

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 11, 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, and Mike Wallen. Council Members absent: Rose Johnson and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Police Chief Joel Scharf, Deputy Police Chief Matt Hayen, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Assistant Fire Chief Mark Hedstrom.

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

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda with the removal of item 6D for separate consideration. Seconded by Council Member Knier, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of February 26, 2020, 6C. Approve Regular Council Meeting Minutes of February 26, 2020, ~~6D. Approve an Interfund Loan to the Veterans and Other~~

~~Memorial Special Revenue Fund~~, 6E. Approve Parks Advisory Committee Bylaws Amendment, 6F. Approve Parks Advisory Committee Status of Terms Revision, 6G. Approve 2020 Recycle Day Event SCORE Grant Agreement and Participation Agreement, 6H. Approve Appointment of Chief Building Official Patrick Moonen, 6I. Approve Appointment of Full-Time Administrative Assistant Sandra Petrowski, 6J. Approve Telecommuter Forward! Resolution of Support No. 2020-23, 6K. Approve Civic Systems, LLC Financial Software Contract, 6L. Approve Police Department Surplus Equipment Donation to the Big Lake Fire Department, and 6M. Accept Resignation of Public Works Streets/Parks Operator II Kiel Golly and Authorize Staff to Fill the Vacancy.

6D. Approve Resolution approving an Interfund Loan to the Veterans and Other Memorial Special Revenue Fund

Council Member Knier asked for confirmation that the Freedom Rock project will not cost taxpayers any money, stating he believes the City should be committed to not funding this project. Knier also stated that he feels the group will be able to raise the money, but stressed that the project shouldn't be completed until the funds are in place. Deb Wegeleben reviewed the purpose of establishing an Interfund loan, clarifying that all bills will come to the City as the project will be located on City property, and that the City would be obligated to pay invoices within 30 days. Knier stated that he is in favor of placing the rock at Lakeside Park as he believes the rock was donated, but reinforced that no cost should be incurred by the City until the funds are collected. Wegeleben reviewed that the Interfund loan serves as an established loan fund if funds aren't raised. Wegeleben also discussed that in the event that something does get paid, we can't have a negative balance special revenue fund, and that this loan would be structured similar to how the Veteran's Memorial Fund was set up. At year end, we would have to draw from the Interfund loan. Wegeleben also reviewed that if Council chooses to restrict payments on the project, the City would be obligated to pay on any invoices if work occurs at the Freedom Rock. Knier stated that he is o.k. with the loan, but wanted to further discuss the Interfund loan and state that the City is committed to doing what we said we would do.

Wallen noted that this project is different from the Veteran's Memorial project noting that the Council agreed to pay costs on the project and collect donations until all expenses were paid. With the Freedom Rock project, the City has agreed to allow the placement of the rock at Lakeside Park, but that donated funds need to be in place prior to any other work being completed at the site. Wegeleben noted that the City should be fine as long as the cost to relocate the rock doesn't exceed the amount of funds that have been provided to the City to date. Clay Wilfahrt discussed the possibility of a contingency being placed on the motion to approve the Interfund, contingent upon the organization raising enough funds to cover the total project costs. Wegeleben clarified that we do not advance on Interfund loans unless the fund is at a negative balance.

Council Member Knier motioned to approve Resolution No. 2020-24 approving the issuance of an Interfund Loan from the Infrastructure Improvement Capital Project Fund (198) to the Veterans and Other Memorial Special Revenue Fund not to exceed \$50,000 to be used for the Freedom Rock project at Lakeside Park, contingent upon the Freedom Rock Organization showing proof of funds to cover all expenses of the project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7. BUSINESS

7A. Recognitions – Employee Years of Service

Mayor Wallen presented years of service certificates to City and Fire Department employees who reached a milestone year of service. Those employees recognized included Norm Michaels (5 years), Dean Nelson (5 years), Nick Christenson (10 years), Mark Hedstrom (10 years), Jeffrey Novak (10 years), Charles Stern (10 years), James Jensen (15 years), and Ken Halverson (30 years). Council thanked the recognized employees for their years of service.

7B. Donation – Fanberg Auction towards City Ice Rinks

Deb Wegeleben reviewed the \$350 cash donation submitted by Fanberg Auctions. PJ Fanberg has donated his auction fee for the sale of a City vehicle and asked that the donation be used towards repair and upkeep of the City Ice Rinks.

