTEREST IN CONTRACT; PENALTY.

Except as authorized in section [123B.195](#) or [471.88](#), a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom. Every public officer who violates this provision is guilty of a gross misdemeanor.

471.88 EXCEPTIONS.

Subdivision 1. Coverage.

The governing body of any port authority, seaway port authority, economic development authority, watershed district, soil and water conservation district, town, school district, hospital district, county, or city, by unanimous vote, may contract for goods or services with an interested officer of the governmental unit in any of the following cases.

Subd. 5. Contract with no bids required.

A contract for which competitive bids are not required by law.

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

| | | |
|--|---|------------------------------|
| Prepared By: <i>Deb Wegeleben, Finance Director</i> | Meeting Date: <i>6/17/2026</i> | Item No. 4E |
| Item Description: <i>City Hall Fleet Expansion Request</i> | Reviewed By: <i>Hanna Klimmek, City Administrator</i> | |
| | Reviewed By: <i>Norm Michels, Superintendent Streets/Parks/Fleet</i> | |

COUNCIL DIRECTION REQUESTED

Provide discussion and direction regarding the potential purchase of an additional vehicle for the City Hall Fleet

BACKGROUND/DISCUSSION

Over the years, vehicles that were no longer needed by the Police Department have been reassigned to the City Hall fleet for use by engineering, code enforcement, administration, inspections, and other City staff. As staffing levels and field responsibilities have increased, the availability of City Hall fleet vehicles has become limited.

Currently, the City Hall fleet consists of only three vehicles, and staff has identified a need for an additional vehicle to accommodate operational demands and reduce scheduling conflicts for employees who regularly travel for inspections, site visits, meetings, training, and other City business.

Staff is seeking Council direction regarding the acquisition of an additional fleet vehicle. If approved, staff would explore cost-effective options through the Minnesota State Surplus Services program or by obtaining quotes for a reliable used vehicle. Staff would focus on acquiring a vehicle in good mechanical condition that minimizes future maintenance costs.

The proposed purchase price would not exceed \$10,000.

FINANCIAL IMPACT

Funding for the vehicle purchase would come from the proceeds received from the sale of former City fleet vehicles that were recently sold at auction. Should the purchase price exceed the available auction proceeds, any additional funding required would be provided from the unallocated balance of CIP Fund 199 - Equipment/Building Replacement Fund.

STAFF RECOMMENDATION

Staff recommends Council authorize the purchase of one additional City Hall fleet vehicle, with a purchase price not to exceed \$10,000, utilizing available proceeds from prior fleet vehicle sales.

ATTACHMENTS

None



WORKSHOP ITEM

Big Lake City Council

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| Prepared By: <i>Marie Popp, Community Development Director</i> | Meeting Date: <i>6/17/2026</i> | Item No. 4F |
| Item Description: <i>Letters of Support Request from Sand Development, LLC</i> | Reviewed By: <i>Hanna Klimmek, City Administrator</i> | |
| | Reviewed By: <i>N/A</i> | |

COUNCIL DIRECTION REQUESTED

Staff is seeking City Council consensus on approval or denial of issuing letters of support to Sand Development, LLC for their pursuit of state assistance.

BACKGROUND/DISCUSSION

Sand Development LLC has requested letters of support from the City Council to accompany their application for Minnesota Housing financing. The proposed project would be submitted as part of the upcoming MN Housing funding cycle, and the developer is seeking formal acknowledgment of local support to strengthen their submission.

The company is proposing to construct a 48-unit apartment building near Goldenrod Glen. The units would be income restricted to 60% of the area median income (currently \$79,440 for a family of 4). Some of the units will be further restricted depending on final counts for the MN Housing application.

Similar letters of support were completed for Aeon for the Goldenrod Glen apartment project.

BLEDA reviewed the request and recommended **DENIAL** of the letters.

FINANCIAL IMPACT

No costs to the city in issuing or denying the letters.

STAFF RECOMMENDATION

Staff recommends that the City Council provide direction on the following:

- Whether to issue the letters of support
- Do not issue the letters of support

ATTACHMENTS

- Draft Minnesota Housing Finance Multifamily Underwriter Letter
- Draft Minnesota Housing Finance Multifamily Development Letter

_____, 2026

Minnesota Housing Finance Authority
400 Wabasha Street, Suite 400
Saint Paul, Minnesota 55102

RE: Housing Tax Credit Program: Apartments in Big Lake, MN

Dear MN Housing Multifamily Underwriter:

The City of Big Lake is an established community located within Sherburne County that has been engaged in comprehensive community planning for decades. Big Lake's current plan, 2018 Comprehensive Plan, included meetings and discussions with stakeholders and community members, landowners, and local businesses. In 2018, the City of Big Lake adopted its current 2018 Comprehensive Plan, which builds upon the previous plan's goals and policies for future growth. With the guidance of the Comprehensive Plan, Big Lake's residents, elected and appointed officials, and City staff will continue working to realize our collective vision for the community as outlined below.

Goals and Objectives

The goals and objectives of the Comprehensive Plan are outlined in each section, and they represent a wide variety of Natural, Cultural and Agricultural Resources (page 3-1), Land Use and Growth Management (page 4-1), Transportation (page 5-1), Parks, Greenways and Trails (page 6-1), Public Utilities and Surface Water Management (page 7-1), Economic Development and Marketing (page 8-1), and Housing (page 9-1) for the City of Big Lake. Among the goals related to housing, affordable housing is identified under the housing goals. Through these goals, the City of Big Lake has identified two goals in the Comprehensive Plan that target affordable housing – (1) "finding ways to encourage private market to provide decent and affordable housing for all families, households and individuals" (see page 1-4 and 9-1) and (2) provide "a wide variety of housing options for people in all stages of life" (see page 10-2).

