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, Community Development Director Hanna Klimmek, Police Chief Joel Scharf, City Clerk Gina Wolbeck, City Engineer Layne Otteson, City Planner Michael Healy, Liquor Store Manager Greg Zurbey, and Consultant City Engineer Jared Voge from Bolton and Menk.

Mayor Wallen introduced newly appointed Council Member Scott Zettervall who took the Oath of Office prior to the start of the Workshop.

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**

Clay Wilfahrt reviewed proposed changes to the Agenda, including the removal of items 7C and 7D due to concerns with the operation of the I-LIDS equipment at the Lake Mitchell Boat Launch, and the addition of a closed session item as item no. 12 to discuss development of an offer for the purchase of parcel no. 65-124-4105.

Council Member Knier motioned to adopt the proposed Agenda with the removal items no. 7C and 7D, and the addition of item no. 12. CLOSED SESSION – Development of Offer for the Purchase of Parcel No. 65-124-4105 allowed per MN Statute 13D.05, subd. 3c3. Seconded by Council Member Johnson, unanimous ayes, Agenda adopted.
6. **CONSENT AGENDA**

Council Member Johnson 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 Council Workshop Minutes of July 10, 2019, 6B. Approve Regular Council Meeting Minutes of July 10, 2019, 6C. Approve Special Council Meeting Minutes of July 16, 2019, 6D. Approve Appointment of J Brian Calva to Vacant BLEDA Seat C, 6E. Call for a Special Joint Powers Board Meeting at 4:00 p.m. on Wednesday, August 14, 2019 to Review Development Applications Submitted for Properties Located at 19950 177th Street NW and 20021 176th Street NW, and 6F. Approve Closing of City Hall Offices for Staff Training on October 14, 2019.

7. **BUSINESS**

7A. **STEM Presentation – Big Lake Independence Elementary School**

Independence Elementary School representatives Jona Deavel and Katie Johnson provided a presentation on the school’s new designation as a STEM School. STEM stands for the focus of Science, Technology, Engineering and Mathematics learning experience. Deavel explained that authentic learning experiences in STEM will challenge, educate and inspire students.

Council Member Knier asked if the new program will be more hands on. Johnson stated that the focus of the program will be to teach students how to come up with answers on their own. Council Member Johnson asked how this new concept will be introduced to parents and the community. Deavel reviewed marketing strategies that will include the Superintendent’s newsletter to parents, along with communication through social media outlets, and providing information at the Assessment Day event during the winter. Discussion was also held on the future STEM transition into Middle School and High School, with hopes that the district as a whole will be STEM focused.

7B. **JP Brooks, Inc. Development Application – CUP and Amendment to the Wright’s Crossing Third Addition Development Contract and Planned Unit Development Agreement**

Michael Healy reviewed the planners report for the development application submitted by JP Brooks, Inc. for a Conditional Use Permit (CUP) and an amendment to the Wright’s Crossing Third Addition Development Contract and Planned Unit Development (PUD) Agreement seeking approval to allow for a six unit and a three unit townhome building to be constructed on the subject property located in the Wrights Crossing Third Addition subdivision and is currently zoned R-3 High Density Residential District with a PUD overlay that was established through a CUP. Healy explained that the Applicant has proposed a
different architectural style for the two townhome buildings than what was previously approved, and since PUD standards have previously been approved, a CUP is needed to allow for the construction of two townhome structures that differ architecturally from the previously approved townhome structures. Healy noted that the Planning Commission held a public hearing on July 3, 2019 and one person spoke in favor of the project. The Planning Commission unanimously voted to recommend approval of the CUP amendment with conditions, and to amend the PUD standards as requested.

Mayor Wallen noted that floor plan design is much better than the original design.

Council Member Knier motioned to approve an amendment to the Development Contract and Planned Unit Development Agreement for Wright’s Crossing Third Addition and to authorize the City Attorney to finalize the agreement prior to signature. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

Council Member Hansen motioned to approve Resolution No. 2019-47 approving a Conditional Use Permit to amend the approved Planned Unit Development standards for Wrights Crossing Third Addition, to allow for the construction of a six unit and a three unit townhome building to be located on William Street. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7C. Lake Mitchell Boat Launch Policy - Item removed from Agenda.

7D. PUBLIC HEARING – Ordinance Amending the 2019 Fee Schedule - Item removed from Agenda.

