

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

JUNE 23, 2021

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Ken Halverson, Sam Hanson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Clay Wilfahrt, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Planner Lucinda Meyers, City Engineer Layne Otteson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, and Water/Wastewater Superintendent Dan Childs.

3. PROPOSED AGENDA

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

4. BUSINESS

Mayor Knier noted that the presenter for item no. 4A is stuck in traffic so item 4B will be discussed first.

4B. Police Chief Appointment Discussion

Clay Wilfahrt reviewed the interviews that were held with internal applicants Sam Olson and Matt Hayen for the vacant Police Chief position. Staff received the results of the leadership evaluations and asked for Council discussion on moving forward with filling the position. Wilfahrt noted that this item is on the regular agenda for Council action.

Mayor Knier stated that he is ready to decide today and noted that he has the upmost respect for both candidates. Both candidates are great, but based on evaluations from Council at the interviews he is ready to make a decision and get this spot filled for the community. Knier stated that his choice for appointment is Matt Hayen.

Council Member Seefeld noted that he agrees with Mayor Knier in the appointment of Matt Hayen, and clarified that the vote was 12 to 3 after the interviews were held.

Council Member Hanson stated that he is still in favor of appointing internally and his choice for appointment is Matt Hayen.

Council Member Noding also stated that she is ready to appoint Matt Hayen.

Council Member Halverson stated that he spoke to both candidates today and made it very clear that he stands on the same position that he stood before this started. He stated that he feels the system was flawed, and he thinks the process was not handled in an appropriate manner. Halverson stated that he will support whichever candidate becomes Chief, but again stated that the process was flawed and stressed that the application process should have been internal/external, and feels like Council handled the process very inappropriately. Mayor Knier stated that he completely disagrees with Halverson, but appreciates his point of view. Knier stated that he feels Council and Staff did a very professional job. Knier noted that with four Council Members identifying Matt Hayen as their choice, we have a decision to move this item on to the regular meeting.

Council Member Hanson discussed that at the Personnel Committee Meeting, his opinion at the time was to do an internal/external application process to get a bigger pool of candidates. He did acknowledge that he missed the Council Workshop where it was decided to do an internal application, but after hearing feedback from the union representation and members of the department he wanted to respect our officers and changed his mind. Hanson stated that he agrees with Halverson that having a large pool of candidate may have been a better option, but he is happy that we were able to keep our staff happy. Halverson discussed that both Hanson and Seefeld sat on the Personnel Committee and were in favor of an internal/external hiring process at that time. He understands that Hanson was not feeling well enough to be at the Council Meeting, but Council Member Seefeld said he would concede to the Mayor. Seefeld disagreed that he said he would concede to the Mayor. He clarified that what he said was that he would concede because he feels there needs to be a whole department which is why he would concede to this, not concede to the Mayor. He did say that they had both said internal/external and that was what he wanted to do to help the process move forward and not be prolonged. Halverson stated that he sticks to what he says, and that he is disappointed in the Employee Committee because they flipped their direction. Mayor Knier reminded the Council what the Elk River Chief of Police said at the interview meeting that opening up the hiring process externally is a significant indicator that things are going wrong with the Police Department, and when you hire internally, that is when things are going right with the Department. Knier also pointed out that one of our police officers stated that every single person in the department was very grateful that we did go internal.

As the 4A presenter was not yet in attendance, Council continued on to item 4C at 5:09.

4C. Liquor Staff Wage Discussion

Clay Wilfahrt discussed Council Member Halverson's request for review of Liquor Store wages. Wilfahrt provided comparable wages from cities with populations ranging from 5,000 to 25,000. Wilfahrt discussed that staff annually conducts a salary survey of all full-time staff. This year, the

full-time liquor clerk position was significantly below comparable positions. When this position was created, the pay was placed below the typical pay scale for the scoring of the position. Because of the low pay, keeping employees in this position has been challenging. Wilfahrt discussed that Staff met with the Personnel Committee who recommended putting this full-time position on the pay scale like other positions, which would increase the pay approximately \$5/hour.

Council Member Halverson stated that if we have a problem, we shouldn't wait six-months to resolve it, noting that the situation should be resolved immediately. We are sitting in a position that we can take care of it immediately.

