

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 12, 2020**

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: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, Deputy Chief Matt Hayen, City Clerk Gina Wolbeck, Assistant Fire Chief Mark Hedstrom, and Assistant Liquor Store Manager Lisa Miller.

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 6:02 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Knier, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of January 22,

2020, 6C. Approve Regular Council Meeting Minutes of January 22, 2020, 6D. Approve Resolution No. 2020-07 Authorizing the Advance of Municipal State Aid Street Funds, 6E. Approve Resolution No. 2020-08 Appointing Election Judges for the March 3, 2020 Presidential Nomination Primary Election, 6F. Approve Printer Equipment Agreement with Marco, 6G. Approve 2019 Inter-Fund Transfers, 6H. Approve Resolution No. 2020-09 approving the 2019 Budget Amendment, 6I. Approve Farmers Market Rules and Regulations Policy Updates, 6J. Approve Resolution No. 2020-10 in Support for a MN GreenCorps Host Site Application, 6K. Approve Resolution No. 2020-11 authorizing a Tobacco License to Frontier MN LLC doing business as Market Place Express to Operate at 16777 Market Place Drive, Big Lake, 6L. Accept Resignations from Part-time Public Works Employees Jerad Storlien and Blake Koshiol, and 6M. Approve the Purchase of Two Public Works Vehicles.

7. BUSINESS

7A. Oath of Office – Police Sergeant Tom Kucala and Police Officer Tyler Hecht

Joel Scharf introduced Tom Kucala who was promoted to the rank of Sergeant in 2019, and new Police Officer Tyler Hecht that started service with the Police Department in January 2020. Deputy Chief Matt Hayen presented a video showcasing both Kucala and Hecht.

Mayor Wallen conducted a Swearing in Ceremony for Kucala and Hecht who took the Sergeant/Patrol Officer Oath's of Office.

Scharf thanked all members of the Police Department and recognized Council, citizens and staff for their support of officers that serve Big Lake.

7B. Presentation - Big Lake Public Library Annual Report

Great River Regional Library Services Coordinator Jeannette Burkhardt presented an annual report on services provided by the Big Lake Public Library. Burkhardt provided statistical information on collection, circulation, and email upgrades along with updates on programs, events, the increase in the use of the self-checkout machine, the Read Down Your Fines/Fines Forgiveness programs, social media improvements, and the mobile library concept that was held during ECFE in the Park events. Burkhardt also reviewed MCIT safety audit findings, and discussed the Locally Grown fundraising drive during the month of March. Council thanked Burkhardt for the update on the Big Lake Public Library.

7C. Donations – Big Lake Veteran's Memorial

Deb Wegeleben reviewed cash donations received from various organizations and individuals towards the construction of the Big Lake Veteran's Memorial. Wegeleben noted that a total of \$7,755 was donated towards the project from May 15, 2019 through January

30, 2020, bringing the total cash and in-kind donations, along with interest earned from the fund, to \$96,408.81. The total project cost was \$94,592.05, which leaves \$1,816.76 in excess funds to be used for future expenditures such as adding names to the memorial. Council thanked all contributors to this project.

Council Member Zettervall motioned to approve Resolution No. 2020-12 accepting cash donations from various organizations and individuals towards the Big Lake Veteran's Memorial Fund totaling \$7,755. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. Appointment of Water/Wastewater Operator II Candidates

Layne Otteson reviewed the selection process to fill the two vacant Water/Wastewater Operator II positions. Interviews were held on February 11/12, 2020. The interview panel has recommended the appointment of Dana Mattson to fill one of the two vacant Water/Wastewater Operator II positions contingent upon a satisfactory background investigation.

Council Member Knier motioned to approve the appointment of Dana Mattson to fill one of the two vacant Water/Wastewater Operator II positions contingent upon a satisfactory background investigation. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7E. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of January. Hedstrom also reviewed training activities including an EMR Refresher course and Wrestling 4 Life dedicated to stopping the suicide epidemic of our first responders. Hedstrom discussed the weight room relocation/update project, new officer assignments, designating Kevin Kreuger as the Firefighter of the Year, reviewed firefighter anniversaries recognizing Ken Halverson on 30 years of service, and discussed the March 7 Big Lake Fire Department Chili Cook-off fundraiser that will support the Big Lake Food Shelf. Hedstrom also reminded the public to move over for stopped emergency and service vehicles.

Police Department – Joel Scharf updated Council on police statistics, calls for service, and self-initiated policing activities for the month of January. Scharf reviewed the new squad cars that have arrived, discussed new lighting and logo on the squads, reviewed quarterly firearms training, recapped the Sherburne County Attorney's update, discussed recent significant arrests, DWI trends, and overall increased crime throughout the State of MN. Scharf recognized Officer Guy Chaffee and Canine Bruno for receiving the Top Rookie Dog Award at the USPCA Trials, and discussed Investigator Berg's bomb detection canine duties at the Xcel Arena with canine Zakira.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson discussed the 2020 Street and Utility Improvement Project noting that sidewalk workshops have been scheduled for February 19 and 20, provided an update on the Safe Routes to School Program, noted that development inquiries continue to increase, reviewed residential and right-of-way permits, and noted that he attended MNDOT meetings and has been working on various reports to State agencies. Otteson introduced newly hired Streets/Parks Operator II employees Brett Johnson and Brandon Greenwald, discussed the re-advertising of the Water/Wastewater Operator II positions which generated submittal of more applications, reviewed the City's AIS Program, presented information on the Freedom Rock project, and discussed equipment needs of the department. Otteson also discussed the Wastewater Treatment Plant Expansion project, reviewed snow plowing activities for January, discussed the recent joint workshop between Public Works staff and Police Department staff, and discussed staffing within the department.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the information he presented at the legislative forum held in Buffalo regarding disproportionate education funding and how the disparity in funding between metro school districts compared to outlying school districts can negatively affect communities as a whole. Wilfahrt also discussed the City's hiring methods and Staff's recruitment efforts to ensure that we get the best person to fill vacant positions. Wilfahrt indicated that the State's Education Commissioner will be in attendance at the Technical Education Summit at Big Lake High School, and invited Council Members to attend the upcoming Legislative Conference.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the February BLEDA Meeting, reviewed the Education Legislation Session held in Buffalo, and discussed the Fire Department Strategic Plan meeting. Mayor Wallen informed Council that the full strategic planning session will be held on February 22.

Council Member Hansen: Reviewed the recent CMRRPP Meeting.

Council Member Johnson: Discussed the February BLEDA, BLCE, and BLCLA Meetings, and encouraged citizens to participate in the upcoming Lake Clean-up Day event at the end of February.

Council Member Knier: Reviewed the Freedom Rock committee meeting, and noted that he attended a gathering of the Big Lake Senior Group.

Council Member Zetervall: Reviewed the January Parks Advisory Committee Meeting and the February Planning Commission Meeting. Council Member Zetervall discussed his attendance at the League of Minnesota Cities Elected Leaders Conference.

10. **OTHER** - No other.

11. **ADJOURN**

Council Member Hansen motioned to adjourn at 7:06 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/26/2020