

**BIG LAKE CITY COUNCIL  
WORKSHOP MINUTES**

**JANUARY 21, 2026**

**1. CALL TO ORDER**

Mayor Knier called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

Council Members present: Ken Geroux, Ken Halverson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, Finance Director Deb Wegeleben, Community Development Director Marie Popp, City Engineer Layne Otteson, Acting Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, and Water/Wastewater Superintendent Dan Childs.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

**4A. Discuss Personnel Committee Recommendation for Appointment of the Chief of Police/Emergency Manager Position**

Deb Wegeleben reviewed the Personnel Committee and Administrator Klimmek are recommending appointment of Captain Sam Olson as Chief of Police/Emergency Manager.

Council unanimously directed Staff to move forward with bringing the appointment of Sam Olson to the Chief of Police/Emergency Manager position, to the February 18, 2026 Council Meeting for Council consideration.

**4B. Discuss DoorDash Delivery Service at Municipal Liquor Store**

Greg Zurbey reviewed staff has looked into offering delivery service at the municipal liquor store several times since the pandemic. It has not looked feasible with the cost of hiring drivers, a vehicle, added insurance, and other potential costs. Since that time, the store has upgraded to an online store with City Hive, where delivery can be used within that platform. Zurbey discussed DoorDash delivery service is offering a 30-day free trial with no commission fees to start, as well as no activation or cancellation fees. DoorDash will also cover all credit card processing fees, and a free tablet to show when orders come into the store. Deb Wegeleben reviewed information obtained from the League of MN Cities Insurance Trust legal counsel Chris Smith. Zurbey discussed staff feels there will be an increase in sales and profits, with

minimal start-up costs for the City. Zurbey mentioned adjustments on markups can be made on products to ensure the relationship is profitable for the City. Zurbey also noted staff recommends entering into a contract with DoorDash if staff and the City Attorney agree this would be an appropriate move for the City.

Council Member Halverson asked how the delivery driver will monitor whether or not they are delivering to legal-aged individuals. Zurbey reviewed the drivers have to go through training and have a certain rating before they are allowed to deliver liquor products. They are required to card the recipient and document they checked identification. Halverson asked if THC products can also be delivered through this service, and Zurbey responded they can be.

Council Member Noding asked if delivery drivers have to be 21-years of age or older. Zurbey responded they do, in addition to meeting rating and training guidelines, and have four-years of service with DoorDash. Noding commented Sherburne County won't be able to do compliance checks on deliveries.

Mayor Knier asked if the City will be liable if the driver has an accident, and Zurbey responded the City will not be liable.

Noding asked if we could try this delivery service on a trial basis. Zurbey discussed if the service isn't working within the first 30 days, we wouldn't continue. Zurbey also noted if the service is not financially beneficial for the City, we will be able to cancel at any time.

Council directed Staff to continue to move forward with DoorDash as a potential delivery service at the municipal liquor store.

#### **4C. Lake Liquor Office Space Remodel Project Discussion**

Greg Zurbey discussed needed improvements in the office and breakroom spaces at Lake Liquors, noting the current design and layout does not make the best use of space or provide a private and secure location for the store manager. Currently there is one office shared by up to four full-time staff members. There is also steady traffic from staff, vendors, and customers within this one shared space. Staff has attempted to use some of the space in the breakroom, but this has proven to be inefficient as it is another multi-use space used frequently by other staff. The current office also has poor heating/cooling due to its design and location. Staff feels this project is needed for space, privacy, security, and efficiency. Zurbey reviewed staff received two quotes for this project. Quote No. 1 is \$88,800, and Quote No. 2 is \$58,679.38.

Council Member Halverson discussed the quotes are very far apart in cost, noting he is afraid the quotes aren't apples to apples and would like to confirm they were quoted the same. Council Member Noding agreed, noting we had the same problem with the Fire Department roof quotes. Zurbey discussed both contractors were provided with the same specifications. Council Member Geroux discussed in an effort to maintain separation, he did not work with the Liquor Store on this quote. He does know they did run it through their design team to come up with the best floor plan at the most economical cost, which is what they submitted. Zurbey stated both quotes are itemized. Zurbey also discussed the original quote

does indicate overnight work, which was not requested by the City.

Mayor Knier stated he has worked with this company many times, and if they feel the specifications listed in the quote are necessary, he is fine with their recommendations. Halverson discussed he doesn't have a problem with Ken Geroux Construction, he just wants the quotes to be apples to apples. Council Member Noding asked staff if the scope looks comparable in both quotes, and Zurbey responded they do look comparable, minus the one company being willing to do work overnight. Halverson noted if Council feels the quotes are comparable, he is fine with moving forward with the Ken Geroux Construction quote.