Mayor Knier asked why the pay was set lower than the pay scale. Wilfahrt reviewed that the Personnel Committee at that time desired to pay at that rate and that was the direction they provided to Staff to move forward. Deb Wegeleben explained that at the time, the Personnel Committee wanted to test to see if the position would work out. The discussion at that time was that we could review the position in a year or two to see if the position was warranted. Knier noted that he remembers when the position was approved, that it should be reviewed in one to two years to see if the position was still needed. Greg Zurbey discussed that goals were set for the position and after a year, the position achievements were reviewed. Knier also discussed that the position was created to take some of the responsibility off of the two full-time employees to free them up to do other duties. Zurbey also noted that the position was needed to help set up the loyalty program, provide more stability in opening and closing of the store, and to have another key-holder. Zurbey noted that we have had a switch in personnel, and the current employee has passed their probationary period but is still making less than \$16 per hour. Halverson discussed that we need to pay a decent wage to get someone responsible enough to handle liquor sales at the store. Zurbey also discussed industry standards which is one full-time employee for every million in sales. We are currently at 3 FTE and last year we were at \$5.5 million in sales, noting that if the numbers continue to rise, we may be looking at the need to bring on another full-time position in the future. We need dedicated staff that we can trust, and noted that we need to offer a competitive wage so we don't continue to have so much turnover.

Council Member Hanson asked if our 2021 budget supports this increase. Wegeleben indicated that the liquor store budget will support this increase, and Zurbey noted that the financial reports show the store has been operating very lean.

Mayor Knier stated that he has a hard time spending other people's money but understands the pay is quite a bit below where it should be, and also discussed that with the higher pay we expect to have a high performing employee in this position.

Council Member Seefeld agreed that they should be paid at a level 5 if that is where they fall on the pay scale.

The general consensus of the Council was to change the Full-time Liquor Clerk pay scale at the next meeting.

Wilfahrt also discussed that when looking at part-time hourly wages, Big Lake is approximately 6.5% below the average of comparable municipal liquor stores of our size, but is a little above comparable private sector jobs. Wilfahrt indicated that if we were to raise our wages by \$1 per hour, this would raise the budget by \$16,500. Wilfahrt also noted that in conversations with liquor staff, it was noted that it has been more challenging recently to hire part-time staff. While many people will come in to get the application, they do not return them. If Council wishes to change the liquor store wages, Staff can evaluate options and bring back to Council for formal consideration.

Council Member Halverson reviewed comparable cities, noting another community is offering paid vacation and sick pay. Zurbey discussed longevity of our current employees noting that we only have one long term part-time employee. Knier asked where liquor store employees generally start within the pay scale. Zurbey indicated that we haven't been getting experienced staff so they mainly have been started at the step 1 range. Zurbey also discussed that in order to protect our budget and tax payer dollars, we don't want to over pay up front for someone that might not be a valued employee or stay very long. There is some flexibility in pay range, but generally we start new employees at step 1. Knier noted that if we bump up the pay scale, we might be paying people who won't stick around, and maybe it would be better to give management the discretion to give increases. Zurbey discussed his concern that we would lose current employees who are only at \$13.44 right now. Knier asked if he can bump them up in pay if he thinks they are worth it. Zurbey explained that the City Council would need to approve those types of pay increases. Wegeleben clarified how the City's 9-step pay scale works and how a new employee can be brought in at a higher step based on experience, and then each year, they move up a step on the pay scale.

Council Member Halverson stated that we need to give part-time liquor store employees \$1/hour increase on the City pay scale, noting that we are going to get better employees if we offer better pay.

Council Member Noding asked if the minimum age of liquor store employees is 18. Zurbey noted that while he can hire an 18 year old, he prefers to hire 21 and up, but indicated that he has had to change this to 18 and above due to lack of applicants. Noding discussed that it seems that most of our liquor store employees are not new to the job market employees, but that many of them are adults who are supplementing their income who are in various stages of life. Noding compared our wages with the responsibility our employee's face with the sale of liquor.

Council Member Hanson stated that he is in favor of raising the pay \$1/hour towards the high end of the pay scale, and asked if we can keep the lower steps at the current rates. Wegeleben reviewed pay scale adjustments and noted that it would be difficult to add an increase at the higher steps, but not at the lower ones. Wilfahrt discussed that our pay scale is a nine-year window, and we could possibly look at shortening up that window so they would get a larger increase annually.

