

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 13, 2016**

**1. CALL TO ORDER**

Mayor Raeanne Danielowski 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: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, City Clerk Gina Wolbeck, Police Chief Joel Scharf, Liquor Store Manager Jan Muehlbauer, Public Works Director Mike Goebel, City Planner John Anderson from Municipal Development Group Inc., Fire Chief Paul Nemes, Deputy City Clerk Tamara Lantz, and Assistant City Engineer Jared Voge from Bolton & Menk, Inc.

**4. OPEN FORUM**

Mayor Danielowski opened the Open Forum at 6:02 p.m. No one came forward. Mayor Danielowski closed the Open Forum at 6:03 p.m.

**5. PROPOSED AGENDA**

Council Member Hansen motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A) Approve Council Workshop Minutes of December 9, 2015, 6B) Approve Regular Council Meeting Minutes of December 9, 2015, 6C) Approve Special Council Meeting Minutes of January 7, 2016, 6D) Approve Appointment of City Planner Michael Healy,

6E) Approve 2016 Big Lake Planning Commission Appointments, 6F) Approve 2016 Economic Development Authority Appointments, 6G) Approve 2016 Big Lake Parks Advisory Board Chair Appointment, 6H) Approve Sand Creek Group 2016 Contract Renewal, 6I) Approve Liquor License Transfer from Rack's, Inc. Sports Bar Sports Grill to Rack's, Inc. dba El Loro Mexican Restaurant, and 6J) Approve Planning Contract with Municipal Development Group, Inc.

## **7. BUSINESS**

### **7A. Police Officer Swearing In Ceremony – Officer Joe Kalla**

Mayor Danielowski administered the “Police Officer Oath of Office” to new Big Lake Police Officer Joe Kalla who began his duties with the Big Lake Police Department on December 17, 2015.

### **7B. DONATIONS – Eddy Family Foundation**

Paul Nemes and Joel Scharf reviewed the two \$3,000 cash donations submitted by the Eddy Family Foundation to the Big Lake Police Department and the Fire Department. Chief Nemes and Chief Scharf thanked the Eddy Family Foundation for the generous donations. Council also thanked the Foundation for their continued commitment to the Big Lake Community.

Council Member Hansen motioned to approve Resolution No. 2016-01 accepting a donation to the Big Lake Police Department and the Big Lake Fire Department from the Eddy Family Foundation. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7C. Highway 25 Corridor Coalition Joint Power's Agreement**

City Administrator Wilfahrt requested the approval of the Highway 25 Corridor Coalition Joint Powers Agreement. Wilfahrt explained that this agreement includes planning efforts with buy-in from surrounding communities including the cities of Big Lake and Monticello, Sherburne County, Wright County and Big Lake Township. Wilfahrt also notice that the agreement consists of language pertaining to the pooling of resources, increased voice for lobbying of funding and ensuring there is no duplication of efforts by planning together at quarterly meetings. Staff clarified that the City of Big Lake would be responsible for 1/6 of any costs from this group.

Council Member Wallen motioned to approve the Highway 25 Corridor Coalition Joint Powers Agreement. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7D. Ordinance Amendment – Allowing Dispatch Centers in the B-2 District**

John Anderson reviewed the planners report for a text amendment to add Dispatch Centers as a permitted use in the B-2 Community Business District. This also consists of adding the definition of Dispatch Centers and adding off-street parking requirements for Dispatch Centers.

Council Member Wallen motioned to approve Ordinance No. 2016-01 Amending Chapter 10 of the Big Lake code related to adding the definition of dispatch centers; adding dispatch centers as permitting use in the B-2 community business district; and adding off-street parking requirements for dispatch centers, and approved Summary Publication Resolution No. 2016-02. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**7E. 2016 Official City Council Appointments**

Gina Wolbeck discussed the 2016 official city appointments resolution. Each Council Member was given an opportunity to identify any committee appointment changes from 2015. All Council Members chose to continue with their current appointments. Wolbeck noted that former Council Member Christenson's committee assignments will be given to the new Council Member once the vacancy is filled.

Council Member Langsdorf motioned to approve Resolution 2016-03 Adopting the 2016 Official City Appointments. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7F. DONATION – Big Lake Spud Fest Organization**

Joel Scharf reviewed the \$3,000 cash donation from the Big Lake Spud Fest Organization toward the City of Big Lake Police Reserve program to purchase non-budgeted items as needed. Council thanked the Spud Fest Organization for the generous donation.