Boundaries of the Targeted Geographic Area

Because the Comprehensive Plan applies to all the land within Big Lake's boundaries (see page 4-8), the targeted geographic area of the comprehensive plan is the entire city.

Stakeholders and Roles

The stakeholders for the Comprehensive Plan included City staff, Planning and Zoning Commission, City Council, and residents and community members.

On July 11, 2018, City Council approved the Comprehensive Plan through City Resolution. The roles of the City Councils, City Planning Commission, City Staff, Citizens Advisory Committee and Planning Consultants, residents and community members, and local businesses in the Comprehensive Plan were to provide input to the City through feedback at local meetings and workshops.

Timeline of Current Implementation Activities

The City of Big Lake has implemented initiatives outlined in the current Comprehensive Plan. Generally, those include:

- Land Use and Growth Management Plan
 - New housing –
 - Residential Mixture for diverse housing options
 - Single family and multifamily housing options have grown over the last several years to bring in new and a variety of housing choices. Developments include
 - New Commercial and Industrial –
 - Multiple projects have constructed over the last several years bringing in new jobs and tax base. Projects include M&M Precision Machine, White Bear Clothing, Rawr Organics, Premier Marine, Covenant Christian Academy, Nord Excavating,
- Transportation
 - To improve traffic management and safety, the city has completed or taken steps forward with multiple transportation related projects. Key projects include the extension of Minnesota Avenue, an east-west collector street reducing the number of local trips requiring access to Highway 10 to improve safety.
- Parks, Greenways, and Trails
 - New trail infrastructure was installed along portions Minnesota Avenue and 198th Avenue to continue to build out local trail networks for recreation and transportation opportunities.
 - In 2026, the City of Big Lake is replacing multiple parks with newly updated equipment. This furthers the city's goal of further improving existing parks and parkland.

Should you have any questions, please do not hesitate to call me at 763-463-9638.

Sincerely,
City of Big Lake

Marie Popp
Community Development Director
Big Lake Economic Development Authority Executive Director
763-463-9638
Mpoppp@BigLakeMN.org

[City of Big Lake Letterhead]

_____, 2026

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, Minnesota 55101
Attention: Multifamily Underwriting

**RE: Housing Tax Credit Program
BIG LAKE, MINNESOTA.**

Dear Multifamily Development:

The City of Big Lake is a community made up of residents, businesses and institutions sharing a common history. Diverse, affordable and high-quality housing and neighborhoods are critical components in defining Big Lake. They help maintain a healthy tax base and attract and retain residents, as well as businesses to the community. Healthy neighborhoods bring vitality and promote investment in the larger community, providing a firm foundation plan for Big Lake's future. The City's Comprehensive Plan sets goals and policies emphasizing the establishment of life cycle housing, planning and future land use for all market needs including affordable housing. Developers and the City must be partners to cooperatively develop housing plans to provide workforce housing in Big Lake.

At its meeting on June ____ 2026, the Big Lake's City Council reviewed and supported the housing development proposal that proposes approximately 48 units of new construction apartment homes in the City of Big Lake to meet the housing goals of its Comprehensive Plan. This endorsement is based upon the findings that the project will meet locally identified housing needs and that the proposed housing is in short supply in the local housing market. These findings are evidenced by the Sherburne County Comprehensive Housing Needs Analysis from September 2024 which states that 260 units of affordable rental housing are needed between 2023 and 2030 with affordable housing needed in Big Lake (Comprehensive Housing Needs Analysis for Sherburne County, Minnesota, prepared by Maxfield Research in September 2024).

Sincerely,

Marie Popp
Community Development Director
City of Big Lake



WORKSHOP ITEM

Big Lake City Council

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|--|---|------------------------------|
| Prepared By: Layne Otteson P.E., City Engineer ENG26-035 | Meeting Date: 6/17/2026 | Item No. 4G |
| Item Description: Proposed 2027 Street Improvement Project Open Houses for Lakeshore Drive and Hiawatha Avenue | Reviewed By: Hanna Klimmek, City Administrator | |
| | Reviewed By: Deb Webelegen, Finance Director | |

COUNCIL DIRECTION REQUESTED

Staff is seeking Council direction on scheduling open houses with residents within the proposed 2027 Street Improvement Project area.

BACKGROUND/DISCUSSION

Lakeshore Drive and Hiawatha Avenue are scheduled for resurfacing in the preliminary 2027 CIP. The curb and pavement surface are deteriorating. The project is about 2.2 miles long. This project will likely include significant concrete curb repairs and typical pavement resurfacing.

Staff will provide very high-level project information at Workshop and request Council concurrence to hold open houses with residents in mid-July. Staff will report back to Council with resident feedback in August.

FINANCIAL IMPACT

Specific costs are not known but costs are expected to be \$800,000 to \$950,000. A significant part of this project would be paid using the City's State Aid Account which is funded by the State gas tax. Benefitting properties will also contribute via special assessments per the Special Assessment Policy.

STAFF RECOMMENDATION

Direct Staff to prepare typical project information and schedule open houses with residents.

ATTACHMENTS

N/A