Mayor Knier recessed discussion on this item to allow time for the presentation under item 4A.

4A. Residential Honey Bees Discussion

Hanna Klimmek introduced Jenny Warner from the University of MN's Bee Lab. The Bee Lab's mission is to promote the conservation, health, and diversity of bee pollinators through research, education, and hands-on mentorship. All bees play a keystone role in the productivity of agriculture and the beauty of our world through the pollination of fruits, vegetables, nuts, and flowers. The disruption of natural habitats leading to lack of "bee flowers," the widespread overuse of pesticides, and numerous bee diseases and parasites have created a health crisis for managed bees and declines in our wild bees. There are many compelling reasons to keep honey bees, but we are learning that the health problems facing honey bees actually can be exacerbated by too many beekeepers keeping too many bee colonies. A high density of bee colonies can lead to competition for few floral resources, and the spread of pests and diseases, particularly if beekeepers do not monitor and treat these problems. The best way to save the bees is to plant flowers and keep those flowers free of pesticide contamination. As people become more aware of the importance of native pollinators, there is growing concern about negative impacts of honey bees on native pollinators from competition for food and spread of diseases. With our current knowledge, it is difficult to make specific recommendations to limit these impacts. Honey bee colonies should only be placed in areas with more than enough flowers to support them. We know that planting more flowers will increase the likelihood that there will be enough food for all the bees. Warner reviewed the five ways citizens can help support all bees: 1) Plant bee flowers everywhere, 2) Provide nesting habitat, 3) Keep bee flowers clean and do not treat bee-friendly flowers with pesticides, 4) Collect data, and 5) Support the University's efforts to keep bees healthy and on their own six feet. Warner discussed precautions that the City should take if they decide to allow beekeeping in the City. It would be a community apiary and honeybees will travel up to 5 miles for their food and if you have multiple beekeepers within this area, the health of their bees will affect the health of their neighbor's bees. Warner encouraged the City to require some type of education requirement for beekeepers who are issued a permit, so they are educated, well trained, and that they know the biology of the animal. This is an agricultural animal that needs to be tended by someone who has the knowledge and time to do it.

Council Member Seefeld asked if bees have a pollinator problem, or a food source problem. Warner indicated that we do have a lack of pollinators, and noted that our food system is intrinsically linked to honey bees. Allowing beekeeping can help promote education on honey bees and can change the mindset on bee preservation and the natural environment.

Mayor Knier asked if there is a number of bees, hives, or boxes they would recommend in a residential area. Warner responded that it would depend on the resources available in the area.

Council Member Halverson stated that we will have weed issues in yards that house them. Halverson also discussed his concern that there are a lot of people who have bee allergies, and noted that they can be aggressive in the fall. Warner clarified that the aggressive insects are most likely yellow jackets. Honey bees are drawn to flowers, and they can get defensive when the beekeeper opens their box.

Due to the need to start the regular Council Meeting, Mayor Knier asked for a motion to recess the Workshop until after the regular Council Meeting.

Council Member Hanson motioned to recess the June 23, 2021 Council Workshop at 5:51 p.m., until immediately after adjournment of the June 23, 2021 Regular Council meeting. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Mayor Knier reconvened the Workshop at 6:51 p.m.

4A. Residential Honey Bees Discussion (Continued)

Mayor Knier stated that he wants to allow citizens of Big Lake to have the freedom to have bees as they are not dangerous or aggressive. Knier also discussed that there is merit to what Warner said regarding the education process as these are considered farm animals. A person keeping bees should have the education to know how to take care of them.

Council Member Hanson agreed with Mayor Knier's comments.

Council Member Seefeld thanked staff for bringing Jenny in and wished he would have had more time with her to ask questions. Seefeld stated that he is in favor of amending the code to allow beekeeping and would like to look at the City of Crystal code language.

Council Member Noding reviewed a conversation she had with a former Crystal City Council Member who had backyard bees. Noding noted that beekeepers need to take the responsibility seriously and beekeeping shouldn't be entered into lightly.

Council Member Halverson stated that he is not a fan of allowing beekeeping. It would be subjective as a nuisance, and there could be conflict with our weed ordinance.

Council Members Hanson, Knier, Noding, and Seefeld were in favor of directing Staff to bring back draft ordinance language to allow beekeeping that includes an educational requirement, and Council Member Halverson was opposed to allowing beekeeping in the City limits.

