

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
NOVEMBER 12, 2015**

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. Council Members absent: Nick Christenson. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, Police Chief Joel Scharf, Liquor Store Manager Jan Muehlbauer, Administrative Assistant Tamara Lantz, and City Engineer Brad DeWolf 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. 2016 Budget and Levy Discussion

Deb Wegeleben discussed proposed revisions to the preliminary budget set in September 2015. Staff is proposing a 2.69% increase over the 2015 budget compared to the preliminary budget that was set at a 4.45% increase. Wegeleben explained that the most notable changes will include budgeting for capital items and their dedicated funding sources. Wegeleben reminded Council that the Truth in Taxation Public Input Hearing is scheduled on Monday, November 30th at 6:00 p.m. in the City Council Chambers. Council discussed use of Local Government Aid and how that fits into the budget.

4B. Revised Employee Personnel Policy Discussion

Deb Wegeleben presented the proposed new personnel manual, department work rules for public works, FMLA policy and the 2016 pay plan. The new personnel manual was created from a template from the League of MN Cities, and also incorporates part of the existing personnel manual, and input from department directors. Wegeleben noted that the policy was provided to the City Attorney's Office for review as well as to the personnel committee. Staff is asking for Council feedback prior to the adoption of the new manual at the next Council Meeting.

Wilfahrt discussed comments received from the City Attorney's Office of the need to update the City policy to meet state and federal laws. Staff will also be looking at reformulating the City benefit package to a PTO. Wilfahrt explained that this recommendation would come at a later

time. Council directed staff to proceed with bringing the policy to the December 9, 2015 Council Meeting for consideration.

4C. Proposed 2016 Fee Schedule

Deb Wegeleben reviewed proposed changes to the 2016 Fee Schedule. Changes have been discussed with the Fee Committee as well as department directors. Staff has completed a review of surrounding comparable communities in an effort to align City fees with our neighboring communities. Council Member Langsdorf asked for clarification on how escrows will be handled and disclosed to the applicant. Discussion was also held on charging a water availability fee to vacant properties. It was discussed that the City constructed infrastructure to accommodate platted developments, so it makes sense that the City attempt to cover its costs. Wegeleben indicated that the proposed fee per vacant lot would be an annual cost of \$50. Council consensus was to implement a water availability fee.

4D. Hunting in City Limits Discussion

Joel Scharf reviewed the City's current ordinance pertaining to the prohibition of hunting on all City land. Section 530.01 prohibits the discharge of a firearm or archery device within the City limits. Scharf noted that the police department has fielded complaints and disputes over hunting in areas of the community that are undeveloped. Staff is proposing an amendment to the current code to allow for hunting in specific areas with the implementation of stringent safeguards. Written permission from the land owner would be required, an application process would be established that would require approval from the Police Department, limits will be enforced for no hunting within 500 feet of a residence or other designated areas, and requirements that all MN Statutes and hunting regulations will be adhered to. Scharf explained that the application process should specify where the hunting activities would take place to ensure the process is safely undertaken in compliance with distance regulations. Council directed staff to proceed with an Ordinance amendment at a future Council Meeting.

5. **OTHER** - Brad DeWolf informed Council that the City has received rail authority approval for the pedestrian crossings in the three quiet zone crossings located in the City limits.

6. ADJOURN

Council Member Langsdorf motioned to adjourn at 5:49 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Recorder

12/09/15
Date Approved By Council