

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
MAY 27, 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, Rose Johnson, 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, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Lenny Rutledge, 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.

Bettina Potter, 120 Edgewater Place – thanked Council, Commissioners, and Staff for being more than willing to listen to citizen comments and suggestions. Potter encouraged citizens to contact public officials with their concerns or suggestions noting that the City has offered numerous communication sources and provides multiple ways to be heard.

Paul Seefeld, 3090 Lake Ridge Drive –announced that he was recently elected to be the new Big Lake American Legion Commander. Seefeld thanked community members for attending the virtual Memorial Day ceremony, and informed the public that a retired flag deposit box made by Alexander Wangerin for his Eagle Scout Project has been placed at City Hall.

Shanna Berres, Township resident – supported 5G comments made by Council Member Knier, noting the lack of safety data, and that there are more questions than answers. Berres stated that she fully supports a moratorium due to the lack of safety data.

Mayor Wallen closed the Open Forum at 6:06 p.m.

**5. PROPOSED AGENDA**

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

**6. CONSENT AGENDA**

Council Member Johnson motioned to approve the Consent Agenda as presented. 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 May 13, 2020, 6C. Approve Regular Council Meeting Minutes of May 13, 2020, 6D. Approve Lawn Maintenance / Snow and Ice Removal Contract with Sharpline Lawn Care, LLC, 6E. Approve Year-End Council Meeting Schedule, 6F. Approve Employment Status Change for Lead Liquor Clerk Tara Hintz, 6G. Approve a One-day Temporary Liquor License to the Big Lake Lions Club on July 2, 2020, and 6H. Approve Draft ADA Transition Plan.

**7. BUSINESS**

**7A. PUBLIC HEARING – Sandhill Villa’s Easement Vacation and Development Application for Rezoning, Final Plat, and Final PUD Approval**

Kevin Shay reviewed the planners report for the Development Application for Final Plat, Final PUD and Easement Vacation for the Sandhill Villas project submitted by Modern Construction of Minnesota. The application is for a 12-unit detached townhome development on 2.5 acres of vacant land located at the intersection of 205<sup>th</sup> Avenue NW and 172<sup>nd</sup> Street NW. The Planning Commission and City Council approved Preliminary Plat, Development Stage PUD, and Rezoning in April 2020 and conditions identified at these meetings have been met. Shay noted that the final site plan is substantially consistent with the approved preliminary site plan and revisions required have been met by the Applicant. Shay discussed the Easement Vacation that is required as part of the Plat. The site was originally platted as part of the Sandhill Acres plat and was platted with a drainage and utility easement around the perimeter of the lot. The Applicant is required to vacate this easement as part of platting “Sandhill Villas”, and new drainage and utility easements will be put in place with the new final plat. Shay noted that a public hearing is required to be held to take public comment specifically on the vacation of the easement.

Council Member Knier asked if drainage concerns have been addressed. Shay indicated that the Applicant is working through final comments from the engineering memo to make final adjustments to the drainage, and that these changes will address the drainage concerns raised previously.

Mayor Wallen opened the public hearing at 6:11 p.m.

Jon Tschida, 17267 205<sup>th</sup> Avenue – indicated that he owns the property to the west of the project. Tschida stressed that his interpretation of the City Code is that it allows for PUD approval only if the plan meets a majority of 13 criteria, of which this project only meets 4. Tschida also stated that a PUD should not be granted based solely on making profits for the landowner. Tschida stressed that the proposed project does not fit the location, noting that this development will be a small pocket of high-density residential development sitting in the middle of low density residential development. Tschida discussed aesthetic concerns asking where the buffer is along his property line, and how will the impact on his property be mitigated. Tschida asked that drainage issues be addressed, stressed that setbacks are an issue, and noted that future development will call for a turn lane or a roundabout.

Dan and Janette Moores, 17369 205<sup>th</sup> Avenue – Dan Moores stated that they are 40-year residents of the land west of Tschida's and noted that they purchased an additional 5 acres in anticipation of selling it in the future when they retire. They made this purchase under the assumption that the surrounding lots would have single-family homes built on them in the future. Moores stated that by allowing spot zoning in this location for this townhome villas project will wreck their nice quiet neighborhood. Moores stated that they are 100% opposed to this project.

