

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
MARCH 11, 2020**

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Seth Hansen, Paul Knier, and Mike Wallen. Council Members absent: Rose Johnson and Scott Zettervall. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Recreation/Communication Coordinator Corrie Scott, Lead Liquor Clerk Tara Hintz, and Liquor Store Manager Greg Zurbey.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Summer Hours Discussion

Clay Wilfahrt reviewed the current regular hours and options for restructuring the hours that City Hall would be open during the summer months. Wilfahrt reviewed benefits and drawbacks of establishing summer hours and asked for Council feedback.

Council Member Knier stated that if Staff is in favor of summer hours, he feels it would make sense. Knier also noted that he feels citizens would be pretty open to a change in hours as well.

Council Member Hansen discussed that extending our hours 4 days a week would be a benefit to citizens who can't get in to City Hall during our 8:00 a.m. to 4:30 p.m. regular hours.

Mayor Wallen stated that he likes the idea of opening a half hour earlier, and staying open a half hour later Monday through Thursday.

Discussion was held on the possibility of including all administrative staff, including locations other than the City Hall building, and the need to communicate with citizens on the change to our hours.

Council directed staff to proceed with establishing summer hours from 7:30 a.m. to 5:00 p.m. Monday through Thursday, and Friday's 7:30 a.m. to 11:30 a.m. on a trial basis, and to report back to Council on how the change in hours worked over the summer.

4B. Liquor Delivery Discussion

Tara Hintz reviewed past Council discussion regarding the concept of Lake Liquors offering the delivery of liquor. Hintz reviewed factors involved with providing a delivery service and provided information on the three municipal stores that currently offer this service. Hintz asked for Council feedback on establishing a delivery service at Lake Liquor. Greg Zurbey indicated that the store would need to hire additional staff to provide this service, noting that the number of additional staff would depend on demand. Deb Wegeleben informed Council that she has been in contact with the City's Insurance through the League of MN Cities, and they have expressed substantial liability concerns with offering this type of delivery service.

Council Member Knier asked if liability concerns could be addressed with delivery only to 21 year olds. Zurbey reviewed the City's liability with sales and potentially who the liquor products could end up with. Knier asked if we could subcontract the delivery service to remove the liability issues. Knier also stated that he would have a hard time adding a staff person without more of a guarantee that it will be a positive move.

Mayor Wallen questioned if delivery would actually increase sales and asked how many inquiries we have had to add the service. Zurbey noted that only one citizen has requested the City look into this option. Zurbey stated he feels delivery service is going to happen, but most likely won't become mainstream for some time. Discussion was held on issues with delivering outside of our boundaries, and the need to consider competition amongst other area municipal liquor stores. Zurbey suggested the City let other municipalities figure out the negatives and make the mistakes, before we take this service on.

Council directed Staff to continue monitoring other cities and report back with updated figures in the future.

4C. New Ideas Discussion – No new ideas presented.

5. OTHER

Joel Scharf discussed the 2019 F150 police vehicle that was purchased last year. Scharf informed Council that the vehicle is in excellent condition but is too large for routine patrol and isn't working for police use, but could potentially be used for a command vehicle for the Fire Department. Scharf indicated that the Fire Board will be considering the purchase at their next meeting. The Police Department would like to purchase a used 2016 Dodge Charger to replace this vehicle. Scharf discussed equipment needs for the vehicle indicating that the department is proposing to make this an unmarked police squad. Scharf indicated that this change would end up being a cash positive deal after the sale of the truck to the Fire Department.

Mayor Wallen indicated that he is fine with moving forward with selling the truck to the Fire Department and purchasing the 2016 Dodge Charger.

Council Member Knier stated that he isn't in favor of unmarked cars, but doesn't oppose the change in vehicles as presented.

Council Member Hansen stated that the change makes sense.

The Consensus of the Council was to allow the department to put \$1,000 down on the vehicle until after the Fire Board Meeting. Scharf indicated that the dollars down will be refundable if the transfer isn't approved by the Fire Board.

Corrie Scott discussed a request received from Westre Marine to host a boat demonstration event at Lakeside Park. Scott noted that the City has not received this type of request in the past for a private business to use the park and get parking fees waived by paying a flat rate to allow for free parking for the public during their event, and wanted to get feedback from Council on the possibility of allowing this type of event. Scott noted that they would like to use Lakeside Park on a Saturday during the summer from 8:00 a.m. to 8:00 p.m. if allowed by the City. Staff met with the Finance Director and it was recommended that if Council wishes to allow a flat rate fee, that they be charged \$5 per parking stall and \$10 for each trailer stall. Scott also noted that this topic has been vetted by the Parks Advisory committee, and they didn't see a problem with allowing this as long as the City's costs are covered.

Mayor Wallen stated that he feels the 12-hour time period seems excessive, but will default to Staff's recommendation. Scott informed Council that the event organizer's boat trailers could be parked offsite from Lakeside Park. Wallen indicated that this event could be a great way to showcase our lakes.

Council Member Knier asked for clarification if parking fees would be waived for all persons using the park that day. Staff indicated that the flat rate fee would allow for waived parking for everyone using the park that day. Staff also discussed that the flat rate fee calculation as proposed by the Finance Director could potentially generate a \$2,000 fee.

Council discussed that if they don't want to pay the flat rate fee, they should be treated like any other private business event permit.

6. ADJOURN

Council Member Hansen motioned to adjourn at 5:44 p.m. Seconded by Council Member Knier, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

03/25/2020
Date Approved By Council