

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 10, 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 Zetervall. 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, Liquor Store Manager Greg Zurbey, and Assistant Fire Chief Mark Hedstrom.

4. OPEN FORUM

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

Bill Corrigan, 280 Tarrytown Road – Discussed the benefits of rebuilding Tarrytown Road two years ago. Corrigan also informed Council that the water table is extremely high on the south side of Highway 10 and each year it seems to get worse, and noted that residents in his neighborhood need to have their sump pumps running continuously. Corrigan asked for the City to investigate if there is something going on that is controllable. Otteson discussed some possible options and noted that he will continue to communicate with residents in this area.

Mayor Wallen closed the Open Forum at 6:03 p.m.

5. PROPOSED AGENDA

Council Member Zetervall 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 List of Claims, 6B. Approve Council Workshop Minutes of May 27, 2020, 6C. Approve Regular Council Meeting Minutes of May 27, 2020, 6D. Approve Fireworks Display Permit to Northern Lighter Pyrotechnics for the July 2, 2020 Music in the Park Freedom Fest Event, 6E. Approve 2020/2021 Liability Coverage Waiver Form, 6F. Approve Reclassification of Full-time Lead Liquor Store Clerk Position, and 6G. Approve Resolution No. 2020-55 Adopting the Sherburne County All-Hazard Mitigation Plan.

7. BUSINESS

7A. City Hall Siding Replacement Proposal

Deb Wegeleben reviewed the recent replacement of windows and employee entrance doors at City Hall. Wegeleben noted that during installation of the windows, some structural deficiencies were noticed. Ken Geroux Construction has recommended that all existing cedar planks and trim be removed, replace sheathing under windows as needed, install flashing over all openings, install adhesive window rap, install Tyvek house wrap with taped seams, install cladding to transitions as needed, and install vinyl siding to match the bricks and other components of the building. Wegeleben also discussed the need to replace the south side entrance door, weather-strip the main entrance door, and remove the window in the Council Chamber. Wegeleben discussed the need to replace the siding on the entire building at this time instead of attempting repairs in limited areas, as well as updating the entrance doors and removing the window in the Chamber. Wegeleben discussed funding for the improvements which would come from CIP Fund 199 from prior year funds that were allocated for City Hall improvements, noting that the total cost of the improvements would be \$39,462.33.

Council Member Johnson motioned to approve the Construction Proposal submitted by Ken Geroux Construction dated June 1, 2020 for the replacement of siding at the Big Lake City Hall facility. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. AIS Watercraft Inspection Agreement

Layne Otteson reviewed past Aquatic Invasive Species (AIS) inspections that have occurred at Lakeside Park for several years under the direction of the Sherburne Soil and Water Conservation District (SSWCD). The City, the Big Lake Community Lake Association (BLCLA), and the SSWCD had planned to provide inspections using a combination of Level 1 inspectors and volunteers to provide an inspection and education program to assist in preventing AIS from entering Big Lake and Mitchell Lake. Due to

COVID-19, the MNDNR has suspended certifying AIS volunteers and have not indicated that they will resume anytime in the near future. This results in the City and the BLCLA not being able to provide trained and certified volunteers to perform inspections. AIS inspections allocated by the SSWCD is limited and will conclude in mid-June. Otteson reviewed discussions at the last Council Workshop where Council concurred with Staff's preference to provide a presence using part-time seasonal employees to perform a Park survey and provide some AIS outreach. Using seasonal employees at a lower hourly rate provided more presence throughout the summer, but without inspection capability. The BLCLA has expressed strong support for Level 1 inspection rather than a presence, and they have offered to provide some cost share coverage by WaterGuards. Staff has been closely monitoring WaterGuards and interacting with the on-site AIS inspectors over the last few weeks, and Otteson noted that he has become confident that they will deliver services as promised. Otteson stated that the BLCLA is committed to 252 hours of Level 1 inspection and will reimburse the City for these hours. Staff is recommending a City contribution of 380 hours of Level 1 inspection which is within our budget. These combined 632 hours will provide coverage Wednesday through Sunday from mid-June through Labor Day. Otteson also noted that Saturdays are expected to be the busiest day of the week and will have double coverage. Upon approval from Council, the AIS inspector performance will be monitored closely by both City Staff and the BLCLA this summer. The total Agreement cost is \$12,008 with the City's portion of \$7,220 being within budget. Otteson also noted that after this year, the remaining Michelob Celebrate Your Lakes Grant funds will be used up.

Council Member Zettervall motioned to approve entering into an agreement with the Sherburne County Soil and Water Conservation District to provide 632 hours of watercraft inspection at Lakeside Park boat launch in 2020. Seconded by Council Member Knier, unanimous ayes, motion carried.

