

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
SEPTEMBER 9, 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, 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, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, Assistant Fire Chief Mark Hedstrom, and Big Lake Student Liaison Ella Dotzler.

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

**6. CONSENT AGENDA**

Council Member Knier motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of August 26,

2020, 6C. Approve Council Meeting Minutes of August 26, 2020, 6D. Accept Resignation from Parks Advisory Committee Member Shane Fisher, 6E. Approve Parks Advisory Committee Recommendation to Appoint Scott Creighton and Jack Merwin to the vacant Parks Advisory Committee Seats. 6F. Approve Employment Status Change for Dana Mattson and Bruce Frandle from Probationary to Regular Employment Status, 6G. Approve Employment Status Change for Phil Kollar to Lead Water/Wastewater Operator II, 6H. Approve Resolution No. 2020-72 Accepting Federal Coronavirus Relief Funds, and 6I. Approve Resolution No. 2020-73 approving a Therapeutic Massage License to Hong Mei Liu to operate at Lily's Massage Located at 635 Rose Drive, Suite 2.

## **7. BUSINESS**

### **7A. Fire Department Donations**

Deb Wegeleben reviewed that the State of MN, through the Department of Defense Firefighter Program (FFP), has acquired equipment from the federal government for the suppression of fires and emergency response and is authorized under M.S. 88.065 and 84.085 to receive and furnish equipment to organizations providing fire suppression and/or emergency services. Wegeleben explained that the Big Lake Fire Department enrolled in the FFP Program which is administered by the Department of Natural Resources (DNR), and on July 31, 2020 received equipment consisting of a 2003 Bobcat S150 at an estimated value of \$21,900 which does not include shipping costs, and two shelter tents to be used for emergency shelter of up to 250 people with an estimated value of \$42,000 each. The shipping/handling fee for the Bobcat transport is \$3,000 which will be split 50/50 between the City and Township with each entity paying \$1,500. The City's portion of the donation that needs to be recognized is \$52,950; which is 50% of the total estimated value of the assets received.

Council Member Zettervall motioned to approve Resolution No. 2020-74 accepting donations valued at \$52,950.00 towards the Big Lake Fire Department from the Department of Defense Firefighter Program. Seconded by Council Member Knier, unanimous ayes, motion carried.

### **7B. Monthly Department Reports**

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of August. Hedstrom also reviewed small group training activities in August that included ladders and aerial operations, provided an update on the hiring status of new firefighters which have brought on six new firefighters, and discussed recent improvements to the Fire Hall work-out room. Hedstrom also discussed the addition of the Federal Q Siren from Engine II that was returned to service to honor all fire fighters who have served on the Department, reviewed the Department's involvement in local youth

fundraisers, and presented photos from the recent summer picnic that was attended by current and retired fire fighters and their family members.

Police Department – Joel Scharf updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of August. Scharf discussed new traffic safety signs, the Department’s involvement in recent community and neighborhood events, announced the upcoming ATV Run scheduled for September 26 at Lakeside Park, and discussed the 2016 Polaris wide-track snowmobile the Department secured through the RTD Program. Scharf noted that the snowmobile will be available for use by the Police Department as well as the Fire Department.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the Utilities Department. Otteson reviewed the Wastewater Treatment Plant expansion project, operations at the Wastewater Plant, and activities in the water division. Otteson also reviewed obtaining quotes for street and utility repairs, completion of the ADA Transition Plan, provided an update on the Safe Routes to School Improvement Project, lakeshore stabilization and upgrades, AIS inspections at Lakeside Park, education and enforcement relating to the Lake Mitchell Boat Launch, and reviewed Lake Outlet levels.

Council Member Knier asked if it is common practice for another City to bring sludge to our wastewater facility for processing. Otteson reviewed operations at the wastewater plant noting that while we generally don’t have the capacity to take on other community’s sludge product, we were able to accommodate the City of Otsego’s request this past month without the additional sludge affecting the City’s capacity. Otteson also discussed revenue the City receives for accepting this type of product. Knier also asked for an update on AIS inspections. Otteson reviewed MNDNR lake inspections as well as inspections conducted regularly by members of the BLCLA. Otteson also discussed boat inspections at Lakeside Park that are conducted by WaterGuards Staff.

Student Liaison – Ella Dotzler provided an update on plans the school district has for classes resuming and distance learning strategies for this fall during the COVID-19 pandemic. Dotzler noted that the school’s focus is on sanitation, separation of students, and small class sizes. The District will be re-evaluating their plan in the next two weeks as case numbers are updated. Dotzler also stated that District enrollment has increased more than initially predicted due to the introduction of online learning. Dotzler also discussed that the Big Lake School Board was notified that St. Cloud Prison cases would not be included as a determination for education delivery, which is no longer true. Had prison cases been omitted, schooling would be completely in-person.

Mayor Wallen asked Dotzler for an update on how students are handling the modified schedule. Dotzler reviewed what the “normal” modified scheduled will be and when asked

how she feels the schedule will work, Dotzler indicated that she feels the plan will not be sustainable. Mayor Wallen thanked Dotzler for her updates and for keeping the Council informed on school happenings.

**8. ADMINISTRATOR'S REPORT**

Clay Wilfahrt provided an update on the Police Union contract negotiations, and discussed changing City Hall hours to a permanent "summer hours" schedule which had overwhelming support from the public. Wilfahrt also provided an update on the CMRRPP Framework 2030 project noting that the first round of planning was focused on engagement, and informed Council that the second round will have more face to face time with community board members. Wilfahrt also indicated that new City Planner Lucinda Meyers will be taking over as the City's staff representation on the board.

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

Mayor Wallen: Reviewed the 3<sup>rd</sup> Quarter Fire Board Meeting.

Council Member Hansen: Discussed the October CMRRPP Meeting.

Council Member Zettervall: Discussed the 3<sup>rd</sup> Quarter Fire Board Meeting, and the September Planning Commission Meeting.

**10. OTHER** – No other.

**11. ADJOURN**

Council Member Hansen motioned to adjourn at 6:38 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 09/23/20