

**BIG LAKE CITY COUNCIL  
WORKSHOP MINUTES  
MARCH 25, 2020**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Council Members present: Seth Hansen, Rose Johnson via teleconference, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Consultant City Planner Sara Roman from Landform.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. 2020 Street and Utility Improvement Project Update**

Layne Otteson reviewed the bidding schedule for the 2020 Street and Utility Improvement Project which is scheduled for April 6<sup>th</sup>, and asked for feedback from Council on whether the City should continue to move forward with the project due to economic concerns with the COVID-19 pandemic. Otteson noted that funding impacts will be felt, but we are uncertain of the degree. Timing will become critical in regards to project cost impacts, and start/completion dates. Otteson reviewed options including moving forward with the project as presented, reducing the scope of the project, and adjusting the scheduling.

Deb Wegeleben discussed Municipal Bond concerns and the global uncertainty of the Bond market. Wegeleben discussed the option to finance through a local bank, and renegotiate when the economy stabilizes. Discussion was also held on the option to adjust the assessment rate. Wegeleben also noted that the City's Financial Advisor has indicated that some municipalities are taking a 60-day breather on moving forward with projects. Wegeleben discussed potential concerns with LGA possibly being held back or delayed, and concerns with cash flow issues in the City's water/sewer funds if residents stop paying their bills. Wegeleben recommended that the City not spend any extra dollars until the crisis stabilizes.

Mayor Wallen discussed the need to continue to operate “business as usual” and still open bids on April 6.

Council directed staff to continue with the April 6, 2020 bid opening, and extend acceptance of the award for 60 days if it’s deemed necessary.

**4B. New Ideas Discussion**

No discussion held.

**5. OTHER**

Layne Otteson reviewed the 1981 Ag-Gator land application machine that the City used for applying liquid waste. Otteson noted that the equipment has been in storage for 6 to 10 years and no regular maintenance has been done on the machine in at least 5 years. Otteson discussed that there is no other departmental use for the equipment and recommends the City move forward with selling it and utilizing proceeds from the sale towards needs within the Public Works Department.

Council directed staff to proceed with selling the 1981 Ag-Gator Land Application Machine and to designate proceeds go towards needs of the Public Works Department.

Clay Wilfahrt discussed operations of City Staff, Liquor Store hours, City Hall hours and accessibility, and building inspection operations during the COVID-19 pandemic. Wilfahrt noted that Police Chief Scharf will be providing an update during the regular meeting on the Governor’s “Stay At Home” Order that was declared today.

Rose Johnson reviewed discussions on local Facebook Forums and locations the City can be sharing information. Mayor Wallen noted that he will be doing an update on official City media sites during the regular meeting.

**6. ADJOURN**

Council Member Hansen motioned to adjourn at 5:32 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

04/08/2020  
Date Approved By Council