7C. Adjustment of Temporary Wage Change for Non-Exempt Liquor Store Staff

Greg Zurbey reviewed the impact COVID-19 has had on the operations and Staff at Lake Liquor, thanking Staff for their flexibility and commitment to the City and our customers. Zurbey noted that as of Monday, June 8th, the hours of operation at the store will be expanded to 10:00 a.m. to 8:00 p.m. Monday through Saturday, with the Sunday hours remaining unchanged from 11:00 a.m. to 4:00 p.m. This change in hours will increase store hours 12 hours per week. The goal is to increase customer service while reducing the intensity of business during store hours. Zurbey noted that while there continues to be many unknowns, Staff believes that the opening of bars and restaurants will have a financial impact at Lake Liquors. Staff will continue to evaluate as changes in customer needs, staffing and the cost of doing business occur. Staff requested that the temporary wage increase be adjusted from \$4.00 per hour to \$2.00 per hour as they are still operating under reduced hours and the hazard still exists. This reduction would address some of the

payroll concerns while offering some continued support for non-exempt Staff during these difficult times. Council discussed the continued excessive work that is still expected from liquor store Staff.

Council Member Zettervall motioned to approve an adjustment to the temporary pay increase from \$4.00 per hour to \$2.00 per hour for all Non-Exempt Liquor Store Staff effective June 11, 2020. Seconded by Council Member Johnson, unanimous ayes, motion carried.

7G. Monthly Department Reports

Fire Department – Assistant Fire Chief Mark Hedstrom provided statistical information on calls for service for the month of May. Hedstrom also reviewed small group training activities in May, recent fires out in Orrock Township at the Sand Dunes, a recent tractor Fire in Big Lake Township, noted cookie donations from Girl Scout Troop 289, and informed Council that 12 applications were received from interested fire fighters and of those, 9 attended orientation. The Fire Department also congratulated the Big Lake Graduating Class of 2020 and showed photos of the graduation parade the Department participated in. Hedstrom also provided fire escape safety information.

Council Member Knier discussed concerns with the number of false alarms and alarm issues. Hedstrom noted that false alarms can be a waste of resources and when appropriate, the Department is compensated by the property owner.

Mayor Wallen thanked the Department for their on-going support to the community, and for being open to changes that can help make the Department work more efficiently. Wallen also noted that communication has improved greatly, and Staff seems more engaged.

Police Department – Joel Scharf updated Council on police statistics, calls for service, significant arrests, and self-initiated policing activities for the month of May. Scharf discussed speed initiatives for monitoring both vehicle traffic and lake traffic. Scharf also discussed the upcoming ATV parade scheduled for Saturday, June 13th, recent random acts of kindness towards the community and the Department, and reviewed new processes for parking at Lakeside Park. Scharf discussed efforts of the Department to relate to our community members, along with strong policies established for the Department, as well as the robust training program for officers, and reviewed the strong body camera program implemented a few years ago.

Engineering/Public Works Department – Layne Otteson provided an update on engineering projects underway in the City and activities in the various areas of the Public Works Department. Otteson reviewed high water issues on the south side of Highway 10, noted that new street post banners recognizing Big Lake graduates have been put up, discussed

increased activity at Lakeside Park, reviewed monitoring of AIS inspectors, reviewed street patching and street sweeping efforts, discussed irrigation repairs, and thanked Jane and Savannah for their efforts in completing plantings and landscaping improvements. Otteson provided an update on the Wastewater Treatment Facility Expansion project, discussed fire hydrant repairs, replacement of the gear reducer at the bio-solids building, erosion control inspections, and the status of the Safe Routes to School plans.

8. ADMINISTRATOR'S REPORT

Clay Wilfahrt discussed the new Lakeside Park parking fee kiosk and provided an update on how that equipment is working. Wilfahrt also noted that annual parking pass sales have substantially increased this year. Wilfahrt thanked Chief Scharf for his assistance with prompting the property owner of 530 Westwood Drive to clean up the parcel after fire damaged the structure, noting that we are finally seeing substantial clean-up of the site. Wilfahrt also discussed the loosened restrictions on bars and restaurants.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Wallen: Discussed the June BLEDA Meeting.

Council Member Hansen: Discussed the June CMRRPP Meeting.

Council Member Johnson: Reviewed the June BLEDA and BLCLA Meetings.

Council Member Knier: Reviewed street inspections that he attended with Layne and Nick, and their discussion on possible micro-surfacing options for street maintenance.

10. OTHER – No other.

11. ADJOURN

Council Member Knier motioned to adjourn at 6:50 p.m. Seconded by Council Member Johnson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 06/24/2020