

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 21, 2022**

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: Interim City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, City Engineer Layne Otteson, Acting Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Deputy City Clerk Janette Rust.

4. OPEN FORUM

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

Dave Pikala, 831 Shoreacres Drive – discussed the dumpsite at the Public Works facility, noting that all but 150 feet of the drive area is asphalted and the remaining gravel road area is potted and dusty. People using the site would benefit by the City asphaltting this area and encouraged the City to consider fully improving the drive area.

Mayor Knier closed the Open Forum at 6:02 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 Halverson motioned to approve the Consent Agenda as presented. 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 June 8, 2022, 6C. Approve Regular Council Meeting Minutes of June 8, 2022, 6D. Approve Special Council Meeting Minutes of June 15, 2022, 6E. Set Special Council Meeting at 2:00 p.m. on Wednesday, July 12, 2022 for Police Chief Interviews, 6F. Accept Resignations from Part-time Liquor Clerk Kameron Pikus and Cooler/Stocker Wayne Simoneau, 6G. Approve Hire of Part-time Liquor Clerk Cynthia Rasmussen, 6H. Approve Hire of Part-time Seasonal Public Works Employee Quinn Ohlemacher-Lonetti, 6I. Approve Appointment of BLEDA Commissioner Cindy Lemm, 6J. Approve Temporary Liquor Licenses to the Big Lake Chamber of Commerce and Industry for the 2022 City of Big Lake Music in the Park Events, 6K. Approve Staffing Analysis Study and Market Compensation Study Proposal from Baker Tilly, 6L. Approve Change Order No. 1 for ST2022-1, and 6M. Approve 2022 Street and Utility Improvement Project Driveway Agreement Resolution No. 2022-54.

7. BUSINESS

7A. Recognition – 2022 Outstanding Citizen of the Year Award Recipient Ketti Green

Mayor Knier presented Big Lake resident Ketti Green with the 2022 Outstanding Citizen of the Year Award recognizing Green for her volunteerism and commitment to the City. Knier noted that the Outstanding Citizen of the Year program was established as a way to recognize and encourage volunteerism in our community. The City created this program to thank local volunteers and to bring to light the vast amount of time and resources that are given each year to the community. Knier reviewed that Green has been an active, long-time member with the Big Lake Beyond the Yellow Ribbon, Big Lake Community Education, Minnesota Jaycees Organizations, Big Lake Spud Fest, The Girl Scouts, Big Lake Advisory Committee, Big Lake Planning Commission, and served as an Election Judge. Knier stressed that Green's dedication to the Big Lake community is a call to all of us to find some way to become actively involved in our surroundings, and to take pride in our shared community. The City Council thanked Green for her continued efforts to make Big Lake a better place to live and visit. Ketti Green thanked the City for the recognition. Mayor Knier thanked Style Catering for their donation of desserts during the workshop prior to the regular City Council meeting and thanked Corrie Scott for her work in setting up the 2022 Citizen of the Year Award recognition social.

7B. Big Lake Spud Fest 50th Anniversary Event Update

Raeanne Danielowski, President of Spud Fest, discussed the history of the Big Lake Spud Fest community festival and provided an update on their 50th Anniversary event that starts this

Thursday. The event will run from June 23 through June 26 and will be held at the school campus. Danielowski also provided information on donations the organization provided in 2021. Corrie Scott discussed additional Spud Fest volunteer opportunities that still need to be covered. Mayor Knier thanked all the hard-working people of the Spud Fest Committee and invited all to attend Spud Fest.

7C. Department Reports

Deb Wegeleben provided a year-to-date 2022 financial recap, debt obligations, and reviewed 2023 budget cycle planning.

Greg Zurbey provided an update on the Municipal Liquor Store operations and provided a year-to-date 2022 update compared to 2021. Zurbey noted that the store recently joined a single barrel bourbon group, reviewed that staff attended the MMBA annual conference, discussed the Big Lake Bass Club fundraiser held at the store, and noted that the store participated in the Sherburne County Substance Use Prevention Coalition Sticker Shock program. Zurbey also reviewed the April Spring Wine Sale.

Mayor Knier asked what we are doing right that has increased our sales figures from the 2019 sales. Zurbey explained that along with the loyalty program, they also revamped their pricing, reorganized the store and purchased new shelving to make it a nice place to shop.

Hanna Klimmek provided an update on activities in the Community Development Department in April and May 2022. Klimmek reviewed housing, commercial and redevelopment projects, and provided a year-to-date 2021/2022 permit activity comparison. Klimmek reviewed recreation/communications activities that included the Community Gardens, Farmers Market, Music in the Park, Movie in the Park, special events permitting, and the City website redesign project.

Mayor Knier asked why valuations have decreased. Klimmek responded that most of the permits issued were for single-family homes damaged by the hailstorms that swept through the area in early May. This has increased the number of permits issued, but didn't add much valuation to the permits.

