

**AGENDA  
BIG LAKE CITY COUNCIL  
WORKSHOP**

**WEDNESDAY, MARCH 10, 2021  
5:00 p.m.**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) ADOPT PROPOSED AGENDA**
- 4) BUSINESS**
  - 4A. Red Oak Drive Street Width Update
  - 4B. Public Works Restructure Plan Discussion
  - 4C. New Ideas Discussion
- 5) OTHER**
- 6) ADJOURN**

**CITY COUNCIL MEETING COVID-19 NOTICE**

**Attendance at Meetings:** All attendees are expected to follow CDC recommendations and State of MN Executive Orders relating to the COVID-19 Pandemic. Some members of the City Council may participate in this Meeting via telephone or other electronic means on an as needed basis.

**Disclaimer:** This agenda has been prepared to provide information regarding an upcoming workshop of the Big Lake City Council. This document does not claim to be complete and is subject to change.



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By:</b> <i>Layne Otteson P.E., City Engineer</i> ENG21-015	<b>Meeting Date:</b> 3/10/2021	<b>Item No.</b> <b>4A</b>
<b>Item Description:</b> <i>Red Oak Drive Update</i>	<b>Reviewed By:</b> <i>Clay Wilfahrt, City Administrator</i>	
	<b>Reviewed By:</b> <i>N/A</i>	

### **COUNCIL DIRECTION REQUESTED**

This is for information only and no direction is requested.

### **BACKGROUND/DISCUSSION**

In February, Staff received an application to perform a lot split on the west end of Red Oak Drive. At that time the City Engineer's recommendation was to revise the 2020 construction plans thereby extending street/utility infrastructure to the west property line of the lot (per City Code) and increase the road width from 20' to 26' to better accommodate through traffic and snow plowing operations.

The residents on Red Oak Drive were notified of the lot split and invited by mail to an open house on March 2nd to discuss the proposed split. However, the applicant recently withdrew the application. This information was shared with the attendees at the open house and most residents were not in favor of the wider street. Two property owners to the west of Red Oak Drive shared their support to extend the street and utilities.

The applicant indicated he will not pursue the lot split in the future. He indicated we will sell and let the next property owner determine what to do. The future development of this lot is uncertain at this time, and the City Engineer will recommend the street be constructed as originally designed in 2020. The design of the street will be 20' wide and not extended further than already exists unless directed by Council.

### **FINANCIAL IMPACT**

N/A

### **ATTACHMENT**

N/A



# WORKSHOP ITEM

## Big Lake City Council

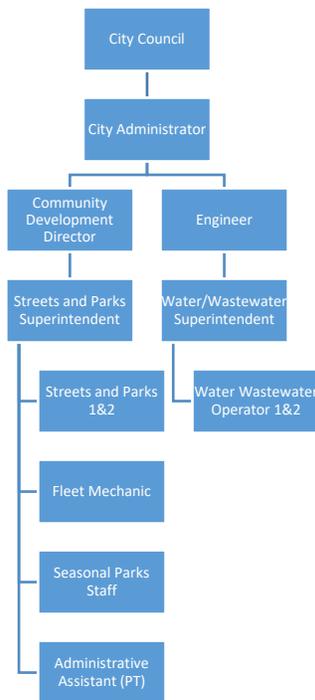
<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date:</b> 3/10/2021	<b>Item No.</b> <b>4B</b>
<b>Item Description:</b> Discuss Public Works Restructure Option	<b>Reviewed By:</b> Deb Wegeleben, Finance Director  <b>Reviewed By:</b> Norm Michels, Streets/Parks/Fleet Superintendent and Dan Childs, Water/Wastewater Superintendent	

### COUNCIL DIRECTION REQUESTED

Discuss Public Works Restructure Option

### BACKGROUND/DISCUSSION

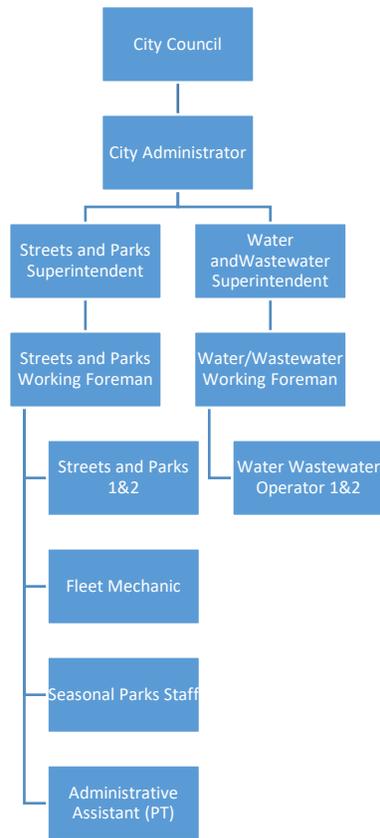
The Public Works Department has undergone a number of changes over the past few years in the wake of the retirement of the Public Works Director. After a challenging year, and some trial and error, staff believes that it has identified the best structure to serve the departments long-term. Here is what the current structure looks like:



Staff has encountered some challenges with this structure:

- First, there have been issues with workloads. Management of these departments has taken some time away from the regular duties of the City Engineer and the Community Development Director. Of particular note is that this causes additional use of consultant engineers to complete necessary engineering work.
- Having the Public Works staff at the Public works building, and the water and wastewater plant not have the authority over their budget or personnel causes some challenges. Since they don't have final authority in budgeting and HR, they are sometimes circumvented by their staff leading to chain of command problems. Not only does it undermine authority, but it also is an inefficient way of managing.
- There is currently no management in the absence of the Superintendent. If the Superintendent is absent, there is nobody in place to manage in their absence.

Through a number of conversations, staff has come up with a different structure to address these challenges.



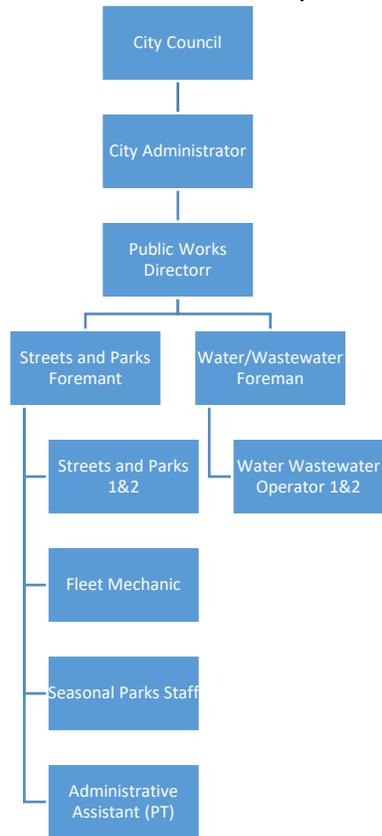
Staff believes that there is a significant benefit to breaking these departments out of engineering and Community Development, and making them stand-alone departments managed by supervisors who report directly to the City Administrator.

- We will no longer have our Community Development Director or Engineer spending 5-10 hours per week on management of these departments. If we give the Superintendents authority over their departments, they can absorb that time leaving us with more time for engineering work and community development work to be done.
- Experts in the subject matter will have budgeting authority meaning that the budgets are developed and managed by those who have worked in the field and understand how it operates.
- Efficiencies will be created by getting rid of layered upper management. No more coordination meetings to get everyone up to speed, no more running small budget requests through 2-3 layers of management. This will speed up work and keep projects on time with deadlines.
- Having working foremen will create a leadership structure in the field to help keep things on task and take some work off of the Superintendents' plate.

### **FINANCIAL IMPACT**

Cost of the change – If the Council is open to this concept, we will get job descriptions together and score them for our wage scale. We expect that the Superintendent positions will increase one grade each, and the Foreman will increase by two steps. This will be an expected cost of \$9,704 total for both Superintendent positions, and \$20,516.64 for the Working Foreman positions. We budgeted this amount in the 2021 budget in anticipation of this change.

For reference, this is what the organization looked like two years ago.



In comparison to the previous structure, this structure is approximately \$50,000 more expensive. However, there is an additional staff person in the department.

**ALTERNATIVES**

1. Direct Staff to make the recommended changes
2. Direct staff to leave the department as-is
3. Direct staff to pursue another option

**ATTACHMENTS**

None



# WORKSHOP ITEM

Big Lake City Council

<b>Prepared By</b> Clay Wilfahrt, City Administrator	<b>Meeting Date</b> 3/10/2021	<b>Item No.</b> <b>4C</b>
<b>Item Description</b> New Ideas Discussion	<b>Reviewed By:</b> N/A	
	<b>Reviewed By:</b> N/A	

### **COUNCIL DIRECTION REQUESTED**

None

### **BACKGROUND/DISCUSSION**

This item is dedicated for City Council Members to bring up any ideas/projects that they would like to discuss during the Workshop.

### **FINANCIAL IMPACT**

None

### **ALTERNATIVES**

None

### **ATTACHMENTS**

None