

**AGENDA  
BIG LAKE CITY COUNCIL  
WORKSHOP**

**WEDNESDAY, MAY 13, 2020**

**5:00 p.m.**

**1) CALL TO ORDER**

**2) ROLL CALL**

**3) ADOPT PROPOSED AGENDA**

**4) BUSINESS**

4A. City Council Meeting Date Changes

4B. Code Revision Task Force Member Selection

4C. New Ideas Discussion

**5) OTHER**

**6) ADJOURN**

**Attendance at Workshop:** All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the City Council may participate in this Workshop via telephone or other electronic means on an as needed basis.

**Audience Attendance at Workshop:** To join this workshop via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at [gwolbeck@biglakemn.org](mailto:gwolbeck@biglakemn.org) to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.**

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



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 05/13/20	<b>Item No:</b> <b>4A</b>
<b>Item Description:</b> Meeting Date Changes/Cancellations and City Hall Office Schedule	<b>Reviewed By:</b> Deb Wegeleben, Finance Director	
	<b>Reviewed By:</b> Gina Wolbeck, City Clerk	

### **COUNCIL DIRECTION REQUESTED**

Provide input on upcoming meeting date changes/cancellations, and City Hall office hours.

### **BACKGROUND/DISCUSSION**

Listed below are proposed meeting date changes and cancellations for the remainder of 2020 and early 2020. Staff is specifically seeking Council feedback on whether you would like to cancel the 2<sup>nd</sup> meetings in November and December, hold the meetings as scheduled, or change the meeting dates.

### **MEETING DATE CANCELLATIONS FOR UPCOMING HOLIDAYS:**

- ✓ The first meeting in November falls on Veteran’s Day (November 11). State Law prohibits cities from holding meetings on federal holidays. Staff is recommending this meeting date be moved to Thursday, November 12 with the Workshop starting at 5pm and the Regular meeting starting at 6pm.
- ✓ Thanksgiving this year falls on Thursday, November 26. The regularly scheduled 2<sup>nd</sup> meeting in November is scheduled for the day before Thanksgiving. Historically, Council has opted to cancel the meeting when it falls this close to the holiday. There is additional information on rescheduling this meeting under the Public Input Hearing item on page 2.
- ✓ Christmas Day this year falls two days before the 2<sup>nd</sup> meeting in December. Historically, Council has opted to cancel the 2<sup>nd</sup> meeting in December each year due to the holiday schedule. Council has the following options:
  - NO CHANGE - Hold meeting as regularly scheduled on Wednesday, December 23<sup>rd</sup>. If Council does decide to hold the 2<sup>nd</sup> meeting in December, we will need to ensure that we have a quorum of Council Members (3) in attendance.
  - RESCHEDULE - Reschedule to a different date. Possible reschedule dates are Monday, Dec. 21<sup>st</sup> or Tuesday, Dec. 22<sup>nd</sup>.
  - CANCEL - Cancel the second meeting in December.

### **ADDITIONAL MEETINGS:**

- ✓ **Canvass Board Meeting** – The City Council is required to meet to canvass the results of the General Election for our local seats. The timeframe the City is allowed to canvass is from November 6 – 13. This can be done during a regularly scheduled meeting, or a special meeting can be set as long it’s within the set timeframe. With how the meeting dates fall in November, and the number of seats on the ballot, the potential for a recount is fairly high. If we wait to canvass until the November 12<sup>th</sup>

Council Meeting, potential recount dates would be pushed back to the week of the Thanksgiving holiday. If we canvass prior to the regularly scheduled meeting, this would allow for a recount to occur the week before Thanksgiving, which would provide more dates to choose from for a recount to be conducted. Staff is recommending Council set a special meeting on Monday, November 9 at 5:30 p.m. to canvass the Mayor and City Council Member Election results. The BLEDA Meeting will follow at 6pm.

