

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

January 13, 2016

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, Police Chief Joel Scharf, Liquor Store Manager Jan Muehlbauer, Public Works Director Mike Goebel, City Planner John Anderson from Municipal Development Group Inc., Deputy City Clerk Tamara Lantz, and Assistant City Engineer Jared Voge from Bolton & Menk, Inc.

3. PROPOSED AGENDA

Council Member Hansen motioned to adopt the proposed Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

4. BUSINESS

4A. Body Camera Program Update

Joel Scharf updated Council on the observations of the six month trial period pilot program for the use of body cameras and requested support for a full body camera program for the Big Lake Police Department. Staff recommended moving forward with the continued use of the body camera's utilizing Taser as the chosen vendor with a five year contract. Scharf also noted funds from budgeted fuel could be used towards the purchases of the body camera equipment. It was the consensus of the Council to move forward with the body camera program.

4B. Municipal Liquor Store Flooring Estimates

Jan Muehlbauer reviewed flooring estimates for the liquor store. The current carpet was installed in 2006 and has damage due to breakage of products and traffic levels over the last ten years. The liquor store has left over budget funds from 2015 to apply towards the cost of the new flooring. It was the consensus of the Council to proceed with flooring improvements as discussed.

4C. Special Event Application Discussion

Mike Goebel reviewed the Special Events Permit Application needed for better control and review of the activities held on City property. This application would provide all departments the

opportunity to review and comment on the special event being applied for. All departments would be made aware of how their individual department would be affected or to what degree they would be asked to participate. Goebel noted that Council approval would not be required on these types of applications. The consensus of the Council was to proceed with the Special Event Application process.

4D. Big Lake Farmer's Market Internship Discussion

Clay Wilfahrt presented the 2016 Farmer's Market Internship proposal. Staff is recommending the hiring of an intern to lead the 22 week Farmer's Market. This internship would include coordination of vendors, promoting growth, advertising for the market and communication through the use of social media. Wilfahrt noted that the intern would work approximately 20 hours per week and be paid \$12/hr. This person would also participate in the weekly Community Development Department team meetings and be expected to take on other small projects for the department as time allows. Council discussed grant opportunities for off-setting the cost of this internship position. Council also questioned the need for a staff person on site at the market during the entire event. Wilfahrt discussed the benefits of an onsite staff person in relation to vendor coordination and marketing the City. Discussion was also held on holding the events on a different day of the week, the revenue impact of holding the events on weekends and whether the Farmers Market should be City run or run by a non-profit organization. The consensus of the Council was to proceed with bringing on an intern for the 2016 Farmer's Market season and having the intern count the number of attendees each week. Council also directed staff to conduct an overall review of the event at the end of the season.

5. OTHER

Deb Wegeleben discussed the Northland Securities potential refunding of current debt. The estimated savings from the issuance of Taxable General Obligation Bonds, Series 2016A to refund the 2004C, 2013A and a portion of the 2013B Bonds is approximately \$120,000 in interest savings. The 2013B Bond is approximately \$40,000 in interest savings. Council discussed the benefits of the interest savings compared to the staff time it will take to administer these bonds. Wegeleben discussed the types of bonds required for financing a City building and the public hearing requirements that would be required. Council also directed staff to proceed with the bond financing as discussed.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:55 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Recorder

01/27/16
Date Approved By Council