8. INTERIM ADMINISTRATOR'S REPORT

Interim City Administrator Hanna Klimmek discussed that staff has been preparing for Spud Fest and will be present and participating in most events. The Police Department will be very involved as well as Corrie Scott. Staff will also be participating in the parade and volunteering their time in the bingo tent. Klimmek reviewed that the new Police Department Canine squad is now available

for pickup. With the sale of the old K9 unit plus donations, the vehicle will be cash funded. Klimmek also noted that the next CMRP meeting is scheduled for Thursday morning. It is expected that MNDOT and Federal Highway will be in attendance to discuss solving the transportation issue and the bridge crossing will be a part of that discussion. Klimmek informed Council that she will be attending the CMRP meeting virtually as she and several staff members as well as Council Member Noding will be heading to the Annual LMC Conference, which starts tomorrow and goes through Friday.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Knier: Reviewed the June BLEDA Meeting. Hanna Klimmek reviewed discussion on the current state of the economy and ways the BLEDA can react to that.

Council Member Hanson: Discussed the recent Big Lake Beyond the Yellow Ribbon Meeting.

Council Member Noding: Reviewed the recent BLEDA Meeting and the BLCLA Meeting.

Council Member Seefeld: Discussed the June Planning Commission Meeting.

10. OTHER

Councilmember Halverson thanked Chief Olson noting that he feels he has done a great job and has held our Police department together. Halverson expressed he was disappointed that Chief Olson wasn't granted an interview and encouraged people to remain on the positive track instead of being negative as the Police Chief hiring process progresses. Halverson also encouraged Olson to stay on with the department in the future. Mayor Knier also thanked Chief Olson for a job well done.

Council Member Noding motioned to recess the regular meeting at 6:40 p.m. to go to Closed Session for item no. 11. Interim City Administrator Performance Evaluation allowed per MN Statute 13D.05, subd. 3a. Seconded by Council Member Hanson, unanimous ayes, motion carried.

11. CLOSED SESSION – Interim City Administrator Performance Evaluation (allowed per M.S. 13D.05, subd. 3a)

Council Member Hanson motioned to open the Closed Session at 6:50 p.m. Seconded by Council Member Noding, unanimous ayes, motion carried.

Council Members present: Ken Halverson, Sam Hanson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: Interim City Administrator Hanna Klimmek and Finance Director Deb Wegeleben.

The City Council conducted a three-month job performance evaluation for Interim City Administrator Hanna Klimmek.

No action was taken by Council during closed session.

Council Member Hanson motioned to close the Closed Session and reconvene the regular meeting at 7:11 p.m. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Council Member Seefeld motioned to authorize the City Attorney to negotiate a Contract with Hanna Klimmek for the City Administrator position, and upon Council approval of a Contract that will be on the Agenda, authorize Staff to advertise to fill the vacant Community Development Director position. Seconded by Council Member Noding. Mayor Knier asked for any further discussion. unanimous ayes, motion carried.

Council Member Hanson expressed that he would like to advertise the Community Development Director position to both internal and external candidates but realizes in doing that, it would delay filling the Community Development Director position which can have a negative impact on City Hall staff and the City Administrator. Hanson also stated that because of this, he would be in favor of offering the City Administrator position to Klimmek at the next City Council meeting instead of waiting an additional three months.

Council Member Halverson stated he didn't have an issue with Seefeld's motion but would like to see it come back to the next regular City Council meeting. Halverson further explained that he didn't agree with making a motion to fill the most important position in the City immediately after coming out of a closed session when the item was not even on the agenda. He would like to see it in writing at the next City Council meeting before taking action. Seefeld pointed out that they are back in open session, which is public, and that the motion allows the Attorney to negotiate a contract with Klimmek, and that can take time. That negotiated contract would then be brought back to a future City Council meeting for a vote. Knier said he appreciates everyone's views and agrees it is an important position, but it is not an elected position and it's a much smaller position than City Administrator but still an important position. Knier stated if the Liquor Store manager position were to become vacant, the next person they would want to fill that position would probably be the Assistant Manager because that is the second in command position and with the City Administrator it's a clear choice. Knier also specified that in regards to the contract they are not officially agreeing to hire Klimmek tonight but we do want to move forward in filling this position. Knier stated he doesn't have a problem with the Attorney putting the contract together for Council consideration. Noding asked what would Council have to do to satisfy Halverson's viewpoint of getting it on the agenda but not the contract. Wegeleben stated the motion would be on the next City Council meeting agenda in three weeks and that the contract prepared by the

Attorney would be on the following City Council meeting agenda in five weeks. Seefeld clarified that his motion authorized staff to advertise to fill the vacant Community Development Director position and he would be okay with amending the motion to take that part out. Seefeld read the motion again and concluded that the motion stated the Community Development Director position wouldn't be advertised until after the approval of the City Administrator contract, they wouldn't be advertising the Community Development Director position for at least another three weeks and asked for the amendment to be disregarded.

Council Member Seefeld restated his motion to authorize the City Attorney to negotiate a Contract with Hanna Klimmek for the City Administrator position, and upon Council approval of a Contract, authorize Staff to advertise to fill the vacant Community Development Director position. Seconded by Council Member Noding restated her second to the motion. Motion passed with a vote of 4:1 with Council Members Hanson, Knier, Noding, and Seefeld voting aye, and Council Member Halverson voting nay. Motion carried.

12. ADJOURN

Council Member Noding motioned to adjourn at 7:22 p.m. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Janette Rust
Deputy Clerk

Date Approved By Council 07/13/22