

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 28, 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, City Engineer Layne Otteson, City Planner Lucinda Spanier, Police Chief John Kaczmarek, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaison Allie Cross.

4. OPEN FORUM

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

Cathy Smith from BL Dalsin Roofing, 9201 52nd Avenue No., Mpls - discussed a \$462.71 quote they received from the City of Big Lake for a building permit for an upcoming project. Smith indicated they had requested the quote so they would know how much to bid on the project. When they pulled the permit recently, they were charged \$3,462.62, far in excess of the quoted number. Smith requested the City refund the difference of \$2,999.91.

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

5. PROPOSED AGENDA

Council Member Hanson motioned to adopt the proposed Agenda with the addition of item no. 7E – Consent to Improvement Agreement with Excel Energy. 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 Noding, unanimous ayes, Consent Agenda approved. The Consent Agenda consisted of: 6A. Approve List of Claims, 6B. Approve Council Workshop Minutes of June 14, 2023, 6C. Approve Regular Council Meeting Minutes of June 14, 2023, 6D. Approve 2023-2024 Liability Coverage Waiver Form, 6E. Authorize Disposal/Donation of Surplus Equipment (Mercury Outboard Motor), 6F. Approve Engineering Services Contract with Short, Elliot, Hendrickson for the Well No. 2 Reconstruction Project, 6G. Approve Public Improvement Agreement Allowing for the Removal and Re-installation of a Water Hydrant located at 1461 Chippewa Street, 6H. Approve Summary Publication Resolutions No. 2023-43, 2023-44, and 2023-45, 6I. Approve Resolution No. 2023-46 Vacating a Drainage and Utility Easement on Lots 1 and 2, Block 1, Big Lake Marketplace Sixth Addition, 6J. Approve Professional Services Contract with Landform for the Parkway Feasibility Study, 6K. Approve Professional Services Contract with Campbell Knutson P.A., 6L. Approve Amended Parking Deferment Agreement with 310 Lake LLC for the property located at 310 Lake Street South, and 6M. Approve Change Order No. 3 for the 2022 Street and Utility Improvement Project No. ST2022-1.

7. BUSINESS

7A. PUBLIC HEARING – Big Lake Marketplace Tenth Addition Simple Subdivision and Development Agreement

Lucinda Spanier reviewed the planners report for the Big Lake Marketplace Tenth Addition Simple Subdivision application submitted by Larry Palm from LGL Real Estate Investment, LLC. The proposed subdivision would create two lots in the newly created Big Lake Marketplace Tenth Addition. Lot 1, Block 1 is proposed to be a 2.1-acre parcel located on the southeast corner of the intersection of 197th Avenue NW and 166th Street NW. Lot 2, Block 1 is proposed to be a 1.9-acre parcel located on the southwest corner of the intersection of 197th Avenue NW and 198th Avenue NW. Spanier noted the Plat dedicates perimeter drainage and utility easements, and the City Engineer has requested a 10-foot easement along the southerly property line of both lots to provide for stormwater conveyance to the east. Spanier also reviewed the grading and drainage plan, utilities, and the expedited review process allowed per City Code Section 1103 of the Subdivision Ordinance.

Mayor Knier opened the public hearing at 6:08 p.m. No one came forward. Mayor Knier closed the public hearing at 6:08 p.m.

Council Member Seefeld motioned to approve Resolution No. 2023-47 approving the Big Lake Marketplace 10th Addition Preliminary and Final Plat and authorize the City Attorney to finalize the Development Contract. Seconded by Council Member Halverson, unanimous ayes, motion carried.

7B. Police Vehicle Replacement Schedule

John Kaczmarek reviewed the process followed when the City purchased the canine vehicle in 2022. During that time, Acting Police Chief Sam Olson was notified by North Country Chevrolet that a 2023 model was not available. An order was then placed for a vehicle through that dealer for delivery in 2023. Acting Chief Olson was later notified by the dealer a 2022 Chevrolet Tahoe was available for sale, and Council authorized the department to move forward with the purchase of the Tahoe. The Tahoe was received in 2022, and is currently part of our patrol fleet. Recently, the Police Department and Public Works were notified North Country Chevrolet had arrived with the 2023 Tahoe that had been ordered in 2022. It was determined the dealer failed to cancel the order of the 2023 Tahoe when the Department purchased the 2022 Tahoe. Kaczmarek reviewed the department is seeking authorization to purchase and obtain the 2023 Tahoe as there is a high demand for these vehicles, which is currently in our possession. The dealer has indicated there is a long waiting list and they anticipate prices will rise \$6,000 for this vehicle in 2024. The Tahoe that was recently delivered was priced based on the 2022 state bid. Squad 731 is in line for replacement and purchasing the 2023 Tahoe would save taxpayers a substantial amount of money, would alleviate future back orders, unknown delivery dates, and additional costs due to rising prices. If the purchase is authorized by Council, the funds would come from the Police Department CIP fund which has sufficient funds to pay for this purchase now. Staff is also seeking Council authorization to sell squad 731, a 2019 Ford Explorer to Guardian Fleet.