Council Member Langsdorf motioned to approve Resolution No. 2016-04 accepting a \$3,000 cash donation from the Big Lake Spud Fest Organization to the City of Big Lake Police Reserve program towards the purchase of non-budgeted items. Seconded by Council Member Wallen, unanimous ayes, motion carried.

**7G. Resolution of Support for the Minnesota Broadband Vision**

Clay Wilfahrt discussed the resolution of support for the Minnesota Broadband Vision. Wilfahrt explained that the Blandin Foundation has a mission of providing robust access to

the internet to all underserved areas in Minnesota which includes the Big Lake area. Objectives of the Blandin Foundation include sustainable broadband adoption and enriched quality of life and place. Staff recommended Council approval on a resolution supporting the Minnesota Broadband Vision and encourages the Minnesota Legislature and Governor to provide sufficient leadership, resources and legal framework to ensure that the State of Minnesota achieves this vision by 2020.

Council Member Hansen motioned to approve Resolution 2016-05 supporting the Minnesota Broadband vision created by the Minnesota Border to Border Broadband Conference by Conference Attendees. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

## **7H. Department Updates**

Fire Department – Paul Nemes discussed recent activities and training of the Fire Department. Nemes also provided statistical information on calls for the month of December and reviewed various awards for years of service, training awards, and a high call percentage award.

Police Department – Joel Scharf updated Council on police statistics and calls for service for the month of December. Scharf also discussed Reserve Officer hours, Police Department Facebook hits, AED donations, and the new unmarked patrol vehicle. Scharf also noted that the Citizen Police Academy is now taking applications explaining that the training will start in February, and informed the public that the Police Department has moved into their new location located at 790 Minnesota Avenue. The Department will be hosting an open house on February 11<sup>th</sup> from 2:00 p.m. to 6:00 p.m.

Engineering Department – Jared Voge from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. Voge discussed the Wastewater Treatment Plant Phosphorus Project, the Northern Star Apartments project, the upcoming Kwik Trip Project which will be starting construction in March, the MS4 storm water reapplication permit, noted that the Briggs Apartment project is under construction, discussed the CR 5 trail and pathway improvements, and discussed the proposed pavement management plan. Voge also discussed roadway ownership at the Northstar Train Station area.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed picnic table construction, tree and branch removal, flooding of skating rinks that are now open, bio solids silo repairs, phosphorus construction and lake over flow.

## **8. LIST OF CLAIMS**

**8A. Consider List of Claims**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 70635 through Check No. 70943 with the removal of Check No.'s 70743 and 70885 for separate consideration, Electronic Payments No. 2922E to No. 2961E, and payroll No.'s. 24, 25 & 26. Seconded by Council Member Langsdorf unanimous ayes, motion carried.

**8B. Consider Auto Stop Payments**

Council Member Hansen motioned to approve payment of Check No. 70743 in the amount of \$1,316.92 and Check No. 70885 in the amount of \$514.83 payable to Auto Stop for services rendered. Seconded by Council Member Wallen, vote passed with a vote of 3 to 0 with 1 abstention with Council Members Danielowski, Hansen, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

**9. ADMINISTRATOR'S REPORT**

Clay Wilfahrt provided an update on the process for filling the City Council seat vacancy left vacant when former Council member Nick Christianson moved out of the City limits. Wilfahrt also discussed the old drycleaners located at 57 Lake Street South that has gone into tax forfeiture status, and provided an update on the Celebrate Your Lake grant that was awarded to the City.

**MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Danielowski: Discussed the January Big Lake Community Education advisory board meeting and the 4<sup>th</sup> quarter Fire Board Meeting. Mayor Danielowski also reminded the public of Meals on Wheels volunteer opportunities and discussed inquiries she has received regarding Disc Golf Courses in City parks.

Council Member Hansen: Discussed the January Planning Commission Meeting.

Council Member Langsdorf: Reviewed the January Parks Board Meeting, the Big Lake Community Lakes Association Meeting, and the 4<sup>th</sup> Quarter Fire Board Meeting.

**10. OTHER – No other.**

**11. ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:05 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 01/27/16