4C. Liquor Staff Wage Discussion (Continued)

Mayor Knier stated that there seems to be room for bumping the pay up but maybe not at the low end.

Council Member Noding reviewed the starting wage at Kwik Trip noting that their employees sell a less regulated product. Noding discussed that we are competing with these types of businesses when we are hiring at the liquor store and we should look at increasing the lower steps of our pay scale as well. Council Member Hanson clarified that they do sell alcohol at Kwik Trip.

Council Member Halverson stated that we should adjust the low and high end of the pay scale. The liquor store is going to continue to have problems if we don't bring our pay scale in line with the market. Wegeleben reviewed that the Grade 5 part-time liquor store could have a separate step increase pay scale.

Mayor Knier asked Staff if we leave the probationary pay grade at the current rate, does management feel this will be a detriment. Zurbey stated that it would be as we have had a lot of feedback from potential applicants that the starting pay isn't adequate when compared to the responsibilities of the job. Wegeleben discussed that increased sales would cover the higher wages. Zurbey discussed that it would be easier for staff, hiring, and budgeting purposes to increase the entire Grade 5 pay scale. Council Member Halverson asked how increases will be handled for current liquor staff. Wegeleben discussed that their pay will be adjusted at the step they are currently at.

The general consensus of the Council was to increase the Part-time Liquor Clerk pay scale \$1.00 per hour at the next meeting.

4D. High Density Residential Development Discussion

Lucinda Meyers provided an update on the City of Big Lake Future Land Use Plan Map which identifies the highest and best use of land within and adjacent to a jurisdiction for purposes of long-range planning, given existing land uses, land demand projections, and market considerations. Meyers also reviewed that the Big Lake Comprehensive Plan guides growth and development through the year 2040. The 2020 population estimate is at 11,311, the 2040 population is projected to be 13,131 which is a growth of 16%. Meyers also reviewed that one of the most challenging issues in planning in the United States is that local governments do not own most of the land for which they develop plans. Designating lands for future uses requires major public policy decisions which can directly affect private land and its owners. If implemented, it will make some land more valuable than it is today and may make some less valuable. The plan will make some residents happy by designating desirable land uses around them, but can make others unhappy because high-impact, less desirable uses have to go somewhere. Meyers indicated that Big Lake currently has approximately 120 vacant, developable, privately-owned acres that are zoned High-density Residential (R-3). These parcels have a buffer between intermediate/higher-intensity land uses and low-intensity land uses, which is the basis of traditional "Euclidean" zoning. Meyers also reviewed that planners analyze supply and demand as the basis for housing. The basic question is whether the projected supply in the market is adequate to meet the projected demand. Demand for housing is largely a function of population as divided into households. Population projections consider both the natural increase and the migration of people into a given market area. Housing Needs Assessments have been conducted for both the City of Big Lake as well as for Sherburne County. The Big Lake study projects housing demand from 2016 through 2025, and provides recommendations on the amount and type of housing that could be built in Big Lake to satisfy demand from current and future residents over the next decade. The City continues to experience a rental vacancy rate of 0-1%- which is well below market equilibrium while growing at least 3% per year. Meyer's noted that although the study projects a demand of 50 to 60 market-rate apartments through 2025, the

vacancy rate remains well below market equilibrium even with construction of market-rate and affordable apartment buildings in 2019 and 2020. Meyers discussed economic development considerations, noting that market studies conducted by residential developers will drive them to this area with this statistic alone, as they will see a return on investment. Their studies also account for land use, noting that they have an understanding that Big Lake will attract larger employers due to the amount of industrial land available for new construction which is another factor attracting them to Big Lake, as they understand that those larger employers will bring them tenants. This factor works both ways as larger employers will also be attracted to Big Lake if they understand that Big Lake will produce a variety of housing, including high-density residential. Planning and zoning for life-cycle housing seeks to house a population and a workforce in all stages of human development. The provision of land for medium and high density housing is vital for an inclusive, market-driven community. Designating too little land for residential use may constrain the market and create artificial increases in the selling prices of land available for such uses, thus unnecessarily increasing the future cost of housing. Meyers stressed that the overall goal of economic development is to increase the tax base so the tax payers pay less. The marriage of housing and commercial/industrial development will achieve that goal.

