

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 26, 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, 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, Deputy Police Chief Matt Hayen, City Clerk Gina Wolbeck, City Planner Lucinda Meyers, Liquor Store Manager Greg Zurbey, and Consultant City Planner Kevin Shay from Landform.

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

Council Member Zettervall motioned to adopt the proposed Agenda with the addition of item no. 7I. Sandhill Villa's Final Plat Extension Request. Seconded by Council Member Knier, unanimous ayes, Agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda with the removal of item no. 6F. Seconded by Council Member Zettervall, unanimous ayes, Consent Agenda approved.

The Consent Agenda consists of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of August 12, 2020, 6C. Approve Council Meeting Minutes of August 12, 2020, 6D. Approve Meeting Date Change for Second Meeting in November and the Public Input Hearing to Wednesday, November 25, 2020, 6E. Approve the Purchase of a Laser Guide System for use on the New Plow Truck Wing, ~~6F. Approve Employment Status Change for Brett Johnson to Lead Streets/Parks Operator II~~, 6G. Approve Resolution No. 2020-66 approving the Nystrom Treatment Facility Final Plat Development Application, and 6H. Approve Resolution No. 2020-67 approving the City of Big Lake ADA Transition Plan.

7. BUSINESS

7A. Recognition – Police Officer Tyler Sinclair DWI All-Star Award

Matt Hayen discussed the DWI All-Star Award program that recognizes local law enforcement for their efforts in making life-saving DWI catches while on patrol. In 2019, Police Officer Tyler Sinclair arrested 43 drunk drivers in the City of Big Lake. Hayen noted that normally, award recipients are recognized on-field at a MN Twins game and are given a hat and baseball bat, however this event has been cancelled this year due to COVID-19. Council thanked Officer Sinclair for his DWI enforcement efforts. Becky Putzke from the MN Department of Public Safety, and Duane Siedschlag from the MN Office of Traffic Safety also participated in the presentation to Officer Sinclair.

7B. PUBLIC HEARING – Cambo Flare LLC Wine and 3.2% Malt Liquor License Application

Gina Wolbeck discussed the Wine and 3.2% Malt Liquor License application submitted by the Applicant, Mike Nget from Cambo Flare LLC to operate an establishment at 16777 Marketplace Drive. The site is located in Suite B of the gas station building owned by Frontier MN LLC, who will be leasing the site to the Applicant. The Applicant will be operating a 65-seat capacity restaurant and license fees have been pro-rated 8-months which total \$1,016.56 that have been paid by the Applicant. Wolbeck noted that State law allows for the sale of “strong” beer products if the licensee secures a State issued Wine license and a City issued on-sale 3.2% Malt liquor license. Wolbeck also noted that the Applicant has submitted all required fees and documentation and a background investigation has been authorized by the Police Chief. The Applicant must also obtain approval from the State of MN Department of Public Safety prior to the purchase or sale of wine or strong beer products.

Mayor Wallen opened the public hearing at 6:13 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:13 p.m.

Mike Nget from Cambo Flare provided information on products the restaurant will provide. Council welcomed Nget to the Big Lake Community and wished him well on his new business.

Council Member Hansen motioned to approve Resolution No. 2020-68 approving an On-Sale Wine, Sunday, and 3.2% Malt Liquor licenses for Cambo Flare LLC located at 16777 Marketplace Drive, contingent upon approval from the State of MN Department of Public Safety. Seconded by Council Member Knier, unanimous ayes, motion carried.

7C. PUBLIC HEARING – Mitch K Farms 4th Addition Development Application – Preliminary Plat, Final Plat, and Easement Agreement

Kevin Shay reviewed the planners report for the Mitch K Farms 4th Addition Development Application. Daniel Ahles submitted an application requesting Preliminary Plat, Final Plat, and Easement Vacation approval to adjust the common lot line between two parcels platted as part of the Mitch K Farms 3rd Addition Planned Unit Development (PUD). Shay reviewed that the survey monuments marking the lot corners were not placed consistent with the approved final plat. The current property owner purchased the property based on the survey monuments which created a larger lot than the platted lot lines. In order to correct the error, it is required to adjust the lot line to be consistent with the survey monuments. Shay indicated that City Code does not allow property changes within a PUD to be processed as a lot adjustment or minor subdivision. The only remaining option to move the lot line is to replat both parcels that share the lot line as a 4th addition to the plat.

