

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 13, 2022**

**1. CALL TO ORDER**

Mayor Paul Knier 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: Ken Halverson, Sam Hanson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: Interim City Administrator Hanna Klimmek, Finance Director Deb Wegeleben, City Planner Lucinda Spanier, City Engineer Layne Otteson, Acting Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, Deputy City Clerk Janette Rust, and Big Lake Student Liaison Ella Dotzler.

**4. OPEN FORUM**

Mayor Knier opened the Open Forum at 6:01 p.m.

Gloria VandeBrake – 271 Shore View Estates and from the Big Lake Chamber of Commerce, provided information on the Sherburne County Area United Chamber Parks Challenge that runs through Earth Day, April 22. VandeBrake also provided information on the upcoming Big Lake Community Fair sponsored by Big Lake Community Education and the Big Lake Chamber of Commerce. The event will be held from 10:00 a.m. to 1:00 p.m. on Saturday, April 23, 2022 at Big Lake High School. Members of the community were invited to participate and encouraged to visit the Chamber website and Facebook page to get specifics on the two events. Council thanked VandeBrake and encouraged everyone to attend the Big Lake Community Fair.

No one else came forward. Mayor Knier closed the Open Forum at 6:04 p.m.

**5. PROPOSED AGENDA**

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

## **6. CONSENT AGENDA**

Council Member Noding motioned to approve the Consent Agenda as presented. Seconded by Council Member Hanson, unanimous ayes, Consent Agenda approved. The Consent Agenda consisted of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of March 23, 2022, 6C. Approve Regular Council Meeting Minutes of March 23, 2022, 6D. Approve a Resolution Approving a Therapeutic Massage License to Jianhua Shi to Operate at Big Lake Massage Located at 635 Rose Drive, Suite 4, 6E. Approve Reclassification and Adjustment to Pay Grade and Step for the Police Office Manager Position, 6F. Approve Adjustment to Pay Step for Acting Police Chief Sam Olson, 6G. Approve Facility Plan Engineering Services Agreement with Short Elliot Hendrickson for the Wastewater Treatment Facility, 6H. Approve Appointment of Doug Peterson and Kristi DeCamillis to the Parks Advisory Committee, and 6I. Approve THECO, Inc. Quote for the purchase of an Excavator, B&B Trailer, and Bobcat L23 Mini Loader for the Public Works Department.

## **7. BUSINESS**

### **7A. Receive Bids and Award Contract for the 2022 Big Lake Fire Station Roof Replacement**

Layne Otteson reviewed the age and condition of the Fire Station roof; noting that the frequency of repairs is increasing and the need for its replacement. Otteson discussed the quotes that were received in 2021 had a shorter warranty period, price was not guaranteed, required money upfront, didn't include bond security, thin membrane, and no walkway pads or safety ladder. Otteson noted that the City Council and Township Board directed Staff to research existing conditions, identify options, prepare specifications, and advertise for bids to replace the existing roof on the Fire Station. Otteson discussed the bid opening that was held on Thursday, March 31, 2022; plans and specifications were sent to contractors and material suppliers, and six bids were received. The low bid received was from Roof Company NA of St. Michael in the amount of \$163,685.00 which was 28% under the engineer's February estimate of \$225,000. Otteson reviewed the Roof Company NA's references that he had contacted, the timeline of the project, and that upon the bid being awarded, contracts will be executed and staff will work around the various activities in the City and at the Fire Station such as Spud Fest, polling/voting activities, and social events.

Halverson inquired about the price differences for the insulation and if all bidders were bidding using the same materials. Otteson responded that contractors had a list of material suppliers to choose from for bidding purposes and that Roof Company NA bid the job aggressively because of their close proximity to the job site. Knier asked what we are getting for the price increase in these quotes compared to the quotes received last fall. Otteson compared the difference in prices of the

quotes including; material price increases, a more durable and longer lasting roof, a longer warranty period, a performance guaranty bond that protects the City and Township against contractor default, replacement of flashing and perimeter metals, added insulation thickness, added walkway pads to HVAC equipment, an added safety ladder, and reinforcement of areas known to stretch over time. Knier asked for confirmation that the cost will be shared 50/50 with Big Lake Township. Otteson confirmed the cost will be shared equally with the Township and the City will fund their portion using CIP funds allocated for the Fire Department. Halverson stated the Fire Department will be so happy to have the roof repaired and discussed all the visible locations where water has leaked in over the years.

Council Member Halverson motioned to receive bids and award Contract for the 2022 Big Lake Fire Station roof replacement to Roof Company, NA of St. Michael in the amount of \$163,685.00. Seconded by Council Member Noding, unanimous ayes, motion carried.

**7B. Engineering Services Contract Increase for 2021 Street Improvement Project No. ST2021-1**

Layne Otteson reviewed that in 2019, the City selected Wenck Associates, Inc. to provide engineering services for the proposed 2020 Street Improvement Project in the amount of \$312,493. Wenck Associates, Inc. were approximately \$95,000 less than the next consultant proposal and were selected based on their price and experienced staff. Since 2019, they have merged with Stantec, Inc. and have provided a high level of service to the City. Otteson reviewed that although the final project design was completed in the winter of 2020, construction was delayed to 2021 due to financial uncertainty in the economy. The 2021 construction industry began experiencing unusual issues with truck driver shortages, material availability and labor challenges. Otteson explained that this, along with utility issues, resulted in slowing progress and delaying the completion of the project to the spring of 2022, thus requiring 6 to 8 weeks of additional engineering services. Otteson noted that the revised timeline of project completion, subject to weather, would be end of June. Otteson further explained that because surveying and material-testing services cannot be provided by the City, and both the 2021 and 2022 Street Improvement Projects would be taking place simultaneously, consultant services would be needed to complete the 2021 Street Improvement Project No. ST2021-1. Otteson reviewed past projects the City completed without the need for consultant services, such as the 2018 Street and Utility project and the 2020 Wastewater expansion.