- ✓ **Public Input Hearing (formerly known as Truth in Taxation)** – The expected timeframe that the City is allowed to hold its annual Public Input Hearing is from Monday, November 23 through Monday, December 28. This hearing must be held prior to the City adopting its budget/levy. Council has the option to schedule a special meeting to hold the Public Input Hearing (PIH), or it can be held during a regularly scheduled meeting as long as the meeting date falls within the allowed timeframe. A quorum of Council Members is REQUIRED during the PIH. Options available:
  - NO CHANGE to 2<sup>nd</sup> meeting in November - If Council chooses not to change the date of the 2<sup>nd</sup> meeting in November, the PIH would be held during the November 25 regularly scheduled meeting. If Council does decide to hold this meeting, we will need to ensure that we have a quorum of Council Members (3) in attendance.
  - RESCHEDULE - If Council chooses to change the date of the 2<sup>nd</sup> meeting in November to either the 23<sup>rd</sup> or the 24<sup>th</sup>, staff would recommend the PIH be held during that rescheduled meeting date.
  - CANCEL - If Council chooses to cancel the 2<sup>nd</sup> meeting in November, we will need to set a special meeting date to hold this hearing, possibly on Tuesday, November 24. Depending on the number of attendees, this hearing generally lasts approximately 20 minutes.
  - A continuation hearing date will also need to be set on Monday, November 30, 2020 at 6:00 p.m. This continuation hearing would only be held if needed.
  - **STAFF RECOMMENDATION** - *It is Staff's recommendation to reschedule the 2<sup>nd</sup> Meeting in November to Tuesday, November 24<sup>th</sup> and to hold the Public Input Hearing during this meeting. IF there is a recount, Staff would also recommend that the Council canvass the results of the recount during this meeting.*
  
- ✓ **Committee Workshop** – Set the annual Committee Workshop in the Big Lake City Council Chambers on Thursday, December 3, 2020 at 6:00 p.m. for all Council, EDA, Planning, and Parks Committee Members.
  
- ✓ **Joint City/Township/County/School Meeting** – Set the annual Joint meeting of the City of Big Lake, Big Lake Township, Orrock Township, Sherburne County, and Big Lake School District on Thursday, January 21, 2021 at 6:00 p.m. in the Big Lake City Council Chambers.

#### **CITY OFFICE CLOSINGS:**

- ✓ **Independence Day** - All City offices will be closed on Friday, July 3, 2020 in observance of the Independence Day Holiday.
  
- ✓ **Labor Day** - All City offices will be closed on Monday, September 7, 2020 in observance of the Labor Day Holiday.

- ✓ **Columbus Day** – For the past few years, City Hall offices have been closed to regular business on Columbus Day for required staff training. The City joined the Crow River Regional Safety Group in 2019, which also includes member cities from Rockford, Annandale, Albertville and Greenfield. The group generally meets monthly to conduct various safety training topics. Due to the COVID 19 pandemic, the group training has been cancelled until further notice. However, staff still has the capability to do online training through the League of Minnesota Cities. As the online training is available, we will no longer need to close City Hall to conduct required training. City Hall will be open for business on October 12<sup>th</sup>.
- ✓ **Veteran’s Day** - All City offices will be closed on Wednesday, November 11, 2020 in observance of the Veteran’s Day Holiday.
- ✓ **Thanksgiving Holiday** – With amendments to the City Employee Personnel policy in 2016, the Friday after Thanksgiving is considered a paid holiday and all City Offices will be closed on both Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup>.
- ✓ **Christmas Holiday** – The Christmas Holiday falling on a Friday this year and City Offices will be closed. In 2019, Council approved a personnel policy amendment allowing for City Offices to close at noon on Christmas Eve. As this is not considered a paid holiday, Staff will need to adjust their schedules to make up the hours, or will be required to take from their leave bank.
- ✓ **New Year’s Day** - All City offices will be closed on Friday, January 1, 2021 in observance of the New Year’s Holiday.
- ✓ **Martin Lutheran King Jr. Day** - All City offices will be closed on Monday, January 18, 2021 in observance of MLK Jr. Day.

**FINANCIAL IMPACT**

N/A

**ALTERNATIVES**

Leave meeting schedule and office hours unchanged.

**ATTACHMENTS**

Calendars November 2020 through January 2021

# November

2020

CITY OF BIG LAKE

## CITY MEETING CALENDAR

### City of Big Lake Meeting Dates and Election Information

#### ELECTION INFORMATION FOR NOVEMBER and beyond:

November 3 – GENERAL ELECTION DAY. Polls open at 7am; close at 8pm

November 10 – Last day for Candidates to file Campaign Finance Report

November 9 – Council will canvass results of votes cast for Mayor/CM candidates

November 20 – Clerk will issue Certificates of Election - if the candidate has filed Certificate of Filing form and if the losing candidate(s) have not requested a recount

January 4 – Terms begin for those elected at the General Election

January 13 – Mayor/Council Member Elects will be sworn in prior to the start of the 5pm wksp