Samantha Tschida, 17267 205<sup>th</sup> Avenue, submitted written comments that were read aloud – the letter stated her opposition to the project, noting that it is not feasible for 12 homes to fit on a 2.5-acre parcel of land. Tschida's letter also indicated that she feels the project does not meet setback requirements, that snow removal will be a concern, that water drainage has not been addressed, and that landscaping requirements aren't being met.

Mayor Wallen closed the public hearing at 6:22 p.m.

Mayor Wallen asked for a motion and a second to approve all items as presented. Council Member Zettervall motioned to approve, and Council Member Hansen seconded. Mayor Wallen opened the floor for further Council discussion prior to vote.

Council Member Johnson asked how our Planning Commission responded to the assertion that only 4 criteria were met. Council Member Zettervall reviewed Planning Commission and Staff discussions on the design criteria of PUD approval, noting the code lists a number of purposes which is a list of reasons why a project would qualify for a PUD, and

stated that the design criteria for the proposed project are met, and does meet the definition of the PUD. Zettervall also reviewed various discussion points that occurred at Planning Commission. The density for profit was questioned and it was noted that Townhomes and Villas are required to go through a PUD process due to the nature of the development. Discussion was also held on density and requirements of the Comprehensive Plan. During their initial review, the Planning Commission had discussed possibly scaling the project back to 8 units, but that was never an implemented requirement. Zettervall also indicated that the City Engineer did not have an issue with setbacks in relation to the possible need for a turn-lane and stormwater plans. Zettervall also discussed the landscaping with flexibility to allow one tree in the front yard and one tree in the back yard, instead of two trees in the front yard. Layne Otteson reviewed that Engineering had asked for additional drainage improvements on the west side which have been incorporated into the plan on the west, north and east side of the development. Engineering had also asked for an adjustment to the street width along 172<sup>nd</sup> Street, and Otteson noted that snow removal has also been addressed.

Council Member Hansen stated that he feels concerns were addressed at the Planning Commission level. Council Member Zettervall indicated that they had a number of conditions that were brought forward by the Planning Commission, and that those conditions appear to have been met.

Council Member Knier discussed the proposed setback along 205<sup>th</sup> Avenue and asked for law enforcement to comment on the setback. Joel Scharf stated that from a law enforcement perspective, he is comfortable with the setback.

With no further discussion, Mayor Wallen asked for a vote on the motions on the table.

Council Member Zettervall motioned to approve Resolution No. 2020-46 approving an Easement Vacation for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Ordinance No. 2020-12 establishing a Planned Unit Development zoning district for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Resolution No. 2020-47 approving summary publication for Ordinance No. 2020-12 for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve Resolution No. 2020-48 approving the Final Plat and Final Planned Unit Development for the Sandhill Villas project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the draft Development Agreement for the Sandhill Villas project and authorize the City Attorney to finalize the Agreement prior to signature. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Zettervall motioned to approve the draft Stormwater Maintenance Agreement for the Sandhill Villas project and authorize the City Engineer to finalize the Agreement prior to signature. Seconded by Council Member Hansen, unanimous ayes, motion carried.

### **7B. CommonBond Development Application – Concept Plan Review**

Hanna Klimmek reviewed the planners report for the CommonBond Development Application. The Applicant, CommonBond Communities has submitted a Concept Plan, requesting City review and comment for the proposed 120-unit mixed income project. The project will consist of two (2) 60-unit apartment buildings and is proposed to be constructed in two phases on a 7.49-acre parcel at the northwest corner of Marketplace Drive and 168<sup>th</sup> Street. Following concept review, the next step in the application process would be to apply for a Planned Unit Development (PUD), Preliminary Plat, Rezone, and Site Plan. The Applicant has communicated with Staff that the Concept Plan is preliminary in terms of timing of the development, and that the project is applying for subsidized tax credits through the Minnesota Housing Tax Credit Program due to the mixed-income aspect of the development. If awarded, the Applicant plans to submit development applications to the City in December 2020. Klimmek reviewed the original concept plan submitted by the Applicant and reviewed by the Planning Commission on April 1, 2020. The Commission did not support the location of the project due to the guided use of Commercial. The request was planned to be reviewed by the City Council on April 22, 2020 but the Applicant withdrew their application. The Applicant is now proposing to locate their project on a parcel that is currently guided in the City's Comprehensive Plan as Medium and High Density Residential use. The Concept Plan was reviewed by the Planning Commission on May 20, 2020 which in general, supported the new location of the apartment project due to the guided use of the property and they felt the site plan was satisfactory. Klimmek discussed that the current zoning of the property is General Business (B-3) and the Applicant will be required to rezone the parcel to match the Comprehensive Plan to High Density Residential (R-3). Currently the subject property is an Outlot of the Big Lake Marketplace North addition. The developer is proposing to plat the property into two (2) parcels. The west 60-unit apartment complex would be constructed as Phase I, and the east 60-unit apartment complex would be constructed as Phase II. The current plan reflects the apartments being constructed in 3-stories. The units will mostly consist of 60% Area Median Income, with some market rate units. Roughly 50% of the units will be two-bedroom, with the remaining units split between one-bedroom and three-bedroom units. The Applicant indicated that the units will have high-end amenities and on-site management. Klimmek reviewed PUD flexibility which will include reduced parking, lack of

