

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

OCTOBER 26, 2022

1. CALL TO ORDER

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

2. 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, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Student Liaison Allie Cross.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Review 2023 Fee Schedule

Deb Wegeleben reviewed the proposed changes to the City fee schedule for 2023. Proposed changes include establishing a hearing fee for Potential Dangerous or Dangerous Dog citations, antenna site application fee, an increase to the Farmers Market full summer season application, and setting a placeholder for THC/Cannabinoid Product Retailers Licenses. Wegeleben also reviewed various changes to planning fees, and water/sewer fees.

Council Member Noding asked for more information on the fee proposed for the dangerous dog hearing. Wegeleben reviewed the costs associated with declaring a dog as dangerous or potentially dangerous. John Kaczmarek reviewed designation of a dangerous and potentially dangerous dog, and explained that MN Statute regulates when a City can classify a dog. Kaczmarek also reviewed that numerous comparable cities were found to have significantly higher fees for this type of hearing request, and explained that a hearing fee would only be charged if the designation is contested.

Council Member Halverson discussed criteria we use when designating a dog as dangerous or potentially dangerous. Kaczmarek noted that we follow MN Statute to determine if an animal should be designated, and how it is designated. We also have a consultant that will evaluate the dog before we issue a designation.

Mayor Knier asked how many dangerous dog designations we have in the City. Kaczmarek indicated that we have a dog that is designated as dangerous, and two that are designated as potentially dangerous. Kaczmarek also reviewed what a dog owner is required to do if their dog is designated as dangerous or potentially dangerous, noting there is a licensing requirement, evaluation by a police officer, fencing regulations, muzzling criteria, required signage, and securing insurance. Kaczmarek discussed that the owner has to comply with all regulations within 7 days of the citation being issued, or the City could authorize the animal be euthanized.

Council Member Halverson asked what the THC fee will be. Wegeleben responded that it is being added to the fee schedule as a placeholder and a fee will be determined at a later date. Hanna Klimmek noted that the City will have future discussions on the fee when more is known at the state level. Halverson also commented that he would like to see utility rate changes to show what the fee is being changed from. Wegeleben reviewed where that information can be found on the fee schedule ordinance.

Mayor Knier asked for clarification on how the City determines if an increase/decrease is needed in our fees. Wegeleben reviewed that each fee on the City's fee schedule is evaluated annually. When evaluating, we look at the trends of what our costs have been in the current year, and what is expected those services will cost in the coming year. Lucinda Spanier discussed land use fee changes, which are based on actual costs associated with similar applications. When our new code revisions are approved in 2023, we will have a significant number of uses that will most likely be able to be removed. Spanier discussed that applications that take the same level of work to review, should be relatively equal in cost to review. Spanier reviewed that the Concept Review fee was set at \$100 to entice development, but it is significantly underpriced, recommending that the fee be more at the level of \$250 which is a more realistic fee. Council Member Noding asked staff if the low fee could be causing applicants to abuse the Concept Review application option, with Spanier responding that she could absolutely see how that could occur.

Council Member Halverson asked what the reasoning is for a map upgrade fee of \$120. Spanier responded that the fee covers the City's costs to upgrade to our GIS mapping system which are hard costs passed on to the City from our consultant engineering firm. It was suggested that the fee schedule only list that a map upgrade fee be determined by the development agreement.

Council directed Staff to move forward with fee amendments as discussed to be brought back to the December 14 Council Meeting for consideration.

4B. Discuss setting a Special Council Workshop to Review the 2023 Staffing Analysis and Compensation Pay Report

Deb Wegeleben reviewed the status of the Staffing Analysis and Compensation Pay Report being prepared by the City's consulting firm BakerTilly. Representatives from BakerTilly presented their findings to the Personnel Committee on October 25, and Council is asked to set a special workshop on November 14 at 3:30 p.m. to review the findings and any recommendations from the Personnel Committee. If Council wishes to set this special workshop, it would be followed by the 5:30 p.m. Canvass Board Meeting already scheduled that same evening, as well as the 6:00 p.m. BLEDA Meeting.

Council directed Staff to notice a Special Council Workshop on November 14, 2022 at 3:30 p.m. to review the 2023 Staffing Analysis and Compensation Pay Report findings.

5. OTHER

Norm Michels discussed the deterioration that has occurred on the asphalt at the Lakeside Park Skate Park, and informed Council that D and K Concrete has offered to donate all labor costs for the installation of new concrete. Public Works would need to remove and reinstall the equipment and the City would be responsible for the cost of the concrete. If Council is in favor of moving forward with the project with the install costs being donated, the project could commence in the spring if product is available at that time.

Council Member Noding asked if there are any liability issues. Michels responded that an agreement would need to be drafted before product is ordered, and work begins. Michels also suggested that we should utilize D and K's concrete rate and order through them directly.

Council directed Staff to move forward with the project as discussed and to bring back for future Council approval.

6. ADJOURN

Council Member Hanson motioned to adjourn at 5:33 p.m. Seconded by Council Member Halverson unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

11.09.2022
Date Approved by Council