Council Member Knier motioned to approve Resolution No. 2020-25 accepting the \$350 cash donation from Fanberg Auctions towards repair and upkeep of the City of Big Lake Ice Rinks. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Donations – Big Lake Police Department and Public Works Department

Joel Scharf reviewed various donations the City has received. Donations have been submitted by Big Lake Spud Fest in the amount of \$2,400 towards the Field Search program, \$543 from the Legacy Foundation/George Quinn from the “Walk-A-Thon” For First Responders event donated towards the purchase of non-budgeted Police Department purchases, \$688 from the Legacy Foundation through a fundraising campaign of canine t-shirt sales towards the Police Canine Program, \$3,400 donation from the Becker/Big Lake Knights of Columbus towards the Police Department Pepperball Program, and the Sherburne County Sheriff’s Office/Big Lake Police Department donation of retired 800 Mz portable radios valued at \$500 each, totaling \$2,000, towards the Public Works Department.

Council Member Hansen motioned to approve Resolution No. 2020-26 accepting donations to the Big Lake Police Department and Public Works Department as presented. Seconded by Council Member Knier, unanimous ayes, motion carried.

7D. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of February. Hedstrom also reviewed training activities including Right-To-Know training and RIT PAK refresher training, reviewed the five-year Strategic Planning session held on February 22, the recent house fire on Trillium Lane, and the department's mutual aid assist at the Northern Metals fire in Becker that logged 474 hours from Big Lake firefighters and 225,000 gallons of water brought in from Big Lake. Hedstrom noted that two probationary firefighters have completed Firefighter One training, discussed a donation the department received from the Monticello Lions Club, discussed the department's attendance at the Little Hole on Big Lake event, and provided campfire safety tips. Council Member Knier asked if the department is comfortable with the number of firefighters they have. Chief Hansen stated that the department is always looking for more firefighters, especially during daytime hours. Hansen and Hedstrom indicated that the department is currently staffed at 31 firefighters, but are authorized up to 40.

Police Department – Joel Scharf and Matt Hayen updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of February. Scharf and Hayen reviewed the City's 2020 designation as the 2nd Safest City in communities of 10,000+ population, reviewed the Northern Metals Fire in Becker, discussed 2nd Amendment issues, reviewed the Guardian Angel shoulder-mount light devices that the department purchased through the use of DWI forfeiture funds, discussed the departments internship program which can be used as a future recruitment tool, reviewed a murder for hire case, and provided contact information for questions relating to the Coronavirus. They also reviewed community events the department has assisted at, as well as upcoming events. Council Member Knier asked if the department is involved with the Big Lake High School Apprenticeship Program. Scharf noted that Staff and Administration have met with Wade Olson at the schools and they have an interested student that they will be meeting with. Knier also discussed that the calls for service numbers are twice as high as 2 years ago. Scharf noted that the large increase can be contributed to a change in how they draw calls for service, stressing that their current reporting system provides a far more active, stronger, and accurate recording of calls for service. Scharf noted that he will be providing more information on calls for service calculations during their year-end report.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson discussed the 2020 Street and Utility Improvement Project, provided an update on the Safe Routes to School Program, reviewed state reporting, reviewed

commercial and residential permits, discussed ADA Compliancy, and stressed Staff's efforts to minimize the need for outside assistance. Otteson introduced newly hired Water/Wastewater Operator II employees Bruce Frandle and Dana Mattson, and reviewed activities within the Public Works Department, Streets/Parks Division, and the Water/Wastewater Division.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the City's Financial Audit and complimented the Finance Department Team for their efforts. Wilfahrt also discussed George Quinn's request to complete a planting in the boulevard areas of Rose Drive, reviewed meetings held for the planning for streets and maintenance moving into the future, and discussed Staff's content management efforts on our various social media avenues.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: discussed the March BLEDA Meeting.

Council Member Hansen: reviewed the February CMRRPP meeting held in Monticello.

Council Member Knier: reviewed the street planning meeting to establish a long-term plan for street improvements and maintenance. Knier also discussed his recent visit with the Big Lake Senior Group.

10. OTHER – No other.

11. ADJOURN

Council Member Hansen motioned to adjourn at 7:06: p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 03/25/2020