a loading area, and lot coverage standards.

Council Member Zettervall reviewed discussions at the Planning Commission relating to no covered parking, and noted that the developer presented their original plan on a different location, but due to comments from the Planning Commission, they have moved to a different site. Zettervall stated that the new site received unanimous support of the Planning Commission.

Council Member Johnson stated that she is a little concerned about limited parking and asked the developer to provide feedback on their parking calculations. Andy Hughes reviewed their parking calculations and stated that they do believe the proposed parking plan will provide an appropriate level of parking and reviewed a recent project they completed that has the same level of parking calculations. They will continue to monitor parking needs and if Council wishes, they would be willing to add a couple more spots in between the two buildings to provide additional guest parking.

Zettervall noted that parking was discussed during meetings of the Comprehensive Plan Taskforce, noting that the Comprehensive Plan now guides toward giving developers more flexibility on parking based on their needs.

### **7C. CommonBond – Resolution of Support**

Hanna Klimmek reviewed the CommonBond multifamily housing project located on the north side of US Highway 10 in the Marketplace North area. The project will be named Marketplace Crossing I and II and will consist of 120-units of both market rate and affordable rental units. The 120-units will be made up of two 60-unit buildings and will have amenities such as shared walking paths, stormwater features, and playgrounds. The two units will be constructed in two phases, and CommonBond is asking for a Resolution of Support for Phase I at this time. Klimmek noted that Staff is in support of the project along with the Planned Unit Development (PUD) flexibility the Applicant is requesting. CommonBond will be submitting a tax credit application to Minnesota Housing this year, and if awarded will begin Phase I construction in 2021. Klimmek also noted that the Applicant is not asking for any local incentives other than flexibility through a PUD. Klimmek discussed the May 11, 2020 Big Lake Economic Development Authority (BLEDA) meeting where the BLEDA unanimously recommended Council approval of the Resolution of Support.

Council Member Johnson motioned to approve Resolution No. 2020-49 in Support for CommonBond to submit a tax credit application to Minnesota Housing to newly construct 60 units of both market rate and affordable rental options. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7D. Great River Federal Credit Union Development Application – Rezoning, Preliminary Plat, and Site Plan Review**

Hanna Klimmek reviewed the planners report for the development application submitted by Vanman Architects & Builders for the proposed Great River Federal Credit Union project. The application consists of a Preliminary Plat, a Rezone from Agriculture (Ag) to General Business (B-3), and site plan review for the development of a vacant parcel located south of US Highway 10 and east of County Road 43. The Applicant is proposing to plat the property into one parcel to be known as Lot 1, Block 1, Great River Addition. The site will consist of one office building with two access points off 198<sup>th</sup> Avenue. Klimmek reviewed that Staff has negotiated with the Applicant that the required sidewalk for the property should be altered to extend from the development to the intersection of 198<sup>th</sup> Avenue/CR 43 rather than installing the sidewalk adjacent to the property with no connection to the intersection. The subject site is a 2.13-acre parcel that is currently guided as Commercial in the City's Comprehensive Plan. The parcel was annexed by the City in September 2019, and at that time was given an automatic zoning designation of Agriculture (Ag). The rezoning of the site to General Business (B-3) is consistent with surrounding districts and the Comprehensive Plan. Klimmek reviewed general site information, lot coverage and surface water, parking and site circulation, building materials, and landscaping requirements. Klimmek noted that the Planning Commission held a public hearing on May 6, 2020 and no public comment was submitted. The Planning Commission unanimously recommended approval of the application.

