

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 23, 2019**

1. CALL TO ORDER

Mayor Mike Wallen 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: Dick Backlund, Seth Hansen, Rose Johnson, Paul Knier, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Public Works Director Mike Goebel, Police Corporal Joe Kalla, City Clerk Gina Wolbeck, City Planner Michael Healy, Liquor Store Manager Greg Zurbey, Deputy City Clerk Janette Rust, and Consultant City Engineer Jared Voge from Bolton and Menk, Inc.

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:01 p.m. No one came forward. Mayor Wallen closed the Open Forum at 6:01 p.m.

5. PROPOSED AGENDA

Council Member Backlund motioned to adopt the proposed Agenda as presented. Seconded by Council Member Knier, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda with the removal of item 6G for separate consideration. Seconded by Council Member Johnson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A. Approve Regular Council

Meeting Minutes of January 9, 2019, 6B. Approve Special Council Meeting Minutes of January 15, 2019, 6C. Approve Special Joint City/County/Twsp/School Meeting Minutes of January 17, 2019, 6D. Approve Purchase of Police Department Evidence Room Shelving, 6E. Approve IT Services Contract with the Sherburne County Sheriff's Office, and 6F. Approve Appointment of Jared Voge from Bolton and Menk, Inc. as the Interim City Engineer.

6G. Approve Engineering Services Proposal with Wenck and Associates

Clay Wilfahrt informed Council that the proposal for engineering services with Wenck and Associates requires review from the City Attorney's Office and asked Council to include that language in the approval.

Council Member Knier motioned to approve a General Services Proposal between the City of Big Lake and Wenck and Associates contingent upon City Attorney review and recommendation. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7. BUSINESS

7A. 2016 Street Resurfacing Project No. ST2019-1 – Order Preliminary Engineering Report

Jared Voge reviewed the engineers report for the proposed 2019 Street Resurfacing Project. At a previous Workshop, staff discussed multiple streets that have been found to be in need of resurfacing. These streets have begun to deteriorate and are turning to gravel which could become a liability to the City. After several discussions with Public Works Director Mike Goebel, specific areas have been identified to be considered for resurfacing and spot patching. Identified streets include portions of Pond View Drive, Pintail Street, Lake View Lane, Lake View Circle, Lake Ride Drive, St. Andrews Lane, Park Avenue, Wall Street, and Fair Meadows Circle. Voge noted that there is a \$300,000 preliminary budget available for this project, and costs will be further examined as part of the Preliminary Engineering Report. The identified streets will be prioritized based on condition, funding, cost, and maintenance expenditures. Voge stated that the Engineering Report is projected to be presented to Council at the February 13 meeting along with a presentation explaining the findings and an engineer's recommendation. An open house was held on January 22, 2019 and a number of people attended giving feedback on the project. Voge noted that special assessments have been identified as one of the funding sources associated with this project. MN State Statute Chapter 429 requires a Preliminary Engineering Report be authorized and prepared that will identify the total estimated project costs, assessment requirements, and identify projected costs to be assessed to individual properties. This report will also provide a recommendation on which streets to perform resurfacing or maintenance activities.

Council Member Hansen stated that street improvements have been delayed over the last decade due to funding concerns, and doing the mill and overlay now will help prevent the need to perform a complete reconstruct of these streets which would be at a much higher cost. Council thanked City Engineer Layne Otteson for his continued efforts in communicating with the public.

Council Member Johnson motioned to approve Resolution No. 2019-04 ordering the preparation of the Preliminary Engineering Report on the 2019 Street Resurfacing Project ST2019-1. Seconded by Council Member Knier, unanimous ayes, motion carried.

7B. Ordinance Modifying Rules for Residential Swimming Pools

Michael Healy reviewed the planners report for the ordinance modifying rules for residential swimming pools. Healy explained that due to changes in the State Building Code, the City's swimming pool ordinance is out of date. The current existing pool ordinance does not have its own safety rules and directs staff to reference the State Building Code. Recent editions of the State Building Code no longer have regulations for swimming pools and no longer requires building permits for swimming pools. Healy also noted that some of the City's other rules concerning swimming pools are antiquated and may have unintended negative consequences. Staff recommended a complete overhaul of the City's swimming pool ordinance language, noting that a survey of other communities was conducted to create a draft ordinance that reflects regional best practices to pool safety regulations. The Planning Commission held a public hearing on January 2, 2019 and no members from the public attended or submitted comments. The Planning Commission unanimously recommended approval of the draft ordinance language.

Council Member Knier motioned to approve Ordinance No. 2019-03 modifying the rules for residential swimming pools, and approve Resolution No. 2019-05 authorizing summary publication. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Monthly Department Reports

Deb Wegeleben provided a year-end financial update on unaudited revenues, expenditures, and enterprise funds.

Greg Zurbey provided a liquor store year-end review including financial information, shelving and aisle upgrades, increased craft beer inventory, new entry and cooler images, and noted the new full-time staff position that was created in 2018. Zurbey also reviewed inventory changes, days open in 2018, transactions for the year, and community events the store was involved in.

Knier stated his appreciation for the store's community involvement, and asked staff to provide an update on how adding a full time employee has benefitted the store. Zurbey noted that he is able to generate more thorough updates and reports for Council and administration, noted that staff has been working on establishing a Loyalty Club Card program, has increased the store's social media and website presence, and increased attendance at MMBA conferences that provides vital training opportunities for staff. Zurbey informed Council that the new full time employee is still in the training process, but having this position will allow current staff to use their vacation time, and market the store and its products.

Michael Healy provided an update on activities in the Community Development Department. Healy reviewed housing/commercial development statistics/projects, and redevelopment projects. Healy also reviewed 2018 BLEDA activities, 2018 Planning activities, and 2018 Recreation activities. Discussion was held on the new City Volunteer Program.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims dated January 2, 2019 through January 17, 2019 with the removal of Check No's. 78942, 79061, and 79111 for separate consideration, and approve payroll no. 1. Seconded by Council Member Knier, unanimous ayes, motion carried.

8B. Consider Audio Communications Payments

Council Member Hansen motioned to approve payment of Check No. 78942 in the amount of \$523.75, Check No. 79061 in the amount of \$314.40, and Check No. 79111 in the amount of \$4,111.94 payable to Audio Communications for services rendered. Seconded by Council Member Johnson, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Knier, Hansen, Johnson and Wallen voting aye, and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the recent Street Resurfacing Project open house which was attended by over 40 residents. Comments from those in attendance were in favor of moving forward with the street mill and overlay projects. Wilfahrt also discussed the water meter reading company the City currently uses, noting they have been delayed in reading meters due to staffing issues. Residents and businesses may notice some fluctuations in their water bills due to these delays that will average out over time. Wilfahrt discussed that

the Star Tribune recently listed its top housing districts in MN, noting that Big Lake placed 18 out of 100 districts and was the highest rated in Sherburne County.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: reviewed the January BLEDA Meeting, and the annual Joint Meeting with the City, County, School, and area Townships.

Council Member Knier: Reviewed the January Big Lake Beyond the Yellow Ribbon meeting.

11. OTHER – No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 6:58 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/13/19