Mayor Knier asked for clarification on the timeframe and numbers that were provided for the anticipated need, asking if the numbers prepared in 2016 were 35-40 low income units by 2019, or by 2025. Meyers explained that the horizon for the recommendations were the publishing date of 2016 through 2025 where they indicated that between that time range, they recommend construction of 35-40 units in that nine-year timeframe. Knier noted that since 2016, we were at 38 units through 2019, and we have another 60 units proposed from CommonBond, with a potential of 120 if everything goes as they plan. Council Member Noding also mentioned that Aeon Development has a potential project also, but it is only anticipated at this point.

Council Member Halverson asked how this conversation piece ended up on the workshop agenda, and asked what the concept of addressing this is. Halverson stressed that by continuing to bring this up, we are spending staff time, effort, and money and noted that there should be a specific reason for bringing this up. Mayor Knier indicated that the reason why this item was brought forward was we are wondering if we have too much R3 zoning. Knier clarified that Halverson stated when he ran for office that there were too many apartment buildings in Big Lake. Halverson stated that if that is the reason, then that should be clearly stated. Knier stated that he feels we have too much property zoned for R3 and he would like to take a look at that. Halverson discussed his frustration that we just rezoned some parcels to R3 to be in-line with the Comprehensive Plan. He has never been a fan of apartments, and wished that Council would have done their homework and due diligence when the recent rezoning was brought forward for consideration. Halverson questioned how we expect staff to move forward when Council is now changing their mind. Council Member Seefeld stated that information comes forward and Council can change their views with new information. Seefeld thanked staff for their hard work, but explained that's how things can go. Halverson stressed that the rezone was just done by four of the five sitting Council Members. Knier stated that ideas change, and things can be a bit fluid. Noding asked when the land was previously rezoned. Clay Wilfahrt reviewed the rezoning of approximately 30 parcels that were rezoned to be compatible with the Comprehensive Plan in early 2021. Gina Wolbeck stated that the rezone ordinance was approved by Council on March

24, 2021. Mayor Knier stated that we are where we're at, and maybe now that we have it what the Comprehensive Plan says, now we need to decide if that's what we want.

Council Member Noding discussed R3 zoned parcels that could possibly benefit by a rezone for a better purpose. Wilfahrt noted that if Council feels there are too many parcels zoned R3, Staff can evaluate and bring back more information. Wilfahrt noted that Staff would need to work with the land owners and this will be more of a process than just changing zoning. Mayor Knier indicated that we are looking to save staff time by trying to be clear and on the same page. If developers are going to be coming with numerous apartment building proposals, staff will be putting time into those applications and Council could potentially come back with not being in favor of the applications. Council Member Halverson asked if we could end up with legal issues with forcing a change in zoning on privately owned parcels. We need to come up with some stability or we could end up in a legal battle. Mayor Knier urged Council Member Halverson not to over exaggerate the discussion, stressing that it is an overstatement that we will be continually changing zoning.

Council Member Noding asked if Staff has any specific parcels they would recommend for rezoning from higher residential to lower residential. Hanna Klimmek reviewed specific parcels, and discussed the parcels that were rezoned in March, noting that one parcel was actually down-zoned at that time from R3 to R2. Staff has been actively working with a number of private property owners, and discussed that owners can seek approval of a rezone on their own if they so choose. Klimmek expressed that the number of R3 parcels seem to make sense to her based on current vacancy rates and economic development needs as far as workforce potential. One of the first questions a site selector asks is what does your housing look like, because what they care about the most is their workforce and they want their workforce to live in the community in which they choose to bring their business to, and right now Staff has to report the 0 to 1 percent vacancy rate. Council Member Seefeld discussed that the area along Eagle Lake Road South just south of the railroad tracks has a lot of high density zoning in that area, and currently there are all single-family homes right in there and that is what he is concerned about. Meyers discussed that the zoning designation could be attributed to the proximity to the high traffic corridors in this area.

Council Member Hanson stressed that none of the Council Members are professionals in determining land use or zoning designations. We have our EDA, our Planning Commission and our Staff whose job it is to bring these topics forward to us, and they have spent a lot of time on this. Hanson acknowledged that there are a couple of locations that could be re-evaluated on their zoning designation, and noted that as Staff had stated, we need to have a balance of residential/commercial/industrial districts, and this can be a catalyst for bringing in commercial and industrial business into the Highway 10 corridor in Big Lake, and noted that we are sitting on a lot of land and infrastructure right now which is substantially City owned. A lot of this land is ready to go, and Hanson stated that he has a feeling that we are creating a lot of roadblocks that we don't need to be, that we aren't aligning with Staff right now, and suggested that we need to have a Strengths/Weaknesses/Opportunities/Threats (SWOT) analysis regarding development growth. We all have our own opinions on the Council, but it would be a good idea to collectively come together to decide where we want to see Big Lake in the coming years.