Council Member Knier motioned to approve Ordinance No. 2020-13 to rezone parcel no. 10-120-3400 from Agriculture (Ag) to General Business (B-3). Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Knier motioned to approve Resolution No. 2020-50 approving the Great River Preliminary Plat and Site Plan Review. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Knier motioned to approve Resolution No. 2020-51 authorizing summary publication of Ordinance No. 2020-13. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7E. Big Lake Car Condo's Phase I Request – First Amendment to Development Contract**

Clay Wilfahrt presented a request from Richard Hinrichs for the return of escrow dollars the City is holding for the Big Lake Car Condo's Phase I project. The developer is currently waiting to proceed with the project during the COVID-19 pandemic. For this reason, Hinrichs has asked if the City can return his escrow money until he decides to continue

development. Wilfahrt explained that part of the escrow is held to pay for legal, engineering, and planning services. The other portion is held for landscaping. Since no construction or landscaping has commenced, Staff is comfortable returning the escrow as long as the developer executes a First Amendment to the Development Agreement between the City and Richard Hinrichs that was drafted by the City Attorney. The amount that would be returned to the developer would be less any expenses already incurred by the City. Deb Wegeleben noted that we will retain some of the escrow dollars to pay all outstanding payments.

Council Member Johnson motioned to approve a First Amendment to the Development Agreement between the City of Big Lake and Richard Hinrichs. Seconded by Council Member Knier, unanimous ayes, motion carried.

#### **7F. Reject Bids for the 2020 Street and Utility Improvement Project No. ST2020-1**

Layne Otteson reviewed bids that were publicly opened on April 7, 2020 for the 2020 Street and Utility Improvement Project ST2020-1. The low bid was submitted by Minnesota Paving and Materials of St. Cloud, MN. Otteson also reviewed several discussions Staff and Council have had since the bid opening noting shared concerns regarding project cost impacts to the City and residents during these uncertain financial times. The general consensus was to delay the award decision and continue monitoring the economic impacts of COVID-19, and prepare to address immediate 2020 needs. Staff was directed to bring back an update and recommendation within the 60-day window allowance to award after opening the bids. Otteson reviewed resident comments on how they would like the City to proceed with the project which included three that want the project to move forward this year, a couple comments were indifferent, and six residents that would prefer to wait for a year to complete the project. The consensus of those commenting was that they want the project to happen, and if it isn't completed this year, they would like to fix bad areas such as potholes and flooding issues. Concerns with State funding in the coming year was also discussed, and the type of road construction the City is planning to construct. Otteson reviewed the potential cost risk in delaying the project, and reviewed the Preliminary Engineering Report that was ordered by Council at the last meeting that will most likely include repairs to the CR 81 water main break, addressing issues at Euclid and Leighton, water service insulation repairs on Mount Curve, and ADA pedestrian ramp upgrades. Otteson noted that Staff is recommending Council reject all bids due to the uncertain economic times which may burden the City and residents, and for Council to direct Staff to revise the scope and schedule for future consideration.

Council Member Johnson discussed that there are numerous streets throughout the City that are in very poor condition, noting that the areas included in the 2020 street project are abysmal, and stated her concern that project costs are not going to get cheaper. Johnson stated that she understands the vulnerability of the bond market and the sensitivity of our

economy, but noted that she is concerned that if the City piece meals the project, it will add to the cost of the overall project. Johnson stated that she doesn't want to scale the project back, and feels the project as a whole is a good project. COVID-19 is a temporary problem, while the street project would be a 25 to 30 year project that could be derailed. Johnson stated that we would just be stacking up the problem.

Council Member Hansen stated that the consensus of the residents is that they want the project done, noting that the Powell Street area is terrible, especially by the park area. Hansen stated that he is sensitive to economic conditions with COVID-19, but stressed that he is not in favor of carrying assessments for a year. He would rather rebid or take the low bid, and is in favor of doing the project this year.

Council Member Zettervall stated that while he really wants to move forward with the project, he is not sure if it's the most fiscally responsible thing to do with the economic downturn. Zettervall stated that he feels we will be back on track financially by 2022. Zettervall also discussed the extremely poor condition of the Leighton Drive/Euclid Avenue street area.

