

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 26, 2023**

1. CALL TO ORDER

Mayor Paul Knier 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: Ken Halverson, Sam Hanson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Therese Haffner, City Planner Lucinda Spanier, Police Chief John Kaczmarek, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Consultant Kendra Lindahl from Landform, and Big Lake Student Liaison Allie Cross.

4. OPEN FORUM

Mayor Knier opened the Open Forum at 6:01 p.m. No one came forward. Mayor Knier closed the Open Forum at 6:01 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Seefeld motioned to approve the Consent agenda with the removal of item no. 6D for separate consideration. Seconded by Council Member Hanson, unanimous ayes, Consent Agenda approved. The Consent Agenda consisted of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of April 12, 2023, 6C. Approve Regular Council Meeting Minutes of

April 12, 2023, 6D. Approve Special Council Workshop Minutes of April 19, 2023, 6E. Approve Well #1, Contract B Change Order No. 2, 6F. Accept Resignation from Part-time Liquor Clerk Joel Hagberg, 6G. Approve Floaters Recreational Rentals, LLC Lease Agreement, 6H. Approve SAC/WAC Agreement with Lupulin Brewing LLC, 6I. Approve Resolution No. 2023-29 approving the 2023 Pavement Preservation Project Plan, 6J. Approve Freedom Rock Canopy Project Fee Waiver Request, 6K. Approve Agreement with Waterguards for Watercraft Inspection Services, and 6L. Approve Reimbursement Agreement with BLCLA to perform Lakeside Park Watercraft Inspection Services.

6D. Approve Special Council Workshop Minutes of April 19, 2023

Gina Wolbeck reviewed an error in the April 19, 2023 Special Workshop Minutes and asked for Council to approve an amendment to the minutes under item 5A.

Council Member Seefeld motioned to approve consent agenda item no. 6D. April 19, 2023 City Council Special Workshop Minutes to correct the reference of 1,000 to be listed as \$1,000. Seconded by Council Member Noding, unanimous ayes, motion carried.

7. BUSINESS

7A. 2022 Audit Report Presentation from BerganKDV

Caroline Stutsman from BerganKDV presented the 2022 management letter and the audited financial statements.

Council Member Seefeld motioned to accept the 2022 Audit report as presented. Seconded by Council Member Hanson, unanimous ayes, motion carried.

7B. Ordinance Amending Chapters 10, 11, and 13 – Code Revision Project

Kendra Lindahl reviewed the rewrite of the City's code revision project that started in May 2022. Lindahl discussed changes to the ordinance are significant, noting the goal of the update was to make the ordinance clear and concise by reducing unnecessary text and minimizing the need for IUP, CUP, PUD and variances by building in flexibility. The Code Revision Taskforce was the working group appointed by the City Council, which included Ken Geroux, Ken Halverson, Scott Marotz, Lisa Odens, and Paul Seefeld. The Taskforce met five times to review the draft ordinance revisions and provide direction to staff. Recommendations were presented to the Planning Commission and City Council at key points during the process. The zoning ordinance was reduced from 574 to 270 pages, and the Planning Commission held a public hearing on April 5 and recommended approval. Key changes to the zoning ordinance include; 1) Administration sections use consistent

terminology, 2) Allows administrative, rather than Council, site plan review, 3) PUD is a zoning district everywhere except the shoreland where it remains a CUP, noting PUD parcels will be zoned PUD on the new zoning map, 4) Each district includes a table of development standards, 5) Use standards have been moved to a stand-alone section, 6) Removed the Business Campus District (B-1) as there are no properties zoned B-1 and the Isolated Industrial District (I-3), noting all current I-4 properties will be rezoned to I-3 and subject to I-4 standards, and 7) Bolton and Menk is preparing the map update for a public hearing on May 3. No other significant changes are proposed to other districts except for reorganization and staff recommends updates be considered separately at a later date. Lindahl reviewed four issues that have been raised since the last Planning Commission review that warranted further discussion including, 1) Septic and Well IUP, 2) Parking for apartments, 3) Balcony requirements for apartments, and 4) Outside storage. Lindahl discussed the City Council discussed these items at a special workshop on April 19 and supported the Planning Commission recommendation on the parking, balcony and outside storage issues, but the Council supported the limited direction from the EDA on the septic and well, noting the finalized ordinance language reflects these changes. Lindahl reviewed key changes to the subdivision ordinance which included, 1) Streamlining the process, 2) New list of prohibited trees, 3) Updated Park Dedication standards, and 4) Eliminated standards that are in the Engineering Design Standards by referencing the document, which is being updated by Engineering. The sign ordinance key changes included 1) Added graphics and tables for clarity, 2) Defining murals and statues to clarify they are not signs, 3) Clarify process for permits and revocation, 4) Updated the temporary sign standards, 5) Updated electronic sign standards, 6) Eliminate CUP's so all signs can be administratively approved, and 7) Reduces maximum wall sign area from 20% to 10% but eliminates maximum area. Lindahl presented the finalized draft ordinance which is a repeal and replace of chapters 10, 11, and 13.

