

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
AUGUST 26, 2020**

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Paul Knier, Mike Wallen, and Scott Zettervall. Council Member Seth Hansen arrived at 5:08 p.m. due to a fire call. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Deputy Police Chief Matt Hayen, City Clerk Gina Wolbeck, Liquor Store Manager Greg Zurbey, and Big Lake School Liaison Ella Dotzler.

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. 2021 Budget Review

Deb Wegeleben reviewed 2021 draft Enterprise Fund Budgets including the water fund, sewer fund, storm sewer fund, and the liquor store. Revenues are proposed to decrease 2.04% in the water fund due to a less conservative approach to new development than what was budgeted in 2020. Expenses are proposed to increase 4.16% with increases in professional services, operations, transfers to Water CIP, and debt service. Revenues in the sewer fund are proposed to increase 4.81% with expenses proposed to decrease 1.69%. Wegeleben noted that with the proposed water and sewer budgets the average utility bill with 5,000 gallons of usage each month would see an increase of approximately \$3.00 per month for 2021. When comparing the City of Big Lake to surrounding communities, the City's rates are right in the middle. Wegeleben reviewed storm sewer revenues increasing 1.11% with expenses decreasing \$168,308. Liquor Store revenues are proposed to increase 3.41% with expenses increasing 4.28%. Wegeleben noted that the liquor store transfer to the general fund is set at \$450,000 again in 2021. Wegeleben also reviewed the Capital Improvement Plan fund, noting that any Local Government Aid (LGA) funds the City gets in 2021 will be allocated to fund 198 and 199 to purchase equipment and/or complete projects. The certified LGA amount for 2021 is \$756,115 which is an increase of \$35,141 over 2020.

Wegeleben discussed that she would like to schedule another budget discussion at the next Council Workshop in order for Council to review additional information regarding the Fire position and the 2021 Police Union Contract. Wegeleben noted that Council will be asked to set the Preliminary Budget at their meeting on September 23, 2020, and additional budget workshops

can be held in October for discussion on the Final Levy before the Public Input hearing that is scheduled on November 25, 2020. Wegeleben also reviewed that Council should discuss the 2021 Fee Schedule in November before adoption in December. Wegeleben noted that Council will be asked to set the Final Levy at their December 9, 2020 meeting.

4B. Discuss Amendments to Council Committee Appointments

Clay Wilfahrt reviewed amendments to the Council Committee Appointments needed due to the vacancy on the City Council. Committee appointments are approved by the Council at the first meeting of the year and generally are effective for the entire year. Due to the recent vacancy on the City Council, Councilmembers were asked to provide feedback on Mayor Wallen's recommendations for filling vacant committee appointments through the end of the year.

Council Members directed Staff to proceed with bringing the item to the regular Agenda as recommended by Mayor Wallen.

4C. City Hall Hours Discussion

Clay Wilfahrt provided an update on how summer hours have worked at City Hall. Hours were changed from 8:00 a.m. - 4:30 p.m. Monday through Friday, to 7:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. to 11:30 a.m. on Fridays. City Hall Staff was recently asked to complete a survey to evaluate how summer hours went. From the survey responses, it appears that there was very little criticism of the new hours and that Staff overwhelmingly prefers these hours. Due to Staff's response, Council is being asked to make the hours permanent throughout the year.

Council Member Hansen stated that he is fine with the current schedule, but wouldn't be opposed to a citizen survey. Hansen asked that the summer hours be extended until a decision is made.

Council Member Knier suggested doing a citizen survey to get feedback from residents. Knier also stated that he doesn't see a problem with a flexible summer hour's schedule.

Council Member Zettervall stated that he values consistency, and from a resident perspective he supports a consistent schedule. Zettervall also noted that he would prefer to offer a survey to residents before a decision is made.

Mayor Wallen stated that he likes the earlier/later schedule Monday through Thursday. Wallen also indicated that he is in favor of conducting a survey to take feedback from citizens, noting that we may want to include contractors and businesses in the survey as well.

4D. New Ideas Discussion

Mayor Wallen discussed the recent tragedies we have experienced in the last six weeks, and stressed the need for the control of confidential information provided to City Officials from Administration and Law Enforcement, stating that he feels the City needs a clear

communications policy that regulates and identifies the chain of command on City communication. Wallen also noted that with new Council Members coming on next year, we need to have a clear and concise policy in place to educate newly elected officials. Deb Wegeleben discussed that the City does have a communications policy but it is more directed to City Staff. That policy could be built upon to include communications to City Council Members as well as City Commissioners.

Council Member Zettervall stated that confidentiality needs to be clear when relayed to officials, and the policy should not slow or inhibit the sharing of information to City Officials.

Mayor Wallen stressed that we need to learn from our mistakes and move forward.

Council directed Staff to proceed with drafting Communication Policy language directed towards City Council Members and City Commissioners and to bring back for Council review.

5. **OTHER** – No other.

6. **ADJOURN**

Council Member Zettervall motioned to adjourn at 5:30 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

09/09/2020
Date Approved By Council