Council Member Knier stated that while he would like to move forward with the project, he recognizes that economic times are too uncertain for both the City and its citizens. Knier discussed that he would prefer to reject the bids, rebid at a later date, and put the project off at least one year.

Mayor Wallen discussed that we don't have a clue what the economic impact will be and how that will affect the City's finances as well as residents. We know the project needs to be done, but stated that he isn't comfortable going \$3,000,000 into debt at this time. Wallen suggested scaling the project down to only vital improvements for this year, and using cash instead of debt. Wallen stated that he prefers to reject all bids now and bring back in 2021.

Council Member Knier motioned to receive bids and reject all bids for the 2020 Street and Utility Project No ST2020-1 and direct Staff to reevaluate options. Seconded by Council Member Zettervall, motion passed with a vote of 3 to 2 with Mayor Wallen and Council Members Knier and Zettervall voting aye, and Council Members Hansen and Johnson voting nay. Motion carried.

## **7G. Donations towards Big Lake Community Events**

Corrie Scott reviewed donations submitted and/or committed to fund various City events including the Movie in the Park series, Farmer's Market, and Backyard and Beyond programs. Donations have been received and/or committed by Big Lake Spud Fest, the Becker/Big Lake Knights of Columbus, CentraCare Health, Old National Bank, Minnesota Limited, Sherburne County, and Climb Theatre towards these community events.

Council Member Zettervall motioned to approve Resolution No. 2020-52 accepting cash donations and in-kind contributions towards the Big Lake Movie in the Park Series, Big Lake Farmers Market, and Backyard and Beyond Programs with a correction to the donated amount towards the Farmers Market program. Seconded by Council Member Knier, unanimous ayes, motion carried.

#### **7H. Donations towards the Big Lake Police Department**

Joel Scharf reviewed donations submitted to the Big Lake Police Department. Cash donations included a \$1,000 anonymous donation and a \$500 anonymous donation that will both be used to fund unbudgeted purchases within the Department, and a 2016 Whelen Lightbar that was donated by the Clay County Sheriff's Office valued at approximately \$1,000 that the Department will donate to the Big Lake Fire Department.

Council Member Johnson motioned to approve Resolution No. 2020-53 accepting donations to the Big Lake Police Department as presented. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Scharf also discussed the incident that occurred in the City of Minneapolis earlier this week, and how the actions of some police officers can have a negative impact on all law enforcement departments and personnel. Scharf reviewed the Big Lake Police Department's hiring procedures, on-going training requirements, and mental health awareness of our officers. Scharf stressed that our values and standards are high in staffing our Police Department.

#### **7I. Correspondence to Governor Walz Regarding the Closure of Businesses Due to COVID-19**

Mayor Wallen reviewed past Council discussions on generating a letter or resolution to Governor Walz regarding business closures. At that time, Council directed Staff to work with Councilmembers Knier and Johnson to develop a letter to send to the Governor upon City Council approval. Councilmembers Johnson and Knier came to a consensus on the language to include in the letter, and are recommending Council approval on the finalized letter to Governor Walz.

Council Members Knier and Johnson both noted their appreciation for each-others collaborative efforts and willingness to compromise on drafting the letter to Governor Walz. Council Member Zettervall thanked Mayor Wallen for allowing the full Council to come to a consensus on the letter.

Council Member Hansen motioned to approve correspondence to Governor Walz regarding the closure of businesses due to COVID-19. Seconded by Council Member Zettervall, unanimous ayes, motion carried.

