

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 25, 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, Police Captain Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, and Water/Wastewater Superintendent Dan Childs.

4. OPEN FORUM

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

Gloria VandeBrake and Julie Brandt from the Big Lake Chamber of Commerce – VandeBrake announced her retirement from the Big Lake Chamber of Commerce, thanking the Council, City staff, Chamber members and local citizens for their support over the past five years. VandeBrake introduced new Chamber Executive Director Julie Brandt. Brandt wished VandeBrake well on her retirement, and discussed the upcoming Shop Local campaign and Christmas Tree decorating at Brown’s Park and Veteran’s Memorial Park.

Mayor Knier closed the Open Forum at 6:04 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 Seefeld 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 October 11, 2023, 6C. Approve Regular Council Meeting Minutes of October 11, 2023, 6D. Approve Change Order No. 4 for ST2022-1, 6E. Approve Winter Farmers Market 2023-2024 EBT and Market Bucks Agreement, 6F. Approve Public Improvement Agreement for a Curb Stop Repair at 441 Shore Acres Drive, 6G. Approve Lease Agreement with Quadiant Leasing for the DS-40i Folder-Insertor Equipment, 6H. Approve McPete's Sports Bar and Grill Liquor Premises Expansion Resolution No. 2023-73, and 6I. Approve Contract Amendment No. 3 with SEH, Inc. for the Wastewater Treatment Facility Improvement Project.

7. BUSINESS

7A. Approve Plans and Specifications and Authorize Advertisement for Bid for the Well No. 2 Rehabilitation Project

Dan Childs reviewed the plans and specifications for the Well No. Rehabilitation project, including Contract A to rehabilitate existing Well No. 2, and Contract B to cover the demolition of the existing well house, as well as installation of other necessary site improvements. The estimated construction costs for Contract A and B is \$825,000, with costs coming from Water CIP Fund No. 399. Childs discussed the bid advertisement would run beginning on November 4, with the bid opening planned for December 1, 2023, and Council will be asked to consider award of the contract at their meeting on December 13, 2023. Construction would begin after the 2024 Spud Fest event, and work to demolish the well house and the startup of construction would be delayed until late summer or early fall 2024.

Council Member Halverson motioned to approve Resolution No. 2023-74 approving the Final Plans and Specifications and authorize the Advertisement of Bids for the Well No. 2 Rehabilitation Project including: 1. Contract A: Well Construction and Well No. 2 Rehabilitation, and 2. Contract B: Site Improvement. Seconded by Council Member Noding, unanimous ayes, motion carried.

7B. 2022 Street and Utility Improvement Project No. ST2022-1 Update

Layne Otteson provided an update on the 2022 Street and Utility Improvement Project No. ST2022-1. Otteson reviewed the project is generally complete but has been experiencing challenges. The severe drought experienced over the past two summers has been problematic throughout the region. The issues were discussed with other area city engineers at the MnDOT District 3 meeting who reported they are experiencing generally the same issues with concrete scaling, poor grass growth and skilled labor shortages being the most problematic. Some issues

that need to be resolved are isolated topsoil quality, weed and grass growth, isolated boulevard grading, and driveway concerns. Otteson also reviewed repairs completed on Westwood Drive from the 2021 Street and Utility Improvement project.

7C. Department Reports

Finance Department - Deb Wegeleben provided the unaudited financial report through September 2023. Wegeleben also informed the public of the upcoming Truth in Taxation hearing scheduled at 6:00 p.m. on November 27, 2023 in the Council Chambers.

Liquor Store - Greg Zurbey provided an update on the Municipal Liquor Store operations year to date through September 2023, reviewed in-store tastings, discussed fundraisers the store participated in, building maintenance needs for the upcoming winter season, CBD sales beginning in October, and the transition to the new online store which recently went live. Zurbey noted the store had to cancel the Oktoberfest event due to lack of supplier support, and announced the fall wine sale will run from November 12 through the 18. Zurbey reviewed new protocol for verifying age for anyone making a purchase at the municipal liquor store, noting all customers will now need to present an identification.

Mayor Knier asked for an update on repairs to the liquor store parking lot. Zurbey informed Council the Mall Association has done lot sweeping near the liquor store end of the building, and will be doing temporary pothole patches until spring 2024 when the heavily damaged areas of the parking lot are planned to be repaved.

8. ADMINISTRATOR'S REPORT

City Administrator Hanna Klimmek reviewed Community Development staff are representing and actively marketing the city at the annual Minnesota Commercial Real Estate Association Expo. There are over 600 commercial realtors who attend this event to learn about opportunities in the market, noting the event serves as great exposure for the City. Klimmek also informed Council staff will be heading to Bloomington tomorrow for a 2-day MN Redevelopment Conference, noting the City has participated in this conference for several years now and feels it is helpful to understand our resources better and to build the relationships needed to achieve success in projects.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Knier: Discussed the recent Finance Committee Meeting.

Council Member Halverson: Reviewed the October Parks Advisory Committee Meeting, and discussed the Finance Committee Meeting held recently.

Council Member Hanson: Discussed the recent Big Lake Beyond the Yellow Ribbon Meeting. Hanson also reviewed the Fire Department Open House event held on October 14, 2023.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Seefeld motioned to adjourn at 6:38 p.m. Seconded by Council Member Halverson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved by Council 11/08/23