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.

Mayor Wallen asked for a moment of silence in recognition of Patriot Day.

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, Public Works Director Mike Goebel, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Assistant Liquor Store Manager Lisa Miller, and Fire Chief Ken Halverson.

4. **OPEN FORUM**

Mayor Wallen opened the Open Forum at 6:01 p.m.

Peter Bruley, 213 Crescent Street – Informed Council that he lives on a lakefront property in the R-5 Zoning District, and is attempting to build a shed on his property. Bruley noted that he was granted a building permit that had a number of rules attached to it. He stated that he feels there is a problem with the ordinance relating to setbacks from neighboring structures, and asked the City to consider changing the regulations. Council directed Staff to meet with Bruley to discuss his concerns.

Brandon Link, 341 Eagle Lake Road North – Informed Council that he would like to put up a fence and indicated that he has two alleys on his property, one that has already been
vacated, and one that has not. Link inquired how a resident can request an alley be
vacated. Council directed Staff to provide alley vacation information to Mr. Link.

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

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Knier 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 Special Council Budget Workshop Minutes of August 27, 2019, 6B. Approve Council Workshop Minutes of August 28, 2019, 6C. Approve Regular Council Meeting Minutes of August 28, 2019, 6D. Call for a Special Joint Powers Board Meeting at 4:00 p.m. on Wednesday, September 25, 2019 to Review Proposed I-1 Industrial Park Zoning Amendments, 6E. Approve Joint City/Township Resolution No. 2019-05 for Orderly Annexation of Parcel No. 10-120-3400, 6F. Accept Resignation from Chief Building Official Mick Kaehler, 6G. Accept Resignation from Liquor Store Employee William Miller, 6H. Accept Resignation from Water/Wastewater Foreman Charlie Gammon, 6I. Approve 2020 Liquor Store Holiday Hours, 6J. Approve Metropolitan Council Access Maintenance and Use Agreement and Easement Agreements for the Transfer of Station Street Located near the Big Lake Train Station, and 6K. Approve Replacement of HVAC System at City Hall Facility.

7. BUSINESS

7A. Preliminary 2020 Tax Levy and Economic Development Authority Levy

Deb Wegeleben reviewed the 2020 General Fund budget concept numbers. Wegeleben explained that the Net Tax Capacity is projected to increase 10.09% over 2019, and the total combined tax levies for 2020 are projected at $4,565,953 which is an increase of $236,543. The tax rate is a projected decrease of 1.25% over the 2019 City Tax Rate. Wegeleben also discussed the General Fund Levy amount of $3,221,819, the Debt Levy of $1,214,134, and identified that the EDA Levy is projected to remain the same at $130,000. Wegeleben also reviewed current budgeted revenues and expenditures. Wegeleben noted that the Public Input Hearing is scheduled for Tuesday, November 26, and Council will be asked to set the Final Levy in December.
Council Member Johnson motioned to approve Resolution No. 2019-63 adopting the Preliminary 2020 Tax Levy for the City of Big Lake. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

Council Member Hansen motioned to approve Resolution No. 2019-64 adopting the Preliminary 2020 Tax Levy for the Big Lake Economic Development Authority. Seconded by Council Member Knier, unanimous ayes, motion carried.

7B. Donations – U.S. Military Return to Duty Program

Joel Scharf reviewed equipment donations the City has received through the U.S. Military Return to Duty Program since 2018. Officer Guy Chaffee has spent considerable time looking for items that can be utilized by the department for civilian law enforcement purposes. Scharf noted that items donated through this program are free of charge, with the Police Department responsible for shipping expenses. To date, the department has taken delivery of items valued at $309,000. Recently, the department has acquired a 2007 19ft Parker Boat, Trailer, and 115 HP Evinrude Outboard Motor valued at $15,000, a 2009 19ft McKee Boat, Trailer, and 90 HP Yamaha Outboard Motor valued at $15,000, two 225 HP Mercury Outboard Motors valued at $10,000, and a two 25 HP Mercury Outboard Motors valued at $6,000, for a combined value of $46,000.

Council discussed the shipping costs for these donations in relation to the value of the items received. Scharf noted that Dan’s of Big Lake has been very helpful to the Department in helping to secure the best possible shipping prices.

Council Member Hansen motioned to Approve Resolution No. 2019-65 accepting donations towards the Big Lake Police Department. Seconded by Council Member Knier, unanimous ayes, motion carried.

7C. Monthly Department Reports

Fire Department – Ken Halverson encouraged citizens to thank police and fire personnel for the services they provide. Halverson also provided statistical information on calls for service for the month of August, reviewed training for the month, discussed the status of hiring new firefighter’s, noted that the new Tender should be arriving soon, and indicated that Ladder 1 is back in service after a transmission issue. Halverson discussed the upcoming Open House event that is scheduled from 11:00 a.m. to 2:00 p.m. on Sunday, October 13, discussed the need to be sure the new boat will meet necessary requirements so the boat can be utilized to its fullest capabilities, and thanked Lake Liquor for sponsoring an in-store fundraiser for the Department.
Police Department – Joel Scharf updated Council on police statistics, calls for service, and self-initiated policing activities for the month of August. Scharf discussed the City’s 2019 Safest City over 10,000 in population designation from backgroundchecks.org, reviewed the Police Departments involvement with the Chamber of Commerce Block Party event, and provided an update on the arrest of the person throwing screws on City and County roadways. Scharf also discussed Captain Hayen patrolling at the MN State Fair, the distribution of BLPD traffic safety signage, and the Department’s crosswalk and bus arm enforcement initiatives. Scharf also reviewed the City’s exclusionary ordinance for predatory sex offenders and how that has benefitted Big Lake.

Council Member Knier asked for clarification on reporting tire damage relating to the screw vandalism. Scharf noted that citizens should file a police report on the City website, and submit photos of damages. The Department and the City Attorney’s Office will make a good attempt at getting restitution for victims.

Engineering Department – Layne Otteson provided a project update on the 2019 Street Rehabilitation Project noting that the trail has been paved and reopened. Otteson noted that additional work will be needed on landscaping along the trail. Otteson also provided an update on the kick off of the 2020 Street and Utility Improvement Project, social media project updates, preliminary strategic planning/visioning, reviewed development applications and building permit reviews along with construction activity throughout the City.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel reviewed Staff’s efforts to prepare for the fall/winter season, noted that construction is expected to begin at the wastewater treatment facility next week, and indicated that Public Works Staff continue to work on storm damaged areas. Goebel discussed the upcoming RFP/bidding process for the purchase of a dump truck, discussed recent Staff changes, and noted that street sweeping will start when leaves start falling.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims dated 08/22/19 through 09/04/19, and approve payroll no. 18. Seconded by Council Member Knier, unanimous ayes, motion carried.

9. ADMINISTRATOR’S REPORT

Clay Wilfahrt discussed changes to Council packet files on the City Website that will make viewing for the public easier. Council Member Knier thanked Staff for putting the Council Agenda on the City Facebook page.
10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the Fire Board Meeting, the Personnel Committee Meeting, and the September BLEDA Meeting.

Council Member Johnson: Discussed the September Fire Board and BLEDA Meetings.

Council Member Zettervall: Discussed the September Planning Commission Meeting.

11. OTHER – No other.

12. ADJOURN

Council Member Johnson motioned to adjourn at 6:55 p.m. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

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Gina Wolbeck
Clerk

Date Approved By Council _______09/25/19____