Mayor Wallen opened the public hearing at 6:18 p.m. No one came forward. Mayor Wallen closed the public hearing at 6:18 p.m.

Council Member Zettervall motioned to approve Resolution No. 2020-69 approving the Preliminary Plat, Final Plat and Easement Vacation for Mitch K Farms 4th Addition. Seconded by Council Member Knier, unanimous ayes, motion carried.

7D. Big Lake COVID-19 Emergency Grant Program – Award Recommendation

Hanna Klimmek reviewed the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that distributed money to local governments to assist with the financial strain caused by plummeting tax revenues due to the COVID-19 pandemic. The City of Big Lake received \$863,098 and the City approved a grant program to provide a portion of the CARES Act funding to businesses and non-profits to cover business interruption, and the administration of the program was delegated to the Big Lake Economic Development Authority (BLEDA). Staff is comfortable designating up to \$550,000 to the business community for a first round of funding to ensure enough funds are set aside to cover all City COVID expenses. Klimmek reviewed the grant application

process, noting that the program information/application was released on July 22, 2020 after Council approved the program, and the deadline for submittal was August 5, 2020. The BLEDA accepted 33 applications with a total request of \$1,513,698.91 from essential and non-essential businesses as well as non-profits. At their meeting on August 10, 2020 the BLEDA recommended to the City Council to approve grant awards totaling \$548,120.71 as submitted by the BLEDA Finance Committee. Klimmek noted that the City has until November 15, 2020 to spend down the funds. If we are unable to meet the November 15th deadline, the funding will go to Sherburne County. Sherburne County has until December 1, 2020 to spend down the funds. If they are unable to meet their deadline, the balance of funds will be turned over to the State of MN.

Knier asked what the reaction was from grant applicants. Klimmek noted that applicants were very grateful and satisfied with the grant amounts awarded.

Council Member Hansen motioned to approve the BLEDA recommendation of awarding \$548,120.71 of CARES Act funding to 33 businesses/non-profits that submitted a COVID-19 Emergency Grant Program Application. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7E. 2020 Safe Routes to School Improvement Project – Accept Bids and Award Contract

Layne Otteson reviewed the bid opening for the 2020 Safe Routes to School Project. Bids were opened on July 21, 2020 with 8 bidders submitting. The low bid came in at \$144,164.00 which was \$31,920 over the engineers estimate. Otteson reviewed the scope of work to be completed and noted that due to the high bid amount, MNDOT has increased the grant funding from \$89,796 to \$115,331.20. The expected cost to the City is estimated to be \$61,384.80. Staff recommended Council receive the bids and award the project to Concrete Idea, Inc. of Plymouth MN in the amount of \$144,164.00.

Council Member Knier motioned to approve Resolution No. 2020-70 receiving the bids and awarding the 2020 Safe Routes to Schools Project Contract to Concrete Idea, Inc. of Plymouth, MN. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

7F. 2020 Street and Utility Improvement Project ST2020-2 – Receive and Reject Bids

Layne Otteson reviewed the bid opening for the 2020 Street and Utility Improvement Project No. ST2020-2. Bids were opened on August 20, 2020 with only one bid submitted. The low bid was provided by OMG Midwest, Inc./Minnesota Paving and Materials in the amount of \$357,801.00 which is \$182,801 over the engineers estimate. Otteson reviewed line items within the bid noting slightly elevated paving and water main work costs, but

significantly higher concrete, casting adjustment, and storm sewer costs than what was expected. Otteson noted that the cost to perform the work as bid will not fit within budget and recommended Council receive and reject all bids, and direct Staff to bring back re-evaluated options at the September 9th Council Meeting.

Council Member Zetervall questioned why the City received only one bid. Otteson noted that the inability for contractors to hire sub-contractors definitely had an impact on the number of bids submitted.