## **7J. Resolution Authorizing Temporary Capacity Expansion for Big Lake Bars and Restaurants**

Clay Wilfahrt reviewed Governor Walz' most current Executive Order for bars and restaurants to begin to re-open and the limitations that have been put into place. It is Staff's understanding that outdoor dining, along with the rules that must be followed, will be very burdensome to Big Lake bars and restaurants. Staff has discussed this issue with local establishments and the owners are extremely concerned that they don't have the proper accommodations for the limitations set forth by the Governor, and that the City's zoning rules could prohibit them from opening in an outdoor setting. The City is being asked to allow bars/restaurants to expand their capacity into adjoining areas, such as into their own property or into their parking lot areas. Wilfahrt reviewed discussions during statewide conference calls with the MCPA and the MSA relating to the physical expansion of the establishments and how that affects liquor licensing. Statutes regulate that the licensed premise can include physically connected attachments to the main structure such as patios, decks, or pavilions. The space would have to be owned and/or leased by the licensee and be part of the business. The City would have to approve any compact and contiguous additions to the licensed premises and include such additions in the license files and on documentation defining the licensed premises. Wilfahrt clarified that local zoning and building codes would apply. Staff recommended that Council consider offering Big Lake bars and restaurants a temporary solution to provide relief with the most recent restrictions that have been placed upon these types of businesses. Staff is prepared to work with establishments to allow them to serve food, beverages, and alcohol on an expanded portion of their premises provided they comply with state and local laws. Wilfahrt presented a draft resolution prepared by the City Attorney that would temporarily permit outdoor customer service areas and outdoor liquor sales through December 31, 2020 in response to COVID-19 State of Minnesota limitations placed on bars and restaurants. The resolution also requires that affected businesses provide a liquor insurance certificate that indicates the expanded capacity is covered by their insurance.

Mayor Wallen asked for a motion and a second to approve the resolution as presented. Council Member Knier motioned to approve, and Council Member Johnson seconded. Mayor Wallen opened the floor for further discussion prior to vote.

Jeff Zierdt, owner of Lupulin Brewing clarified that they are considered a brewery, not a bar or restaurant, but that the State directive was to include breweries in the June 1<sup>st</sup> reopening of bars and restaurants. Zierdt commented how important it is for communities to work with their businesses to accommodate outside sales and service, noting that we all need to work together to figure out how to make this work. Issues will need to be addressed regarding staffing, reservations, and inclement weather concerns that the establishments will need to work through. Zierdt informed Council that Lupulin Brewing has plans to reopen on Friday, June 5<sup>th</sup>.

With no further discussion, Mayor Wallen asked for a vote on the motion on the table.

Council Member Knier motioned to approve Resolution No. 2020-54 to temporarily permit outdoor customer service areas and outdoor liquor sales through December 31, 2020 in response to COVID-19 State of MN limitations placed on bars and restaurants. Seconded by Council Member Johnson, unanimous ayes, motion carried.

#### **7K. Monthly Department Reports**

Deb Wegeleben provided a year-to-date financial report, discussed the unassigned fund balance and reviewed allocated funds identified in the City's Capital Improvement Plan (CIP) Fund. Wegeleben also discussed that allocated items from the CIP Funds for 2020 that a contract has not been entered into have been placed on hold until further notice, and informed Council that the 2020 Local Government Aid pending amount is \$720,974. Council Member Johnson discussed her surprise that tax collections are on track. Wegeleben stated that most likely a lot of businesses had already paid their first half property tax before COVID-19, noting that we may see a decline in tax payments when the second half comes due in October.

Greg Zurbey provided an update on the Municipal Liquor Store operations for April 2020. Zurbey noted that the store was closed on Easter Sunday, and reviewed a year to date financial comparison between 2019 and 2020.

Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed housing/commercial development statistics/projects, and redevelopment projects. Klimmek also reviewed a year to date 2019/2020 permit activity comparison, provided a status update on the Community Branding and Identity Design project, and noted that Staff continues to support the Big Lake business community by advertising for them and providing updates on relief loans as well as pertinent information they need to be aware of.

#### **8. ADMINISTRATOR'S REPORT**

Clay Wilfahrt discussed the implementation of summer hours this week which will be in effect through Labor Day. Wilfahrt also reviewed the launch of the parking kiosk at Lakeside Park this past weekend. Council Member Johnson discussed the need for additional signage so park users can better locate the kiosk. Joel Scharf also discussed the need to remove the old pay box as it was confusing for park users. Otteson noted that double signage is on order and that public works Staff will be removing the old pay box.

#### **9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Wallen: Reviewed the annual Recycling Day event that was held last Saturday.

Council Member Knier: Reviewed the May Big Lake Beyond the Yellow Ribbon meeting.

Council Member Zettervall: Discussed the May 20<sup>th</sup> Planning Commission Meeting.

**10. OTHER**

**11. ADJOURN**

Council Member Knier motioned to adjourn at 7:51 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

\_\_\_\_\_  
Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 061020