Council directed Staff to bring the \$58,679.38 quote submitted by Ken Geroux Construction to the next Council Meeting for Council consideration. Deb Wegeleben discussed Council Member Geroux will be asked to abstain from voting on the quote.

#### **4D. Review 2026 Management Team Work Plan**

Hanna Klimmek discussed staff's recommendation for the City Council to review the 2026 Management Team Work Plan, which was created for the 2026 calendar year and based on the City's Strategic Plan. The Work Plan identifies projects that go beyond the City's routine, day-to-day services. Staff believe the goals outlined in the work plan align with the City's Strategic Plan objectives. While many initiatives will be led by a single department head, most will involve multiple departments and will require time and effort from staff across the organization. Klimmek noted the work plan will be brought back to the City Council for a mid-year review during the June 17, 2026 Council Workshop. Klimmek also discussed the delivery of core services remains the City's top priority, and as a result, some goals identified in the work plan may be delayed, modified, or not initiated in 2026 due to time and capacity constraints.

Council Member Halverson asked if we have considered the compost site relocation project, asking what the expected timeframe is for that project to be discussed. Klimmek reviewed a meeting is set for next week for an initial conversation that will include engaging with Sherburne County and financing. Klimmek noted there is desire for this conversation amongst the departments.

Halverson also asked where we are at with the fuel tank project at the Public Works building. Klimmek reviewed the last discussion with Norm Michels was he has a concept plan drawing and is working with the Fire Marshall on location for a future fuel tank. Council Member Seefeld discussed it is listed on the project board. Layne Otteson noted the potential cost has created a pullback, and Klimmek discussed we need an approved concept before it comes to Council. Seefeld asked if there will be a set fee for usage, questioning if it will actually save us money. Halverson commented it could be a cost savings by having the tank at Public Works instead of having staff go to convenience stores to purchase fuel.

#### **4E. Discuss Updating Engineering and Private Development Standards**

Layne Otteson reviewed Council adopted the Private Development Standards in 2013, which provide for consistent construction of infrastructure and development as the City grows. The document includes acceptable materials, construction summaries, checklists, specifications, standard details, reference

specifications from other entities and other guidance for construction. Since its adoption, construction practices, materials and municipal operations have changed and it is time to review and update the document to be reflective of current times, although a vast majority of the document is still current. The City also reduced the zoning code by removing many items related to engineering and Public Works. Staff was directed to incorporate removed information into an engineering document. These items are typically design requirements related to platting, infrastructure construction, or impacts to Public Works operations. At this time, staff is considering consolidating development standards and the engineering standards into one document, with the goal being to provide efficient and clear direction to engineers, developers, property owners, and contractors. The completion of this new document would be a collaboration between the City Engineer and the City's consultant engineering company. The consultant will provide an engineering technician who will revise the detailed drawings and create new details as directed by the City Engineer. The estimated cost for the project is \$10,000 to \$15,000 and would be funded from the general fund.

Council Member Geroux discussed the need to get the updates completed, noting we have already invested in the code revision, and it makes sense to implement these two documents into one. Mayor Knier discussed it will make it easier for builders and contractors to have clear policies in place.

Council directed the City Engineer to move forward with updating the Private Development Standards with engineering/zoning information.

## 5. OTHER

Council Member Halverson discussed we have a lot of money in investments that are earning less than 1% in interest, and asked if we should have a policy that if the interest rate is under a certain percent it should only be locked in for a shorter period of time and then be re-evaluated. Paperwork from 2021 shows we have locked things in for a number of years for less than 1%, and Mayor Knier clarified these are all coming due this year.

Mayor Knier discussed sometimes it is the right thing to do to lock in a rate. Wegeleben discussed we did add in language to the financial policy that we can swap it, so we already have that ability. Knier asked what our current policy is that requires us to invest this or is it at the Finance Director's discretion. Wegeleben responded it is just whatever the investment rate is out there and is at the discretion and advice of the financial advisor. Knier noted there isn't anything that says we have to do anything, and that we can make the decision. Halverson stated it is in the best interest to the taxpayers to invest it. Knier discussed the wisdom of locking something in saying you can't do this, when right now we have the freedom to do anything. On the other hand, no one can predict the future regarding interest rates. Halverson discussed the answer to it is, for the next finance person coming in, it would give them a platform. Wegeleben discussed she believes we are going to look at the financial policy as there are some things that need to be reviewed, and the finance committee can look at language regarding this. Wegeleben noted we did add language in that we can take a small penalty to move funds if it's in the best interest of the City.

**6. ADJOURN**

Council Member Seefeld motioned to adjourn at 5:37 p.m. Seconded by Council Member Noding unanimous ayes, motion carried.

Gina Wolbeck  
City Clerk

02.18.26  
Date Approved by Council