Mayor Knier asked if the vehicle is outfitted for the canine. Kaczmarek responded the vehicle is not outfitted to be a patrol vehicle, and would be used as an administrative vehicle.

Council Member Halverson asked if it would be a take home vehicle. Kaczmarek responded the vehicle would be utilized by the Chief as a take home vehicle.

Council Member Hanson asked if there is a use for squad 731. Kaczmarek reviewed the poor condition of the vehicle, noting high miles and explained it is nearing the end of the 4-year squad replacement schedule. Kaczmarek discussed if we don't sell 731 we could utilize it, but the longer we hold on to it the more it will depreciate in value.

Halverson discussed his concerns with the new vehicle being used as an administrative vehicle versus as a patrol vehicle, suggesting an older vehicle be used as an administrative vehicle. Kaczmarek reviewed for a City this size, administration personnel do use a vehicle and cover the road as needed, and discussed to outfit a Tahoe versus an Explorer is significantly higher in price. By taking advantage of the vehicle as an administrative vehicle, it would allow the Department to keep the vehicle longer. Kaczmarek also reviewed the squad replacement schedule, noting he will be back before Council asking to order the second vehicle identified in the next budget cycle as soon as state bid opens up. He will for sure be asking for one vehicle, but possibly two if Council decides to send this Tahoe back.

Council Member Hanson reviewed he spoke with Chief Kaczmarek earlier today, and was told the current canine unit is being used by Captains as it isn't designed to be a pursuit vehicle. It is more designed as a command vehicle, which would work well for the new Tahoe to be used by Administration.

Council Member Halverson motioned to approve the purchase of a 2023 Chevrolet Tahoe in the amount of \$40,262.18 and authorize the sale of squad 731 to Guardian Fleet. Seconded by Council Member Hanson, unanimous ayes, motion carried.

7C. Council Member Noding Reimbursement

Council Member Hanson motioned to approve Check No. 91265 payable to Council Member Kim Noding in the amount of \$114.12 for reimbursement of gardening supplies purchased for use at Brown's Park. Seconded by Council Member Halverson, motion passed with a vote of 4:0:1 with Council Members Halverson, Hanson, Knier, and Seefeld voting aye, and Council Member Noding abstaining. Motion carried.

7D. Department Reports

Finance Department - Deb Wegeleben provided the unaudited financial report through May 2023, noting the current outstanding City debt after the 2023 payments will be \$24,488,239. Wegeleben also reminded Council of upcoming Budget Workshop dates of August 10 and 24 beginning at 4:00 p.m. in the City Council Chambers.

Liquor Store - Greg Zurbey provided an update on the Municipal Liquor Store operations year to date through May 2023. Zurbey also reviewed in-store tastings, welcomed new Assistant Manager Megan Knopik, discussed the All-Night Graduation Party ticket sales, the Knights of Columbus Tootsie roll donation collection, and the Big Lake Football Team and Bass Team fundraiser ticket sales. Zurbey also discussed the beer cooler door project that was recently completed.

Community Development – Hanna Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed the BLEDA's Business Retention and Expansion Program, and reviewed recent/current development and redevelopment projects. Klimmek also provided a year-to-date 2022/2023 permit activity comparison. Klimmek reviewed City programming events including the Farmers Market, Music in the Park, and Movie in the Park, as well as the City's involvement with the Big Lake Spud Fest event this year.

7E. Consent to Improvement Agreement with Excel Energy

Layne Otteson reviewed the Consent to Improvement Agreement with Excel Energy for the Highline Drive Trail Project. Excel Energy is requiring the agreement be in place which would allow for the City to have an easement over an existing Excel Energy easement in the project area.

Council Member Noding motioned to approve the Consent to Improvement Agreement with Excel Energy for the Highline Drive Trail Project. Seconded by Council Member Hanson, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

City Administrator Hanna Klimmek discussed the recently updated 2022 population and household estimates from the State Demographer, noting they are always one year behind. As of April 1, 2022, the City's estimated population is 12,492 and the household estimate is 4,263. Klimmek also reviewed several staff members, as well as Council Member Kim Noding, represented the City at the LMC Conference in Duluth last week. This week, Twin Cities Live has been highlighting the City of Big Lake. So far they have visited with Cocoa Maas and Floaters, and the Mayor will be interviewed on Friday's episode, which will be filmed at Willy's on the Water. Klimmek also noted City Hall will be closed on Tuesday, July 4th.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Knier: discussed this year's Spud Fest event which included many new ideas and activities, and recognized all the volunteers who help make this event a success. Knier also reviewed the recent CMRP meeting, noting the City will be talking about our future involvement with this group. Knier discussed the Twin Cities Live broadcasts being done in Big Lake throughout the week, noting the final show will be held at Willy's on the Water on Friday.

Council Member Halverson: discussed the June Parks Advisory Committee Meeting. Halverson also discussed Spud Fest activities and the volunteer hours that help make the festival a success.

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

Council Member Noding: reviewed the recent LMC Conference held in Duluth.

Council Member Seefeld: reviewed the Personnel Meeting last week that was held to start off 2024 budget discussions.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Noding motioned to adjourn at 6:45 p.m. Seconded by Council Member Seefeld, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved by Council 07.12.23