7E. Council Committee Appointments

Clay Wilfahrt reviewed current Council Committee appointments discussing the need to identify changes necessary due to the recent appointment of Scott Zettervall to the vacant City Council seat. Wilfahrt presented proposed changes to the 2019 committee appointments as recommended by Mayor Wallen.

Council Member Zettervall motioned to approve amendments to the 2019 Council Committee appointments as presented. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7F. Monthly Department Reports

Deb Wegeleben provided a year-to-date financial update on unaudited revenues, expenditures, Capital Improvement Plan allocations, enterprise funds, current outstanding debt obligations and scheduled principal and interest payments. Wegeleben also reviewed
the 2020 Budget schedule noting that review of preliminary budgets are planned for discussion at the August 14 and 28 Council Workshops, with adoption of the Preliminary Tax Levy planned for September 11, 2019.

Greg Zurbey provided a liquor store year-to-date review including financial information, discussed in-store tastings, noted that the Big Lake Fire Department was on-site selling raffle tickets in the lobby area, and discussed the launch of Lupulin Brewing's Spud Fest beer product sold exclusively at the liquor store. Zurbey also presented information on the Minnesota Municipal Beverage Association’s first annual local Fire Department fundraiser that the store will be participating in for the month of August.

Council Member Johnson questioned the change in profitability numbers. Zurbey discussed that lowering prices has affected gross profits, but doesn’t want to over-react to the price changes.

Mayor Wallen noted that the Loyalty Program has been a success, but we need to be more aggressive to increase our gross profit, and we need to continue monitoring the Loyalty Program. Zurbey noted that we have had an extremely successful redemption rate with the Loyalty Program and Staff will continue to monitor the program.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also discussed recent activities in the Big Lake Economic Development Authority, and provided a community recreation update including information on the Big Lake Farmers Market and Gardening 101 classes.

Council Member Knier asked what the profit was from the Ormsbee property sale of land. Klimmek noted that the project was considered a rehab property that sold for $25,000. Staff discussed previous issues with code enforcement at the property before the original structure was demolished.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims dated 07/02/19 through 07/17/19, and payroll no. 14. Seconded by Council Member Knier, unanimous ayes, motion carried.

9. ADMINISTRATOR’S REPORT

Clay Wilfahrt discussed the LMC Policy Committee meeting he attended that included discussions on League strategies regarding the pre-emption of city authority, and discussions relating specifically to Big Lake including issues with MNDEED requirements.
for their incentive programs, and tax forfeiture land clear ups. Wilfahrt also discussed the Lake Mitchell Boat Launch items that were pulled from the agenda due to I-LIDS technology issues, with the plan to possibly bring the items back to Council in August if the technology issues are corrected. Wilfahrt informed Council that the 530 Westwood Drive fire damaged structure has been demolished, but the owner still needs to remove the rubble.

10. **MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

**Mayor Wallen:** Reviewed recent committee meetings for the Finance Committee, and Personnel Committee.

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

**Council Member Johnson:** Attended a Personnel committee meeting.

**Council Member Knier:** Discussed the July Big Lake Beyond the Yellow Ribbon Meeting, reminded everyone of the Rib Fest fundraiser September 28, 2019, and discussed the Finance Committee Meeting held this week.

**Council Member Zettervall:** Stated that he is honored to be given the chance to represent the citizens of Big Lake.

11. **OTHER**

Council Member Knier motioned to recess the regular session at 7:06 p.m. to go to Closed Session for item 12. Development of Offer for the Purchase of Parcel No. 65-124-4105 allowed per MN Statute 13D.05, subd. 3c3. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

12. **CLOSED SESSION – Development of Offer for the Purchase of Parcel No. 65-124-4105 allowed per MN Statute 13D.05, subd. 3c3**

Council Member Johnson motioned to open the Closed Session at 7:15 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Members present: Seth Hansen, Rose Johnson, Paul Knier, Mike Wallen, and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Community Development Director Hanna Klimmek, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, and City Planner Michael Healy.
Clay Wilfahrt reviewed closed session procedure requirements. Wilfahrt discussed the development of an offer for the potential purchase of parcel no. 65-124-4105.

No action was taken by Council during Closed Session.

Council Member Johnson motioned to close the Closed Session and reconvene the regular meeting at 7:41 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

13. **ADJOURN**

Council Member Knier motioned to adjourn at 7:41 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

__________________________
Gina Wolbeck
Clerk

Date Approved By Council ____ 08/14/19____