

**AGENDA
BIG LAKE CITY COUNCIL
WORKSHOP**

WEDNESDAY, JUNE 24, 2020

5:00 p.m.

1) CALL TO ORDER

2) ROLL CALL

3) ADOPT PROPOSED AGENDA

4) BUSINESS

- 4A. CARES Act Funding – COVID-19 Emergency Grant Program Policy Discussion
- 4B. Lakeside Park Discussion
- 4C. Student Liaison to the City Council Discussion
- 4D. Water Use Discussion
- 4E. Police Officer Wellness Programs Discussion
- 4F. New Ideas Discussion

5) OTHER

6) ADJOURN

Disclaimer: This agenda has been prepared to provide information regarding an upcoming workshop of the Big Lake City Council. This document does not claim to be complete and is subject to change.

CITY COUNCIL WORKSHOP – COVID-19 NOTICES

Attendance at Workshop: All attendees are expected to follow CDC recommendations ensuring social distancing of at least 6 feet away from other persons. Some members of the City Council may participate in this Workshop via telephone or other electronic means on an as needed basis.

Audience Attendance at Workshop: To join this workshop via Zoom videoconferencing, please contact City Clerk Gina Wolbeck at 763-251-2973, or by email at gwolbeck@biglakemn.org to obtain a meeting Identification and Password. **The deadline to obtain a password to join the meeting is 4:00 p.m. the day of the meeting.**



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Hanna Klimmek, Community Development Director</i>	Meeting Date: 6/24/2020	Item No. 4A
Item Description: <i>CARES Act Funding – COVID-19 Emergency Grant Program Policy</i>	Reviewed By: <i>Clay Wilfahrt, City Administrator</i>	
	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	

ACTION REQUESTED

Staff requests that Council discuss the possibility of creating a grant program for the pending Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that may be disbursed to the City.

BACKGROUND/DISCUSSION

The State is working on a bill to distribute funding from the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. The bill distributes money to local governments to assist with the financial strain caused by plummeting tax revenues. If approved, the City of Big Lake could receive around \$800,000 in funds.

Federal guidance indicates that a City can have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closure should be tailored to assist those businesses in need of such assistance. Also, guidance indicates that fund payments may be used for economic support in the absence of the stay-at-home order if such expenditures are determined by the City to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 pandemic. With that being said, if the CARES Act funding is approved, the City of Big Lake can provide the funding to businesses to cover business interruption.

Staff is currently consulting with other municipalities, the City Attorney, and the Auditor to create a draft COVID-19 Emergency Grant Program Policy. Our hope is to have a draft provided at the June 24, 2020 Council Workshop. Staff recommends that the Big Lake Economic Development Authority (BLEDA) administers the Grant Program and plans to present the Policy to the BLEDA during their meeting in July.

FINANCIAL IMPACT

Funding is not budgeted as revenue in the 2020 budget.

STAFF RECOMMENDATION

Staff recommends that Council discuss the possibility of creating a grant program for the pending Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that may be disbursed to the City.

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

Prepared By: <i>Clay Wilfahrt, City Administrator</i>	Meeting Date: 6/24/2020	Item No. 4B
Item Description: <i>Lakeside Park Discussion</i>	Reviewed By: <i>Deb Wegeleben, Finance Director</i>	
	Reviewed By: Corrie Scott, Recreation and Communication Coordinator	

COUNCIL DIRECTION REQUESTED

Lakeside Park Discussion

BACKGROUND/DISCUSSION

The owner of the overflow parking across the street from Lakeside Park recently contacted the City and indicated that he will no longer be allowing parking on that lot until the City enters into an agreement to compensate him for parking on his land. Staff will bring more details about the requested agreement as well as other options to present at the meeting.

FINANCIAL IMPACT

None

ATTACHMENTS

None



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date: 6/24/2020	Item No. 4C
Item Description: Student Liaison to the City Council	Reviewed By: Gina Wolbeck, City Clerk	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

Council direction on designating a Student Liaison to the City Council.

BACKGROUND/DISCUSSION

Mayor Wallen was approached by a High School student, Ella Dotzler, who expressed interested in getting involved in City government. Administrator Wilfahrt and Mayor Wallen met with Ms. Dotzler, who indicated that she would be interested in attending Council meetings as a student liaison. She will be serving in this capacity for the school board as well. Both Mayor Wallen and Administrator Wilfahrt were extremely impressed with Ms. Dotzler's ambition and demeanor.

Staff would like to know if this is something that the City Council would be interested in. If so, Council could designate Ms. Dotzler as its Student Liaison in July 2020. Council would also have the option of opening this position up for applications. Staff did reach out to High School Principal Bob Dockendorf who spoke very highly of Ms. Dotzler.

