

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

July 22, 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, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben (via Zoom), Community Development Director Hanna Klimmek, City Engineer Layne Otteson, Police Chief Joel Scharf, Deputy Chief Matt Hayen, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Big Lake High School Liaison Ella Dotzler.

4. OPEN FORUM

Mayor Wallen opened the Open Forum at 6:01 p.m. Wallen reviewed protocol that must be followed during Open Forum.

Janine Renslow, 5541 Aberdeen Way – Stated that she is a 20 year resident of Big Lake and noted her concern with improper comments made at the July 8, 2020 Open Forum regarding the proposed CommonBond project. Renslow encouraged citizens to be part of an inclusive community.

Bettina Potter, 120 Edgewater Place – Requested Council and Staff provide an update on new regulations at Lakeside Park and the Mitchell Lake Boat Launch. Potter encouraged the City to promote this information to residents.

Matthew Gutsch, 20106 204th Avenue – Discussed the petition for a reduced speed limit in the Norland Park Development.

Grace Green, 4722 Blanding Court – Stated her opposition to comments made at the July 8, 2020 Open Forum regarding the proposed CommonBond project.

George Quinn, 810 Lake Street North – Informed Council of an upcoming event honoring local law enforcement.

Mayor Wallen closed the Open Forum at 6:12 p.m.

5. PROPOSED AGENDA

Council Member Knier motioned to adopt the proposed Agenda with the addition of item no. 7F. Appointment of City Planner Lucinda Meyers, and item no. 7G. Appointment of Planning Commissioner Shane Shatka. Seconded by Council Member Johnson, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Zettervall motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of July 8, 2020, 6C. Approve Amendment to COVID-19 Preparedness Plan Implementing Policies and Procedures for the Big Lake Farmers Market and Elections, 6D. Approve Resolution No. 2020-59 Establishing Special Revenue Fund 279, 6E. Approve the City of Big Lake Safety Manual, 6F. Approve the Hire of Part-time Liquor Clerks Lisa Geroux, Dain Thompson, and Donna Houn, 6G. Approve the Hire of Part-Time Lead Liquor Clerk Raquel Chaffee, 6H. Approve the Hire of Full-Time Lead Liquor Clerk Jorgen Dahl, 6I. Accept Resignation of Police Specialist II Laurie Morris, 6J. Approve Appointment of Administrative Assistant Nicole Pearson, and 6K. Approve Purchase of Public Works Plow Truck Equipment.

7. BUSINESS

7A. Employee Recognitions – Years of Service and Retirement

Mayor Wallen presented years of service certificates to City employees who reached a milestone year of service. Those employees recognized included Joe Brenteson (5 years), Nic Prigge (5 years), Clay Wilfahrt (5 years), Stacey Fox (20 years), Laurie Morris (20 years), and Gina Wolbeck (20 years). Mayor Wallen also congratulated Laurie Morris on her retirement from the Police Department. Council thanked the recognized employees for their years of service.

7B. Nystrom Treatment Facility Development Application – Preliminary Plat, Conditional Use Permit, and Site Plan

Kevin Shay reviewed the Planner's Report for the Nystrom Treatment Facility Development Application. The Applicant is requesting approval of a Preliminary Plat, Conditional Use Permit, and Site Plan review. The Preliminary Plat consists of platting the 3.33 acre property into two (2) parcels. The development will be platted to become Lot 1, Block 1, Station Street Nystrom Addition and Outlot A, Station Street Nystrom Addition. The Lot 1

parcel will consist of one (1) building with a proposed outdoor recreational space consisting of a basketball court, bocce ball court, and shuffle board area. This is located within an internal walking trail throughout the property. The property also has an area designated for future expansion of the facility. A Conditional Use Permit is required due to the treatment facility being a "Group Care Facility" as determined by the zoning code, which is allowed through approval of a Conditional Use Permit (CUP) in the Transit-Orient Development (TOD) District. The Applicant must meet the CUP criteria and the standards for Group Care Facilities. Shay also reviewed parking standards, lot coverage, sidewalks, setback/height requirements, building materials, and landscaping requirements. Shay noted that the Planning Commission held a public hearing on July 1, 2020 and one person spoke at the hearing with concerns regarding security. The Planning Commission unanimously voted to recommend approval of the project with conditions.

Council Member Knier motioned to approve Resolution No. 2020-60 approving a Preliminary Plat, Conditional Use Permit and Site Plan for the Nystrom Treatment Facility Project. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7C. Framework 2030 Regional Planning Process and Resolution of Understanding

Clay Wilfahrt discussed the City's participation in the Central Mississippi River Regional Planning Partnership created to jointly plan for the growth of the region, which began as a group attempting to build another bridge crossing between Big Lake and Monticello. Through that initial process, the parties involved learned that a broader scope was necessary. Wilfahrt provided an update on the progress of the initiative and presented Framework 2030 which is a collaborative regional project aimed at 1) engaging the public in a conversation about the future vision for the region and its communities, 2) creating a unified set of regional goals, policies, and priorities that position Partners for success, and 3) develop strategies to leverage opportunities that benefit all the communities of Sherburne and Wright Counties.

Mayor Wallen discussed the change in how the partnership was set up and asked if other communities do these types of partnerships or is this group more of an anomaly. Wilfahrt noted that most organizations come together in a very ad hoc fashion, but if you want to be successful this is what you have to do. The process the CMRRPP is following is the type of process that is normal for successful applications. Council Member Hansen stated that this type of partnership seems to be an anomaly in the State of Minnesota.

