

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
OCTOBER 14, 2015**

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Nick Christenson, Raeanne Danielowski, Seth Hansen, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Liquor Store Manager Jan Muehlbauer, and City Engineer John Anderson of Municipal Development Group, Inc.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Parking Restrictions Discussion

Joel Scharf reviewed current city code language from section 620.07 relating to consecutive hours of parking along Lake Street South between US Highway 10 and the Burlington Northern Railway. Scharf noted that the current code restricts parking on either side of Lake Street South in this area to no longer than two hours from 8:00 a.m. to 6:00 p.m. on all days of the week except Sundays and legal holidays. Scharf informed Council that a recent complaint relating to this ordinance has generated a concern from an adjacent business regarding accessibility due to the two hour parking provision. Prior to the complaint, this provision had remained unenforced by the Police Department. Staff is seeking Council feedback on the option to move parking in this area to a 24 or 72 hour parking span. Scharf also discussed parking of semi-tractor trailers and similar commercial vehicles. The City Code does not prohibit this type of parking, but does regulate operating them absent a pick-up or delivery. Staff is also seeking Council feedback on changing the code to prohibit parking of these types of vehicles on all City streets.

Council directed staff to encourage the property owners to work together before an ordinance amendment is considered.

Council also directed staff to proceed with drafting an Ordinance prohibiting semi-tractor/trailer and commercial vehicle parking on all City streets.

4B. On-Line Payment Vendor Discussion

Deb Wegeleben discussed a possible change to the city's current vendor for on-line payments. The City currently uses Revtrack for all on-line payments. Staff is recommending a change to Payment Service Network (PSN) due to lower transaction rates and elimination of the \$2.00 convenience fee currently added to all on-line payments for city services. Wegeleben noted that staff believes more citizens will utilize the system with the elimination of the convenience fee, which will create efficiency for the utility billing department and over-the-counter payments for other city services. PSN also offers residents the option to receive their utility bills electronically which our current vendor does not. This will generate a savings in postage costs and customers will have the option to set up recurring auto-payments which could lessen the number of delinquencies each month. Council directed staff to proceed with a 3 year contract with Payment Service Network, Inc.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Hansen motioned to adjourn at 5:27 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
Recorder

10/28/15
Date Approved By Council