If Council approves of this, staff will assemble a basic policy or set of procedures for this role, and bring the policy or procedures and designation back for final Council approval.

FINANCIAL IMPACT

N/A

ATTACHMENTS

None



WORKSHOP ITEM

Big Lake City Council

Prepared By: Layne Otteson P.E., City Engineer / Public Works Director PW20-045	Meeting Date: 6/24/2020	Item No. 4D
Item Description: Update and discussion regarding water use	Reviewed By: Clay Wilfahrt, City Administrator	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

No direction requested at this time.

BACKGROUND/DISCUSSION

Current Concern

Water use is trending higher as the weather continues to be dry and very warm. We currently have all wells operating at about 3 million gallons per day which is about 85% of our pumping capacity. We expect it to trend a little higher yet this summer. The City needs to maintain minimum levels necessary to adequately provide fire protection and potable water for drinking and sanitary needs.

When we exceed 3 million gallons per day, our comfort level decreases because losing a well will result in not meeting the water demands of the City property owners and municipal services. We have reduced park irrigation however, Lakeside Park and Browns Park are irrigated daily due to heavy use and visibility.

Water Use Restrictions (Section 800.27)

In 2010, Council adopted Ordinance No. 2010-02 which revised the Code and allows for flexibility with water use restrictions. The Ordinance allows for the Council or City Administrator to determine there is a water shortage and then place appropriate limitations to lawn sprinkling, irrigation, car washing, and other water uses. It also provides for notification requirements and fees/penalties for violations. Limitations on water use is an emergency response to worst case scenario as it significantly impacts residents.

Our Response

Staff will continue to monitor water use and be prepared to act. Our strategy to meet the water demands includes education/outreach, conservation and future planning. Staff will be providing information to the public encouraging watering strategies that reduce volume and costs. Opportunities to reduce treated water use at City parks will be examined. A new well for 2021 is in planning and will be a priority to be constructed as it will provide needed capacity and redundancy. In an emergency situation we will respond with turning off park irrigation and issuing water use limitations. Other area Cities already have implemented restrictions such as Buffalo.

FINANCIAL IMPACT

Reducing park irrigation will save operational costs. Implementing alternative water sources for park irrigation will require capital investment up front and some annual well maintenance costs. The new well budget is \$1,200,000 and requires bonding.

RECOMMENDATION

Monitoring water use and being prepared to respond has been past practice. Staff recommends that this procedure continue.

ATTACHMENT

City Code Chapter 8 (Municipal Utilities), Section 800.27 (Water Restrictions; Penalties)

this City relative to the water works thereof, which may come to his or her knowledge or notice, and the police shall each enforce the observation of this Chapter so far as any of them have authority under the laws of this City.

800.23 Violations. Whenever the rules and regulations of this Chapter are violated, the water shall be shut off, subject to the limitations of this Chapter. If two or more parties are receiving water from the same service pipe, the meter of the party involved in the violation shall be removed from service, and not installed again except by the order of the Public Works Director or the City Administrator and on payment of all arrears of rents, together with a fee as set in the fee schedule for removing and reinstallation of the meter. If for any reason digging is required to shut off service, curb-stop charges shall be proportionate to the costs.

800.24 Changing Regulations. The right shall be reserved by the City Council to change the rules, regulations and water rates from time to time as they deem it advisable, and to the Public Works Director to make special rates and contracts in all special cases.

800.25 Base Fee for New Residential Structures. For new residential structures, the City Council will set a fee each year to charge new residential structures.

800.26 Testing of Meters. When a consumer makes a complaint that the bill of any past services has been excessive, the City shall, upon written request, have such meter re-read. If the consumer remains dissatisfied and desires that the meter be tested, said consumer shall then make a deposit of \$150.00 and the City shall test the meter. The consumer shall, if he/she so desires, be present when such test is made. In case a test should show an error of over five percent (5%) of the water consumed in favor of the City, the deposit will be refunded to the consumer and a correctly registering meter will be installed and the date of the written request and the minimum charge shall not be affected. In case the test shows an accurate measurement of water or an error in favor of the consumer, the amount deposited shall be retained by the City to cover the expenses of making such test.

800.27 Water Use Restrictions; Penalties. In order to protect the health, safety, and general welfare of the residents of the City of Big Lake, the following regulations shall apply:

Subd. 1 Definition: “Water Shortage” means the City’s production of water is less than the consumption of water by users so that the Municipal water supply is less than the minimal levels necessary to adequately provide fire protection for the City and potable water for the residents’ drinking and sanitary needs.

