

**BIG LAKE CITY COUNCIL  
WORKSHOP MINUTES  
FEBRUARY 26, 2020**

**1. CALL TO ORDER**

Mayor Wallen called the meeting to order at 5:00 p.m.

**2. 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, City Engineer Layne Otteson, Community Development Director Hanna Klimmek, City Clerk Gina Wolbeck, and Liquor Store Manager Greg Zurbey.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. Introduction of Como Lake Marketing Partners**

Hanna Klimmek reviewed the BLEDA's Community Brand and Identity Design Project, noting that three interviews were held on February 13 by an interview panel, who voted to recommend to BLEDA to approve a Contract for Service with Como Lake Marketing Partners. Klimmek introduced Mike Brown from Como Lake Marketing. Brown reviewed their business operations and their proposed plans for our Community Brand and Identity Design Project. Brown discussed various benefits to the City to do this type of project, expressing the benefits of building ambassadors and unifying our story. Mayor Wallen reviewed BLEDA's discussions on the need for this project with Wallen noting that completion is expected in April 2020.

**4B. Discuss DEED Community Certification Program – Telecommuter Forward!**

Hanna Klimmek informed Council that DEED's Office of Broadband Development is accepting applications for a new economic development tool to help promote the vitality of Minnesota's rural communities. The new tool is called Telecommuter Forward! which was presented to the MN Legislature by DEED's Broadband team last session, passed with overwhelming bipartisan support, and was signed by the Governor in May 2019. Klimmek also reviewed recent broadband infrastructure grants which the City has benefited greatly from, noting that the Telecommuter Forward! Community certification expands upon these efforts by allowing

communities to promote themselves as destinations for Minnesotans who are interested in telecommuting. Klimmek informed Council that the Sherburne County Board of Commissioners approved a Resolution of Support for the program and reviewed that Staff will bring the same type of Resolution to the next meeting for Council consideration. Klimmek also noted that the BLEDA has voted to recommend Council approval on the Resolution of Support. Council directed Staff to bring the Resolution of Support forward to a future meeting for consideration.

#### **4C. Civic Systems Financial Software Review**

Deb Wegeleben discussed recent presentations by three financial software companies that were attended by Staff. The software demonstrations included financial recording as well as payroll, timecard, budgeting, building permits and utility billing, and would replace the current software the City currently uses. Wegeleben explained that the Banyon Software the City has used long-term, has outgrown its capabilities and we have been experiencing reliability issues as well as a lack of data storage capability. The software that appears to best meet the needs of the City is Civic Systems Connect and Wegeleben reviewed the key advantages of this software. Wegeleben also discussed costs for implementing the new system as well as annual support and hosting costs. The upfront costs have been budgeted in the CIP (Computer Replacement Fund) and the increase to annual support costs have been built into our 2021-2024 concept budgets. Staff would like to bring the proposal for consideration at the March 11, 2020 meeting in order to start the conversion by mid-summer with an implementation completion date by the end of the year.

Council inquired about additional optional modules being recommended since the previous discussion. Wegeleben recommended leaving off the planning/zoning and payroll add-on modules for now, but to keep the business licensing, fixed assets and special assessment modules. Council directed staff to move forward with finalizing a Contract with Civic Systems, LLC without the Planning/Zoning and Payroll Add-on modules, for future Council consideration.

#### **4D. New Ideas Discussion**

Council Member Zetervall discussed the City's Special Assessment Policy and questioned if we should be calculating assessments differently on vacant parcels. Council Member Johnson discussed strips of land along the lake that are vacant, questioning how these areas would be affected if costs were distributed differently. Layne Otteson explained that the Assessment Policy does already identify these parcels differently. Council directed Staff to research what other communities have for Assessment Policy calculations and bring back to Council for further discussion.

Council Member Knier noted that he was approached by a citizen asking if the City website and recordings are compliant with ADA regulations. Clay Wilfahrt indicated that Staff is actively working on determining what the City needs to do to meet ADA Compliancy.

Council Member Zettervall asked if discussion can occur during the Workshop on an item that is listed on the Consent Agenda. Staff recommended that if a Council Member wants to discuss an item on the Consent Agenda, they should request to pull the item from Consent for separate consideration.

Mayor Wallen discussed the lack of unity and communication during the Northern Metals fire in Becker last week, and asked Administrator Wilfahrt to review who is responsible at the City for critical incident communications. Wilfahrt explained that the City's designated Emergency Management Director is the Police Chief, and that specific staff person would address communications when a critical incident occurs. Council Member Hansen noted that the Incident Commander is the City's Emergency Manager, and would generally reach out to the County Public Information Officer (PIO) to help draft the messaging, and augment the situation. We would draw our resources and delegate duties. De-briefings should be held and the PIO should attend these debriefings. Mayor Wallen encouraged Council Members to allow the people in place to disseminate official communication. Wilfahrt expressed that the messaging needs to be consistent, and the City should have one point of contact for press releases. Wallen discussed the need to have a unified communication piece that provides accurate information. Hansen suggested the City reach out to Homeland Security with a request for them to provide an education segment geared towards City officials to educate them on what their role is during a critical incident.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Knier motioned to adjourn at 5:43 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

03/11/2020  
Date Approved By Council