

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 13, 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, Community Development Director Hanna Klimmek, Public Works Director Mike Goebel, Police Captain Matt Hayen, Deputy City Clerk Janette Rust, Liquor Store Manager Greg Zurbey, and City Engineer Layne Otteson. Fire Chief Ken Halvorson arrived at 6:04 p.m.

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 Johnson motioned to adopt the proposed Agenda as presented. Seconded by Council Member Hansen, 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 Council Workshop Minutes of January 23, 2019, 6B. Approve Regular Council Meeting Minutes of January 23, 2019, 6C. Approve Hildi, Inc. Renewal Agreement for the Big Lake Fire Relief Association, 6D. Approve Employment Status Change for Part-time Liquor Clerk Jennifer Fairbanks, 6E. Approve Disposal of Surplus Property for Big Lake Fire Department, 6F. Approve 2018 Inter-Fund Transfers, 6G. Approve Resolution No. 2019-06 Authorizing 2018 General Fund Budget Amendment No. 2, 6H. Approve Resolution No. 2019-07 Authorizing the Advance of Municipal State Aid Funds, and 6I. Accept Resignation from Seasonal Code Enforcement Officer Jake Griffiths.

7. BUSINESS

7A. Presentation – Sherburne County Attorney Kathleen Heaney Update

Sherburne County Attorney Kathleen Heaney provided an update on the Sherburne County Attorney's Office statistics and services provided to the City in 2018. Heaney commended the collaborative efforts between law enforcement departments within the county. Heaney reviewed trends their office sees regarding petty misdemeanors and gross misdemeanors. Heaney also discussed their truancy and victims witness advocacy programs. Council thanked Heaney for her presentation.

7B. Presentation – Great River Regional Library Update

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, and the combining of Big Lake and Becker libraries under one Services Coordinator.

Council inquired if circulation is increasing and if the library has a social media presence. Burkhardt explained that the circulation numbers are decreasing but that does not include eBooks because the library's software is unable to distinguish that the card holder is a Big Lake library patron. Burkhardt noted that Friends of the Library does have a Facebook presence. Council thanked Burkhardt for her efforts in improving the Big Lake Public Library.

7C. Recognitions – City and School District Partnership Programs (ECFE in the Park and the Work Based Learning Program)

Clay Wilfahrt presented information on successful partnerships the City has had with the school district on two projects that were recently recognized for statewide awards and thanked the school for their hard work and cooperation with the City. The first program that was recognized was ECFE in the Park. The City and Big Lake Schools' Community

Education Department partnered in 2016 to provide an ECFE in the Park Program. The City sought to foster a sense of community and better promote the parks throughout the community and the Community Ed program saw the opportunity to enrich the lives of young people and better promote their programs. Big Lake Schools Early Childhood Coordinator Kelly Kazeck shared that the partnership has annual expenses of less than \$10,000 and draws over 100 people on average to each of their 6 events. As a result, Community Education has had unprecedented levels of registrations and the City's parks are more visible. The ECFE in the Park Program was recognized with a project award from the Minnesota Community Education Association for its innovative approach.

The second program to be recognized was the Work-Based Learning Program. Community Development Director Hanna Klimmek and High School Principal Bob Dockendorf developed a work-based learning program that incorporates specific course work, apprenticeships, and collaborations with local businesses. An Apprenticeship Career Fair was held that over a thousand students attended who learned about a number of career paths in a variety of fields. The City was awarded a Local Government Innovation Award from the University of Minnesota for this program. Bob Dockendorf and Technology Education Teacher Wade Olson presented statistical information regarding the program and thanked Klimmek for all her work and collaboration on this project. Council thanked Dockendorf and Olson for promoting choices for our youth.

7D. 2019 Street Resurfacing Project No. ST2019-1 – Receiving Preliminary Engineering Report and Calling for a Public Hearing

Layne Otteson presented 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. Typical pavement lifespan is 20 to 25 years, and 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, 11 specific areas had been identified to be considered for resurfacing and spot patching at a cost of \$505,000. Otteson noted \$300,000 is budgeted for this project and to stay within budget, the identified street segments were reduced to 7 with 2 streets contingent on material costs in the spring. The street segments identified as moving forward to the bid process are Pond View Drive, Pintail Street, Lake View Lane, Lake Ridge Drive, and Park Avenue with Wall Street and Fair Meadows Circle being the two contingent street segments. The identified streets were prioritized based on condition, funding, cost, and maintenance expenditures. Otteson stated that they will be looking for ways to keep the costs down with aggressive bidding, simplifying the project, and providing a flexible schedule for the contractor. Otteson noted that special assessments have been identified as one of the funding sources associated with this project. Council thanked Otteson for his work on this project and within the community.