Council Member Seefeld motioned to approve Ordinance No. 2023-04 amending Chapter 10 (Zoning Code), Chapter 11 (Subdivision Code) and Chapter 13 (Sign Code) of the Big Lake City Code. Seconded by Council Member Hanson. Motion passed with a vote of 3:2 with Council Members Hanson, Knier and Seefeld voting aye, and Council Members Halverson and Noding voting nay. Motion carried.

Council Member Seefeld motioned to approve Resolution No. 2023-30 approving Summary Publication of the Ordinance amending Chapter 10 (Zoning Code), Chapter 11 (Subdivision Code) and Chapter 13 (Sign Code) of the Big Lake City Code. Seconded by Council Member Hanson, unanimous ayes, motion carried.

7C. Proclamation – Professional Municipal Clerks Week April 30 – May 6, 2023

Mayor Knier read aloud a Proclamation for Professional Municipal Clerks Week that is recognized from April 30 through May 6, 2023.

Council Member Noding motioned to approve a Proclamation proclaiming April 30 – May 6, 2023 as Professional Municipal Clerks Week. Seconded by Council Member Halverson, unanimous ayes, motion carried.

7D. Department Reports

Police Department – Police Chief John Kaczmarek updated Council on police statistics, calls for service and significant arrests for the months of February and March. Kaczmarek also provided an update on the Police1 by Lexipol survey, recognized support for the Pope County Sheriff's Office on the EOW of Deputy Josh Owen who was killed in the line of duty on April 16, 2023. Kaczmarek also reviewed projects coming up including Taser 7 training, EMR training, implementation of the Reserve Program, Humvee familiarization training, new vehicle outfitting, Spud Fest security, and the development of an Accommodation Review Board. Kaczmarek reviewed the 2023 department goals, discussed we are currently accepting Police Officer applications, reviewed discussions on the future Citizen's Academy, recognized Officer Hecht for a recent arrest, reviewed ASI Department Head Training conducted by Sergeant Guy Chaffee, city participation at the March Chamber Expo, a drone demonstration at the WAVE Youth Center conducted by Sergeant Sam Norlin and Officer Chris Thull, the recent oaths of office for Captain Sam Olson, Sergeants Sam Norlin and Guy Chaffee, and a recent visit to New Creations Daycare by himself and Officer Thull.

Mayor Knier acknowledged the great job the Police Department is doing, noting police are getting a bad rap that seems to be growing and is not warranted. The fact that our department is making great community relationships in Big Lake combats that mistaken negative perception.

Council Member Noding discussed training that will be done for Reserve Officers. Kaczmarek reviewed initially, full-time Police Officers will train the first batch of Reserves, and then going forward current Reserves will train incoming Reserves. Officer Chaffee is working on developing the training program, and Reserves will be out in the community before June 1 but will be in the training phase. Noding also asked about time requirements for persons interested in the new Citizens Academy. Kaczmarek reviewed they are hoping the 6-week program will run this fall during September and October and would run for approximately 2.5 hours once a week.

Finance Department - Deb Wegeleben provided the unaudited financial report for February and March 2023, noting the current outstanding City debt after the 2023 payments will be \$24,488,239.

Liquor Store - Greg Zurbey provided an update on the Municipal Liquor Store operations year to date through March 31. Zurbey also reviewed in-store tastings, the spring wine sale event, the in-person staff meeting held in March, and the need to adjust product pricing due to vendor price

increases. Zurbey also discussed staffing changes at the store noting interviews were held earlier in the week to fill two full-time positions.

Council Member Noding asked for a hiring update. Zurbey responded with information on recent interviews held, noting we are potentially making offers this week yet.

Community Development - Therese Haffner provided an update on activities in the Community Development Department. Haffner reviewed the BLEDA's Business Retention and Expansion Program, and reviewed recent/current development and redevelopment projects. Haffner also reviewed the Code Revision Project, and provided a year-to-date 2022/2023 permit activity comparison. Haffner reviewed City programming events including the Farmers Market, Music in the Park, Movie in the Park, Recycle Day, the Outstanding Citizen award, and the City's rebranding project.

8. ADMINISTRATOR'S REPORT

City Administrator Hanna Klimmek recognized Administrative Staff at the City thanking them for their work, discussed the recent meeting staff attended at Big Lake Schools with school leadership to tour a possible additional polling location, noting there will be more discussion regarding this opportunity. Staff has also been looking at more parking areas at the Public Works Building for Precinct 2, which is promising. Klimmek reviewed that this weekend, her and Mayor Knier will be attending the 2nd annual Better Together Event which is a family event put on by Big Lake, Monticello, and Becker schools. They will be competing against city leaders from Monticello and Becker. Klimmek reminded Council she will be attending the Minnesota City/County Management Association's annual conference, noting she will be attending the CMRP meeting virtually.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Halverson: reviewed the April Parks Advisory Committee Meeting. Halverson also encouraged residents to contact City Hall with concerns instead of posting on social media.

Council Member Hanson: discussed the fundraiser for the Freedom Rock Canopy event.

Council Member Seefeld: expressed that the Big Lake Community supports the Police Department.

10. OTHER – No other.

11. ADJOURN

Council Member Halverson motioned to adjourn at 7:17 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved by Council 05.10.23