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Last day to apply for Absentee Ballot from Sher. County Auditor's Office	3 <b>GENERAL ELECTION DAY</b>	4 6pm – Planning Commission Mtg.	5	6	7
8	9 5:30pm – CC Canvass Board Mtg. (tentative) 6pm – BLEDA Mtg.	10 Last day for candidate to file Campaign Financial Report "Certification of Filing" form	11 VETERANS DAY – City offices closed Council Meetings tentatively moved to 11/12	12 (tentative) 5pm – Council Workshop 6pm – Council Mtg.	13 Last day to remove Candidate signs	14
15	16 Last day for candidates to request a recount if results canvassed on 11/09	17	18 Potential Recount Date if applicable	19 Potential Recount Date if applicable	20	21
22	23 6:30pm – Parks Advisory Committee Mtg. Possible date to reschedule 11/25 meeting? TNT Hearing date?	24 Possible date to reschedule 11/25 meeting? TNT Hearing date?	25 <del>5pm – Council Workshop</del> <del>6pm – Council Mtg. – TENTATIVELY CANCEL or MOVE?</del>	26 City Offices Closed – Thanksgiving Holiday	27 City Offices Closed – Thanksgiving Holiday	28
29	30 6pm – TNT Hearing continuation date (if needed)					

# December

2020

CITY OF BIG LAKE

## CITY MEETING CALENDAR

Out-going Council Recognitions will be held 1-hour before the start of the Workshop at either the 1st or 2<sup>nd</sup> meeting in December, depending on if Council decides to cancel, reschedule, or hold the 2<sup>nd</sup> meeting in December.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 6pm – Joint Committee Wksp (tentative)	4	5
6	7	8	9 5pm – Council Workshop 6pm – Council Mtg.	10	11	12
13	14	15	16	17	18	19
20	21	22	23 5pm – Council Workshop 6pm – Council Mtg. – <b>POSSIBLY CANCEL or MOVE?</b>	24 City Offices Close at Noon – Christmas Eve	25 City Offices Closed – Christmas Holiday	26
27	28	29	30	31 New Year's Eve	City Offices Closed – New Year's Holiday	

# January

2021

CITY OF BIG LAKE

## CITY MEETING CALENDAR



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 City Offices Closed – New Year’s Holiday	2
3	4 Newly Elected Terms Begin	5	6	7	8	9
10	11	12	13 4:45pm - Newly Elected Swearing In 5pm – Council Workshop 6pm – Council Mtg.	14	15	16
17 City Offices Closed – MLK Jr. Day	18	19	20	21 6pm – Joint City/County/Twsp/ School Meeting	22	23
24	25	26	27 5pm – Council Workshop 6pm – Council Mtg.	28	29	30
31						



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Hanna Klimmek, Community Development Director</i>	<b>Meeting Date:</b> 5/13/2020	<b>Item No.</b> <b>4B</b>
<b>Item Description:</b> <i>Code Revision Task Force – Member Selection</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By:</b> <i>Amy Barthel, City Planner</i>	

## **ACTION REQUESTED**

Select a City Council Member to serve on the Code Revision Task Force.

## **BACKGROUND/DISCUSSION**

Big Lake Community Development has decided to prioritize the creation of a Code Revision Task Force in an effort to proactively discuss and recommend reasonable and necessary changes to the City Code. The overall goal of the Code Revision Task Force is to allow for well thought out change that strives to create efficiencies in process, establish user friendly language, and cater to a developer-friendly approach.

Amy Barthel, City Planner, will be leading the Code Revision Task Force. We envision the commitment on the Task Force will require a Member to attend quarterly meetings. Amy plans to bring her recommendations to the Code Revision Task Force for discussion. From there, she will be looking to obtain a solid recommendation from the Task Force to bring to the Planning Commission.

The Code Revision Task Force will include 1 City Council Member, 1 Planning Commission Member, 1 BLEDA Member, 1 Parks Advisory Committee Member, and Staff. At this time, Staff is looking for each Board to select a Member to join.

## **FINANCIAL IMPACT**

N/A

## **STAFF RECOMMENDATION**

Select a City Council Member to serve on the Code Revision Task Force.

## **ATTACHMENTS**

N/A



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date</b> 5/13/2020	<b>Item No.</b> <b>4C</b>
<b>Item Description</b> New Ideas Discussion	<b>Reviewed By:</b> N/A	
	<b>Reviewed By:</b> N/A	

### **COUNCIL DIRECTION REQUESTED**

None

### **BACKGROUND/DISCUSSION**

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

### **FINANCIAL IMPACT**

None

### **ALTERNATIVES**

None

### **ATTACHMENTS**

None