Mayor Knier discussed that the whole idea of this discussion is to determine if we are going to have too much R3 zoning, and reviewed various privately owned parcels. Klimmek reviewed that development is market driven, if the market says that Big Lake doesn't need any more high density residential, then we will start to see rezone requests from developers. Knier asked if there is a lot more money to be made by developers from R1 to R3, and are they prone toward the R3 because there is a lot more money. Knier also asked if there is a lot more money to be made on the affordable R3 because of the government subsidies. Klimmek stated that it depends on what type of developer you are. Knier discussed his concern on if we are going to have too many affordable apartments because the return-on-investment is greater.

Council Member Halverson noted that a lot of the R3 zoned parcels on the zoning map already have a building constructed, so it's deceiving in that it looks like we have more vacant R3 parcels than what we do have. Klimmek confirmed that some of the land is built upon, but the R3 zoning designation would also support redevelopment if a developer were to come in.

Council Member Seefeld invited Planning Commission Chair Scott Zettervall to provide comments on the topic. Zettervall asked Mayor Knier to clarify what he means by too much R3 so he can bring back comments to the Planning Commission. Knier stated that he is only asking if development can become in-balanced due to government incentives to build affordable apartment buildings when these incentives are not available for a developer to build single-family residences. Will this create an in-balance and can we lose the flavor for single-family developments. Zettervall thanked Knier for the clarification and noted that there are homestead taxes that give us incentives for single-family homes, there are incentives for businesses, and there are incentives for all types of living. Knier noted that these incentives are mainly for homeowners and business owners, but not necessarily for the developer, and his concern is that we will become in-balanced and we will lose the flavor of Big Lake because we will be inundated with apartment buildings.

Council Member Halverson noted that R3 doesn't necessarily mean an apartment building, but can also mean townhome projects, which can be privately owned and not rental properties.

Council Member Noding asked if we have any privately owned condo style housing in Big Lake. Klimmek discussed the various housing styles that exist here, but noted that there aren't any privately owned condo units yet. There is a new senior focused co-op concept that could go into an R3 zoning district.

Council directed Staff to review parcels that could be suitable for a rezone and to report back at a later date.

Council Member Hanson discussed the need to continue conversations and possibly meet with Staff to be sure that they know how Council envisions the future of Big Lake, and stressed that we need to make sure we are on the same page before we start this process.

4E. New Ideas Discussion

Council Member Noding discussed the need to request improvements to our local post office. Noding discussed that it has been pointed out to her that the site isn't handicap accessible and doesn't meet federal compliance standards. Noding indicated that she has drafted a letter to Congressman Tom Emmer and she has been told we need to get legislative involvement to get movement on improvements to the site which are long overdue. Council directed Council Member Noding to bring the draft letter to the next Council Workshop.

Council Member Seefeld asked for the Open Forum timeframe to be increased from 2 minutes to a 5 minute maximum per speaker. He stated that he leans on the side of freedom, and he wants people to have the freedom to be heard. Mayor Knier stated that he would be fine with increasing the Open Forum timeframe to a maximum of 3 minutes per person and bring back at a later time if we want to extend that out further. Clay Wilfahrt reviewed that the Open Forum timeframe is regulated by the Big Lake City Council By-Laws, and Gina Wolbeck explained the process for amending the Council By-Laws. After further discussion on the proposed time limit, Council Members Halverson, Hanson, Knier, and Noding were in favor of extending the Open Forum timeframe to 3 minutes, and Council Member Seefeld was in favor of extending the timeframe to 5 minutes. Staff will bring a Council By-Laws amendment to the next meeting increasing the Open Forum maximum time limit, per speaker, to 3 minutes.

5. **OTHER** – No other.

6. ADJOURN

Council Member Seefeld motioned to adjourn at 7:46 p.m. Seconded by Council Member Noding unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

07/14/21
Date Approved By Council