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: Dick Backlund, Seth Hansen, Rose Johnson, Paul Knier, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, Public Works Director Mike Goebel, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Recreation Coordinator Corrie Scott, and Liquor Store Assistant Manager Lisa Miller.

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 6:01 p.m.

5. **PROPOSED AGENDA**

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

6. **CONSENT AGENDA**

Council Member Johnson motioned to approve the Consent Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent
Agenda consists of: 6A. Approve Council Workshop Minutes of February 27, 2019, 6B. Approve Regular Council Meeting Minutes of February 27, 2019, 6C. Approve Resolution No. 2019-16 Approving Consumption and Display Permit Renewals, 6D. Approve Financial Policy Amendments, 6E. Approve Job Description Changes in the Community Development Department, 6F. Approve the 2019 Recycling Day Event SCORE Grant Agreement with Sherburne County, and Set Council Gathering on Saturday, May 18, 2019, 6G. Approve the 2019 Compost Site SCORE Grant Agreement with Sherburne County, and 6H. Approve Police Department Staff and Position Restructure.

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 Seth Hansen (10 years), Nick Fiester (20 years), and Tim Davis (25 years). Nick Fiester was also recognized for his retirement from the Fire Department effective January 5, 2019. Council thanked the recognized employees for their years of service and congratulated Fiester on his retirement.

Mayor Wallen also conducted the Oath of Office for five new Firefighters including Jesse Hamauer, Sam Hanson, Justin Hattesohl, Jeremy Kokesch, and Noel Krebs.

7B. PUBLIC HEARING – 2019 Street Resurfacing Project No. ST2019-1 – Order Final Plans and Specifications

Layne Otteson reviewed the proposed 2019 Street Resurfacing Project No. ST2019-1 noting that the identified improvements are being proposed due to accelerated pavement deterioration on eleven identified street segments. The streets are 25 to 30 years old and staff has prioritized the improvements for either resurfacing or spot patching. Otteson noted that approximately 40 citizens attended the January 22 open house where information was provided on the City’s long term street rehabilitation plan, and estimates were provided on preliminary costs and funding options. Streets identified for pavement resurfacing include segments of Pond View Drive, Pintail Street, Lake View Lane, Lake Ridge Drive, and Park Avenue. Streets identified for pavement resurfacing if bid pricing allows includes segments of Wall Street, and the final wear course on Fair Meadows Circle. Based on cost implications, staff recommended the removal of Lake View Lane, Lake View Circle, St. Andrews Lane, and Lake Ridge Drive from the project. Otteson identified recommended improvements for the remaining street segments including a 2 inch mill and overlay, overlay of missing wear course, pavement patching where necessary, minor drainage improvements, adjustment to manholes and water valve castings, and minimal curb repairs. The projected costs are estimated to be approximately $300,000 which will be
funded by special assessments and from the Capital Improvement Plan. Otteson reviewed the City’s Assessment Policy explaining how assessments will be calculated, provided a tentative project schedule, and noted that staff will provide communication to residents throughout the project.

Mayor Wallen opened up the public hearing at 6:24 p.m.

Greg Hedlund; 18303 Fair Meadows Drive – Asked for clarification on the cost of the overlay on Fair Meadows Circle. Hedlund also asked why the final wear course was never completed. Otteson reviewed the timing of the street construction, noting that when the final layer should have been completed, the developer and bond company had both gone out of business due to the recession. Hedlund also asked the City to consider reducing the linear footage of his assessment due to the location of a walking/bike path easement on his property. Council directed staff to meet with Hedlund to discuss his request. Otteson explained that assessments are based on benefit, noting that when the final assessment is done Council has the option to reduce.

No one else came forward to speak at the Public Hearing. Mayor Wallen closed the public hearing at 6:28 p.m.

Council Member Knier motioned to approve Resolution No. 2019-17 Ordering the Final Plans and Specifications for the 2019 Street Resurfacing Project No. ST2019-01 with removal of 4 street segments including Lake View Lane (Lake Ridge Drive to Lake View Circle), Lake View Circle (Lake View Lane to end of cul-de-sac), St. Andrews Lane (Lake Ridge Drive to Sterling Drive), and Lake Ridge Drive (St. Andrews Lane to Sterling Drive) from the project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Adding McDowall Trail Paving as an Alternate to ST2019-1

Layne Otteson reviewed the McDowall Park Trail Paving Project No. 100 recommending the project be bid as an alternate to the 2019 Street Resurfacing Project No. ST2019-1.

Council discussed bidding Alternate 2, and to include raising the southern low area as a separate alternate. Council Member Knier asked for clarification on why the raised area extends further than the low area. Council discussed that trucks need an exit route during construction.