Council Member Hansen stated that he still regrets rejecting the first bid presented to Council earlier this summer, stressing concern that the City's street conditions are going to continue to deteriorate.

Council Member Knier motioned to receive and reject all bids for the 2020 Street and Utility Improvement Project No. ST2020-2, and direct Staff to re-evaluate options and to bring back to the next Council Meeting. Seconded by Council Member Zetervall, unanimous ayes, motion carried.

7G. Amendment to 2020 City 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 are generally effective for the entire year. Due to the recent vacancy on the City Council, Councilmembers were asked at the August 26, 2020 Council Workshop to discuss Mayor Wallen's recommendations for filling vacant committee appointments and all were in favor as recommended.

Council Member Zetervall motioned to approve Resolution No. 2020-71 amending City of Big Lake Resolution No. 2020-03 to amend the 2020 Official City Appointments due to a vacancy on the Big Lake City Council. Seconded by Council Member Knier, unanimous ayes, motion carried.

7H. Monthly Department Reports

Deb Wegeleben provided a year-to-date financial report and provided an update on the City's outstanding debt. Wegeleben also discussed the upcoming schedule for the 2021 budget cycle indicating that Council will be asked to set the Preliminary Budget at their September 23rd meeting.

Greg Zurbey provided an update on the Municipal Liquor Store operations for July 2020 noting inventory issues on the supplier end, reviewed the stores current hours of operation, and discussed proprietary products the store carries. Zurbey also provided a year to date

financial comparison between 2019 and 2020. Zurbey discussed how the store is continuing to compete with large privately owned retail chains. Lake Liquor currently carries 65 proprietary products and are staying competitive with private stores.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing, commercial and redevelopment projects, and provided a year to date 2019/2020 permit activity comparison. Klimmek introduced new City Planner Lucinda Meyers, reviewed meetings of the newly created Code Revision Task Force, discussed distribution of CARES Act funding, and discussed planning for the upcoming Big Lake Manufacturer's Week event. Klimmek also provided an update on the Streets and Parks Department activities and discussed vandalism issues the department has experienced during the summer season.

7I. Sandhill Villa's Final Plat Extension Request

Hanna Klimmek discussed the Final Plat extension request submitted by Jesse Hartung for the Sandhill Villa's project. The developer is seeking a 90-day filing extension due to a backlog in financing and title work because of current construction demand. Klimmek presented a First Amendment to the Development Agreement that would allow a total of 180 days from the approval date to record the Final Plat. This would provide an additional 90 days for the developer to file the Plat. The new Plat filing deadline would be November 24, 2020.

Council Member Knier motioned to approve the First Amendment to Development Agreement for the Sandhill Villa's project to allow for an additional 90 days for the recording of the Final Plat. Seconded by Council Member Hansen, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt provided an update on the proposed full-time Fire position noting that the City is seeking feedback from Big Lake Township, members of the Fire Department, and partner agencies. Wilfahrt noted that he expects to report to Council at the first meeting in September. Wilfahrt also discussed the CARES Act funding that Council approved to be administered to local businesses and non-profits who qualified for funding, stressing that the City should be proud of how those federal grant dollars are being utilized. Wilfahrt also noted that some of the funds will be used to help offset current City COVID-19 expenses such as State mandated election purchases, radios for public safety, and i-pads for Public Works vehicles. Wilfahrt recognized that these funds are tax dollars noting that the City wants to continue to be responsible in how the funds are utilized and distributed.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the Code Revision Task Force meeting, and the recent Finance Committee Meeting.

Council Member Knier: Discussed the recent Finance Committee Meeting, and reviewed the August Big Lake Beyond the Yellow Ribbon Meeting.

Council Member Zettervall: Discussed the August Parks Advisory Committee Meeting. Zettervall also announced a second ATV run event that will be held on September 26th. The run will help promote ATV vehicle safety and the City's new ATV ordinance.

10. OTHER - No other.

11. ADJOURN

Council Member Hansen motioned to adjourn at 6:57 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 09/09/2020