Council Member Knier motioned to approve Resolution No. 2019-08 Receiving the Preliminary Engineering Report and Calling for a Public Hearing on the 2019 Street Resurfacing Project No. ST2019-1. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7E. Donations – Climb Theater to ECFE in the Park Program

Deb Wegeleben reviewed the 2016, 2017, and 2018 cash donations totaling \$31,502.26 submitted by Climb Theater towards the City of Big Lake ECFE in the Park Program.

Council Member Johnson motioned to approve Resolution No. 2019-09 accepting \$31,502.26 in cash donations from Climb Theater towards the ECFE in the Park Program. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7F. Donation – Eddy Family Foundation to the Police Department

Matt Hayen reviewed the \$4,000 cash donation submitted by the Eddy Family Foundation to the Big Lake Police Department towards the purchase of unbudgeted law enforcement needs. Hayen thanked the Eddy Family Foundation for the generous donation.

Council Member Hansen motioned to approve Resolution No. 2019-10 accepting a \$4,000 cash donation from the Eddy Family Foundation to the Big Lake Police Department towards unbudgeted purchases. Seconded by Council Member Knier, unanimous ayes, motion carried.

7G. Monthly Department Reports

Fire Department – Ken Halverson provided statistical information on calls for service for the month of January, reviewed the department’s on-going training, and discussed the new auto extrication equipment recently purchased.

Police Department – Matt Hayen updated Council on police statistics, calls for service, and self-initiated policing activities for the month of January. Hayen also discussed the pursuit and arrest of St. Paul vehicle thieves by Big Lake’s police officers, reviewed the excellent turnout at the Active Threat Instruction Course for area places of worship, discussed the retired Fire Department Chevrolet Tahoe now being used by Community Service Officers, reviewed the new Special Service vehicle, discussed a recent Letter to the Editor thank you, reviewed that the Canine unit performed locker checks at Big Lake High School along with assistance from the Sherburne County Sheriff’s Office, reviewed the loss of gas service in Princeton during the extreme cold spell, and reminded residents how critical it is to have vehicles off the roadways for effective snow removal. Hayen thanked George Quinn for the generous donation of hand warmers during the bitter cold, and encouraged residents to sign up for the Nextdoor social network app.

Council thanked Wright County Emergency Management Director Seth Hansen for the information he provided during the Xcel Energy gas shortage incident, and thanked the Police Department for their work in the community.

Engineering Department – Layne Otteson provided an engineering update on various projects underway in the City including the 2019 Mill and Overlay project and the CR 5/Hiawatha Avenue Signal Project. Otteson provided an update on annual reports due to the State of Minnesota, discussed Sherburne County Soil and Water Board’s study of sub-watershed around Mitchell Lake and Big Lake, and noted that he attended various MNDOT meetings including a trail grant meeting.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed the Compost Facility year-end report, reviewed the need for repair of the drain systems in the Public Works garage area, and reviewed snow plowing efforts noting damaged equipment due to snow removal.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims dated 01/18/19 through 02/07/19 with the removal of Check No’s. 79155 and 79251 for separate consideration and approve payroll no. 3. Seconded by Council Member Knier, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment

Council Member Hansen motioned to approve payment of Check No. 79155 in the amount of \$1,156.20 and Check No. 79251 in the amount of \$505.00 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 Hansen, Johnson, Knier and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR’S REPORT

Clay Wilfahrt discussed snow plowing services the City Public Works Department provides noting the tremendous amount of thought that is put into it, taking into account our residents work and school schedules. Wilfahrt stated that the Code enforcement Task Force met last week to discuss how code enforcement would be handled by the City. Wilfahrt also shared that next week he and Deb Wegeleben will be attending the Legislative Conference hosted by the League of Minnesota Cities.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Reviewed the 1st Quarter Fire Board Meeting and the February BLEDA Meeting.

Council Member Backlund: Discussed the February Parks Advisory Committee Meeting.

Council Member Hansen: Reviewed the February Planning Commission Meeting.

Council Member Johnson: Discussed the February BLCE, BLEDA, and BLCLA Meetings.

11. OTHER – No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 7:14 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Janette Rust
Deputy City Clerk

Date Approved By Council 02/27/19