Halverson asked if we are hiring a new consultant or if this went out for bids. Otteson explained that we would be adding to and extending an existing contract. Otteson also reviewed the bidding process of 2019 and stated that the project was delayed a year because of the Covid-19 pandemic.

Council Member Halverson motioned to approve a contract increase for Engineering Services for the 2021 Street Improvement Project No. ST2021-1 to Stantec, Inc. in the amount of \$57,672.00. Seconded by Council Member Noding, unanimous ayes, motion carried.

**7C. Ordinance Amending Section 1027 (Landscape, Screening, and Tree Preservation) Regulating Buffer Yard Requirements**

Lucinda Spanier reviewed the draft ordinance amending City Code Chapter 10, Section 1027.04 (Required Screening) to allow for fencing in the buffer yard. Spanier reviewed past discussion and noted that Staff has revised the ordinance language in accordance with the direction of the City Council during the January 12, 2022 workshop. The Planning Commission held a public hearing on the proposed ordinance on April 6, 2022 and no one from the public spoke or submitted comments during the hearing. The Planning Commission unanimously voted to recommend approval of the proposed amendments as presented.

Halverson asked if property owners are exempt from the weed ordinance in the buffer yard zone if they live by power lines or railroad tracks. Spanier explained that the screening section of the ordinance relating to buffer yards is in reference to the design of the buffer yard and this option to maintain the buffer yard would be in relation to the design criteria as opposed to other sections of the ordinance pertaining to property maintenance. Halverson asked if this would all be in the upcoming code revision. Spanier responded that this would not be likely and what Council is approving now would be carried on for the future unless otherwise directed.

Council Member Seefeld motioned to approve Ordinance No. 2022-04 amending Chapter 10 (Zoning Code) Section 1027.04 (Required Screening) of the Big Lake City Code to allow for fencing in the buffer yard, and approve Summary Publication Resolution No. 2022-32. Seconded by Council Member Hanson, unanimous ayes, motion carried.

**7D. Department Reports**

Fire Department – Fire Chief Seth Hansen provided statistical information on calls for service for the months of February and March. Hansen reviewed department training including online Forcible Entry and Hose Line Advancement training and hands-on Forcible Entry, Hose Line Advancement, and a Medical Refresher training. Hansen also commented on the Chili Cook-off at Lupulin Brewery on March 19 to raise funds for new extrication equipment. Halverson inquired when the grass truck and engine is arriving. Chief Hansen replied they hope to have the grass truck in 4 weeks and the engine in April 2023.

Police Department – Acting Chief Sam Olson updated Council on police statistics, calls for service and significant arrests for the months of February and March and noted they have been busy so far this year. Olson reviewed events the Department participated in including lunch with students at Independence Elementary, welcoming new Officer Chris Thull, speaking to Wreck-Less Driving Academy, Fire Department Chili Feed, Girl Scout troop tour of the Police Department, and hosting the Chamber meeting at the Police Department. Olson also reviewed the Amber Alert received on March 17 and noted they were complimented by the BCA for their work on the case, and thanked

the employees at El Loro for their help. Olson thanked Suzanne Granger for a \$10,000 donation towards the K9 program, provided year-to-date traffic fatality data collected for 2022, reminded drivers to slow down, and announced the fundraising campaign for the k9 program.

Knier asked if there will be an official commendation for the employees of El Loro. Chief Olson stated he is working on a Citizen's Commendation Award for the El Loro employees.

## **8. INTERIM ADMINISTRATOR'S REPORT**

Hanna Klimmek announced she is catching up on projects and meeting individually with Department Heads to find out how she can support them.

## **9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Knier: Discussed the April BLEDA Meeting and noted that he and Klimmek spent time speaking with the Big Lake High School Student Council.

Council Member Halverson: Discussed the March Parks Advisory Committee Meeting, the TIF and Tax Abatement training, welcomed Klimmek as Interim City Administrator, wished everyone a Happy Easter and noted that at the last meeting he abstained from a vote and a comment was made that it should be counted as a yes vote. Halverson reviewed that he called the City Attorney who stated that any Council member can abstain from a vote at any time and it doesn't mean a yes or a no, it means an abstention and it is legal to abstain at any time.

Council Member Hanson: Thanked Coral Woodworks for the new City logo sign in the Council Chambers.

Council Member Noding: Reviewed the recent BLEDA Meeting, the Community Education Advisory Board Meeting, and the TIF and Tax Abatement training.

Council Member Seefeld: Discussed the April Planning Commission Meeting.

## **10. OTHER**

Council wished everyone a happy Easter holiday.

## **11. ADJOURN**

Council Member Halverson motioned to adjourn at 6:45 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

Big Lake City Council Meeting Minutes  
Date: April 13, 2022  
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Janette Rust  
Deputy City Clerk

Date Approved By Council 04/27/22