Subd. 2 Water Shortage Determination: The City Council shall determine from time to time by resolution when there is a water shortage within the City’s Municipal water system. In case of emergency, the City Administrator may determine a water shortage exists and institute restrictions without a Council resolution; provided, that such a determination and restrictions shall only be effective until the Administrator determines the emergency has ended or the next Council meeting, whichever occurs first. Depending upon the cause and severity of the shortage, additional limitations may be placed on the use of water from the City water supply

system for lawn and garden sprinkling, irrigation, car washing, air conditioning, and other uses of water as specified by the City Administrator's notification.

Subd. 3 Notification of Water Shortage: Whenever a water shortage exists, the City Administrator may notify users of the Municipal water system that additional use restrictions are being implemented. The notice shall be posted on the City's bulletin board, Official City Website, government cable channel, may be published in the newspaper of general circulation within the City, and may be broadcast by television and radio stations. The notice shall include the following information:

- A. Uses of the Municipal water system which will be restricted.
- B. Times during which the restrictions will apply.
- C. Whether the use restrictions will be absolute or vary depending upon location or identification of property.
- D. When the restrictions will be implemented and when they will terminate.
- E. Fees and Penalties for noncompliance.

Subd. 4 Fees and Penalties: One or more of the following may be imposed for violating water restrictions:

- A. Fees for violating water usage restrictions shall be added to the water bill of the offending property according to the following schedule:

First violation within a calendar year -	warning only
Second violation within a calendar year -	\$25.00
Third violation within a calendar year -	\$50.00
Fourth violation within a calendar year -	\$100.00
Fifth violation within a calendar year -	\$250.00
- B. Failure to comply with water usage restrictions may constitute cause for the discontinuance of water service.
- C. Failure to comply with water usage restrictions shall be a misdemeanor punishable by the maximum time allowed by law for each offense.



WORKSHOP ITEM

Big Lake City Council

Prepared By: Joel Scharf, Chief of Police	Meeting Date: 6/24/2020	Item No. 4E
Item Description: Request to discuss proposed programs related to Police Officer Wellness	Reviewed By: Clay Wilfahrt, City Administrator	
	Reviewed By: Deb Wegeleben, Finance Director	

COUNCIL DIRECTION REQUESTED

Request to discuss proposed programs to enhance Police Officer Wellness within the Big Lake Police Department.

BACKGROUND/DISCUSSION

The position of Police Officer in any community, is becoming more complicated and difficult by the day. Recent events occurring 30 miles from our City, have brought a wave of negativity to the profession nationwide, so much that you cannot watch a newscast or log onto social media without seeing it. We are blessed to serve in a community that heavily supports their police department, and in turn their officers. Our department has incredibly high standards, which translates to a professional image, and successful community bonds.

Departments which build strong support for their staff from within, produce officers who are healthy, happy, and engaged. This translates to reduced sick leave utilized, reduced injuries, and stronger decision making skills, all qualities we possess and strive to maintain. A significant portion of an officer's lifestyle needs to be dedicated to physical and emotional wellness. We have two programs we wish to discuss:

1. **Fitness Membership:** The department would propose paying for a membership to a fitness facility, for the officers who agree to participate and meet department standards for use. This provides dividends in a greater fitness level, coupled with the mental health aspect of being physically fit. This will be presented by Deputy Chief Hayen.
2. **Dr. Keller:** The City of Big Lake currently utilizes Sandcreek for Employee Assistance. Dr. Michael Keller is a prior St. Paul Police Officer, and currently a psychologist specializing in the stress our police officers face. He is well respected by departments who have utilized him in the law enforcement profession, he is based in Cambridge. We would propose undertaking an employee assistance program utilizing Dr. Keller for our sworn staff. The program would consist of an officer being able to utilize Dr. Keller's services anonymously for up to 5 visits, for which the department would pay the hourly rate of \$125 (Up to \$625). After the 5 visits, the officer would be responsible for assuming the cost. Chief Scharf will present this, outlining the benefits.

Our Officers are serving in unprecedented times, those of which can have a devastating impact upon their emotional wellbeing. We are dedicated to both retaining, and supporting our officers through progressive programs.

FINANCIAL IMPACT

\$2,040 for 10 Officers participating in the Fitness Facility Program, for the remainder of this year.

\$625 for one officer, utilizing 5 visits for the proposed Employee Assistance Program.

It is proposed to fund this program utilizing savings from the reduction or elimination of Community Service Officer Hours currently in the budget.

ALTERNATIVES

N/A

ATTACHMENTS

N/A



WORKSHOP ITEM

Big Lake City Council

Prepared By Clay Wilfahrt, City Administrator	Meeting Date 6/24/2020	Item No. 4F
Item Description New Ideas Discussion	Reviewed By: N/A	
	Reviewed By: N/A	

COUNCIL DIRECTION REQUESTED

None

BACKGROUND/DISCUSSION

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

FINANCIAL IMPACT

None

ALTERNATIVES

None

ATTACHMENTS

None