Council Member Johnson motioned to approve Resolution No. 2019-18 adding the McDowall Park Trail Paving Project No. 100 to the 2019 Street Resurfacing Project No. ST2019-01 as an alternate bid item as discussed. Seconded by Council Member Hansen, unanimous ayes, motion carried.
7D. 2019 Street Resurfacing Project No. 2019-1 – Approve Final Plans and Specifications and Authorize Advertisement for Bid

Layne Otteson reviewed Final Plans and Specifications for the 2019 Street Resurfacing Project No. ST2019-1 and the McDowall Trail Paving Project No. 100. Otteson noted that combing the two projects into one bid project will increase work volume and likely be a cost savings to the City and those receiving special assessments. Otteson explained that the trail project is added only as an alternate and inclusion of the project will be considered after bidding results come in. Otteson reviewed the tentative project schedule, estimated costs for both projects, funding and assessment options and terms, identified streets slated for resurfacing, and possible resurfacing of two streets if bid pricing allows improvements. Otteson noted that both projects have funding identified in the Capital Improvement Plan, and reviewed special assessment requirements.

Council Member Knier motioned to approve Resolution No. 2019-19 approving the Final Plans and Specifications and authorizing the Advertisement of Bids for the 2019 Street Resurfacing Project No. ST2019-01 and the McDowall Park Trail Paving Project No. 100. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7E. Monthly Department Reports

Fire Department – Seth Hansen provided statistical information on calls for service for the month of February. Hansen also discussed upcoming department training for the month of March that includes Officer I Classes, vehicle extrication and rescue training, and the department’s annual “Employee Right to Know” training. Hansen discussed the department’s plan review for the High School parking lot project, a walkthrough that was conducted at the Cargill expansion project, and reviewed the Chili Feed fundraiser held last Saturday benefitting the Big Lake Food Shelf. Hansen also encouraged citizens to purchase tickets for the August 3 Big Lake Fire Relief Association fundraising event.

Police Department – Joel Scharf updated Council on police statistics, calls for service, and self-initiated policing activities for the month of February. Scharf also reviewed the new department staffing structure, reviewed the “Towards Zero Death” program recognition, and discussed the City’s No. 1 rating as the safest City in Minnesota. Scharf provided an update on the new Polaris Razor ATV the department acquired through the military surplus program, reviewed the department’s participation in community events, and discussed the Nextdoor.com neighborhood notification system offered by the City.

Engineering Department – Layne Otteson provided an engineering update on various projects underway in the City. Otteson discussed the 2019 Street Resurfacing Project and the McDowall Park Trail Paving Project that will be going out for bid in April, reviewed the upcoming 2020 Street Rehabilitation Project plans, discussed the Big Lake School parking lot site review, reviewed the proposed Highline Drive/CR 73 Trail grant application, and
discussed miscellaneous permit reviews done by the Engineering Department. Otteson informed Council that the street signal equipment was recently installed at the intersection of CR 5/Hiawatha Avenue and should be operational as soon as Connexus Energy completes the electrical hookup, which could be delayed due to wet conditions.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel reviewed needed improvements on Well No. 5 which is located at Lake Ridge Park. The well was originally constructed in 2001, and the needed repairs are estimated at $24,000. Goebel also reviewed prevention measures residents and business owners can take to help prevent frozen water service lines at their properties.

Mayor Wallen thanked residents for cleaning out around their fire hydrants.

8. **LIST OF CLAIMS**

8A. **Consider List of Claims**

Council Member Hansen motioned to approve the List of Claims dated 02/21/19 through 03/06/19 with the removal of Check No. 79416 and 79448 for separate consideration, and approve payroll no. 5. Seconded by Council Member Knier, unanimous ayes, motion carried.

8B. **Consider Audio Communications Payment**

Council Member Hansen motioned to approve payment of Check No. 79416 in the amount of $4,575.00 and Check No. 79448 in the amount of $648.50 payable to Audio Communications for services rendered. Seconded by Council Member Johnson, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Hansen, Johnson, Knier and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. **ADMINISTRATOR’S REPORT**

Clay Wilfahrt discussed the City’s annual audit that was held last week, noting that no major findings have been reported, and that the auditing firm will present the final report to Council in April. Wilfahrt thanked the Finance Department for their continued compliance efforts. Wilfahrt also reviewed the recent Highway 25 Coalition meeting, informing Council that the Coalition will be reviewing Coalition goals and the scope of a potential economic development study prior to the Coalition moving forward with the NEPA process. Wilfahrt also discussed recent comments the City submitted to Sherburne County relating to a potential Township development located near the City boundaries. Sherburne County is willing to start the conversation to address the City’s concerns regarding our comprehensive plan objectives.
10. **MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

**Mayor Wallen:** Reviewed the March BLEDA Meeting, and the recent Recycling Day Committee Meeting.

**Council Member Hansen:** Reviewed the March Planning Commission Meeting.

**Council Member Johnson:** Discussed the March BLCLA Meeting and the recent BLEDA Meeting. Council Member Johnson encouraged citizens to attend the annual meeting of the Lake Association, and participate in Aquatic Invasive Species training being offered by the MNDNR on March 25 in the Council Chamber.

**Council Member Knier:** Reviewed the recent Recycling Day Committee Meeting.

11. **OTHER** – No other.

12. **ADJOURN**

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

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Gina Wolbeck
Clerk

Date Approved By Council _____ 03/27/19 _____