Council Member Johnson motioned to approve Resolution of Understanding No. 2020-61 regarding the progress of the Framework 2030 regional planning process. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. COVID-19 Emergency Grant Program

Hanna Klimmek reviewed that the State has approved 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. The City of Big Lake is expected to receive \$863,098 in funds by the end of July 2020. Klimmek identified that 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 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, and noted that the City can provide the funding to businesses to cover business interruption. Klimmek noted the City of Big Lake has until November 15, 2020 to spend down the funds. If unable to meet the November 15, 2020 deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If unable to meet the December 1, 2020 deadline, Sherburne County will have to provide their balance of funds to the State of MN. Staff has consulted with other municipalities, Sherburne County, the City Attorney, the Auditor, and the Big Lake EDA to create a draft COVID-19 Emergency Grant Program Policy, Application, and Agreement package. On July 13, 2020, the BLEDA unanimously recommended approval of the grant program, and upon Council approval, Staff will heavily market the program immediately. Klimmek reviewed the aggressive deadline needed to meet the State's November 15th deadline. Klimmek noted that in an effort to meet the deadlines, Staff recommends an application deadline of 4 pm on Wednesday, August 5, 2020. As soon as possible after the deadline, Staff will meet with Sherburne County (or their 3rd party administrator) to align efforts and discuss applications within the City of Big Lake. Staff will then meet with the BLEDA Finance Committee to generate a recommendation for approval during a Special BLEDA Meeting on August 17, 2020. This timeline will allow the City of Big Lake to enter into Round Two of accepting applications and awarding grants in the event the funding isn't spent down in Round One.

Mayor Wallen reviewed discussions held at BLEDA noting that the applications will be well vetted. Council Member Johnson discussed that BLEDA spent a lot of time drafting the application so that it will be less burdensome for applicants. Council Member Knier questioned if the school will qualify for this funding. Klimmek explained that no government entity qualifies for this funding, noting that it is believed that there will be separate funding for schools. Klimmek also noted that Staff worked with Assistant County Administrator Dan Weber to coordinate the City's program with Sherburne County's program.

Council Member Knier motioned to approve Resolution No. 2020-62 approving the COVID-19 Emergency Grant Program and for it to be administered by the Big Lake EDA to provide funding to cover expenses of business interruption due to the COVID-19 pandemic. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7E. Monthly Department Reports

Deb Wegeleben provided a year-to-date financial report, discussed the unassigned fund balance and reviewed allocated funds identified in the City's Capital Improvement Plan Fund. Wegeleben also discussed the upcoming schedule for the 2021 budget cycle. Wegeleben provided an update on keys issued for the Lake Mitchell Boat Launch as well as the number of annual parking passes and daily passes sold for parking at Lakeside Park, and noted that the City has received the first half of our Local Government Aid.

Greg Zurbey provided an update on the Municipal Liquor Store operations for June 2020 noting inventory issues on the supplier end, reviewed the MMBA/Miller/Coors and Anheiser-Busch/C&L Distributing Folds of Honor fundraisers, discussed the Sherburne County "Sticker Shock" signage program and reviewed the stores current hours of operation. Zurbey also provided a year to date financial comparison between 2019 and 2020.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also provided a year to date 2019/2020 permit activity comparison. Klimmek provided an update on City sponsored events including activity at the Big Lake Farmer's Market and happenings at the ECFE in the Park events.

7F. Appointment of City Planner Lucinda Meyers

Hanna Klimmek discussed the hiring process for filling the vacant City Planner position. Staff recommended hiring Lucinda Meyers to fill the vacant position.

Council Member Zetervall motioned to approve the appointment of Lucinda Meyers to the vacant City Planner position. Seconded by Council Member Knier, unanimous ayes, motion carried.

7F. Appointment of Planning Commissioner Shane Shatka

Hanna Klimmek discussed the process for appointing a Planning Commissioner to fill a vacancy on the Board. The Planning Commission interviewed Shane Shatka at their July 2, 2020 meeting, and unanimously recommended that the City Council approve the appointment of Shatka to the Planning Commission. Shatka would fill the vacancy until the term ends on December 31, 2022.

Council Member Johnson motioned to approve the appointment of Shane Shatka to the open Planning Commission seat and serve the remainder of the term through December 31, 2022. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed enforcement at the Lake Mitchell Boat Launch noting that video footage is being reviewed, and discussed the kiosk operations and revenue at Lakeside Park. Wilfahrt also discussed the process that is followed when a resident asked for a speed reduction in their neighborhood, noting that monitoring is first done along with enforcement prior to determining if activity on a particular street would warrant a speed reduction. Wilfahrt also discussed a positive comment received from Duffy Development regarding new Building Official Lenny Rutledge.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the July BLEDA Meeting and the recent Finance Committee Meeting.

Council Member Johnson: Discussed the July BLEDA and BLCLA Meetings. Johnson also informed Council that the State is no longer interested in owning the vacant land located on both sides of the channel, which could present an opportunity for the City to pick that land up and retain control which would make it easier for the City to do work on the channel. Johnson noted that hopefully that can happen without a huge expense to the City, as the land was originally donated to the State so she is hopeful that it can be donated to the City as well.

Council Member Knier: Reviewed the July BLBYR Meeting and the recent Finance Committee Meeting. Knier also discussed the Lake Mitchell Boat Launch noting that he has talked to residents who live near the launch and they seem to be happy with how the program is working.

Council Member Zettervall: Discussed the recent interviews held for the vacant City Planner position.

10. OTHER – No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 7:10 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Big Lake City Council Meeting Minutes
Date: July 22, 2020
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Gina Wolbeck
Clerk

Date Approved By Council 08/12/2020