

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

JANUARY 14, 2015

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: Nick Christenson, Raeanne Danielowski, Seth Hansen, Duane Langsdorf and Mike Wallen. Also present: Interim City Administrator Joel Scharf, Public Works Director Mike Goebel, Police Lieutenant Sam Olson, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Economic Development Manager Heidi Steinmetz, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, and Assistant City Engineer Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 6:01 p.m. No one came forward. Mayor Danielowski closed the Open Forum at 6:02 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of December 10, 2014, 6B) Approve Special Council Meeting Minutes of December 11, 2014, 6C) Approve Council Workshop Minutes of December 17, 2014, 6D) Approve Special Council Meeting Minutes of December 30, 2014, 6E) Accept Letter of Resignation from Retiring Public Works Employee John Moshier, 6F) Approve 2015 Big Lake Economic Development Authority Appointments,

6G) Approve Resolution 2015-01 Requesting City of Big Lake Representation on the Sherburne County Economic Development Authority, 6H) Approve BLEDA's Recommendation to Forgive School Street Development Invoices, 6I) Approve Tobacco License Resolution No. 2015-02 for Erickson Oil Products, Inc. dba Super America #77, 6J) Approve Year End 2014 Minnesota Pay Equity Compliance Report, 6K) Approve Purchase of 2015 Ford Explorer Police Vehicle, 6L) Approve Hiring Gabriel Storz as a Part-time Police Officer, and 6M) Set a Council Gathering on March 1, 2015 from 11:00 a.m. to 2:00 p.m. for the Big Lake Chamber of Commerce Expo Event.

7. BUSINESS

7A. PRESENTATION – Big Lake Public Library Annual Report

Library Services Coordinator Terry Pflughaar from the Great River Regional Library presented an annual report on services provided by the Big Lake Public Library. Pflughaar provided statistical information on collection, circulation, computers, new borrowers, exams proctored, and volunteers along with updates on programs and events, building and maintenance, and reviewed their 2015 goals. Pflughaar noted that check-out numbers are down 11% from last year, while the number of Library users has remained steady. The Library may be installing a door counter to track the actual usage of the Library. Council thanked Big Lake Township for their financial contribution in the library facility.

7B. 2015 Official City Council Appointments

Mayor Danielowski noted that newly elected Council Members Wallen and Langsdorf were sworn in prior to the start of the meeting. Gina Wolbeck presented the Official City Appointments Resolution noting that there are a few changes due to the change in the Council.

Council Member Langsdorf motioned to approve Resolution No. 2015-03 adopting the 2015 Official City Appointments as presented. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. DONATIONS – Police Department donations from the Varner and Larcom Families

Sam Olson reviewed cash donations received by the Big Lake Police Department. The Cal and Debra Varner Family donated \$100 to be used as needed, and the David and Carol Larcom Family donated \$25 also to be used as needed. Council thanked the Varner and Larcom Families for their generous donations.

Council Member Wallen motioned to approve Resolution No. 2015-04 accepting cash donations from the Varner and Larcom Families towards the Big Lake Police Department. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. DONATIONS – Fire Department donations from the Big Lake Knights of Columbus and the Larcom Family

Paul Nemes reviewed the \$25 cash donation submitted by David and Carol Larcom towards non-budgeted capital items, and the \$5,500 cash donation made by the Big Lake Knights of Columbus towards the purchase of air bags and tracking tags. Council thanked the Larcom Family and the Knights of Columbus for their generous donations.

Council Member Hansen motioned to approve Resolution No. 2015-05 accepting a \$25 cash donation submitted by David and Carol Larcom towards non-budgeted capital items, and a \$5,500 cash donation made by the Big Lake Knights of Columbus towards the purchase of air bags and tracking tags. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. Monthly Department Updates

Fire Department – Paul Nemes discussed recent activities of the Fire Department. Nemes also discussed recent First Responder Refresher Training the department attended, and announced the upcoming annual blood drive scheduled on January 25th from 9am to 1pm.

Police Department – Sam Olson updated Council on police statistics and calls for service for the month of December. Olson also provided a brief year in review of call percentages, presented the new reserve uniforms and department patch, and discussed a recent methamphetamine arrest.

Economic Development/Planning Department – Heidi Steinmetz reviewed upcoming Planning projects relating to ordinance amendments, and also reviewed efforts of the Economic Development Department. Steinmetz discussed upcoming business visits, the status of the Lupulin Brewing project and the Quick Trip project, noted that vendor applications are available for the 2015 Farmer’s Market, and discussed the City’s hope to gain a seat on the Sherburne County Economic Development Authority. Steinmetz also discussed the newly formed Sherburne County Broadband Coalition, and discussed the status of a potential buyer for the Shade Tree building. Steinmetz also informed Council that staff has been working with Colliers International to obtain an updated market analysis on the 121 Lake Street North City owned property, and that the Northern Star Apartments project has obtained their Certificate of Occupancy.

Public Works Department – Mike Goebel discussed efforts of the Public Works Department noting that staff has been working on the ice rinks which are now open. Goebel discussed our salt supply and the status of the River Oaks Parks Plan. Goebel also discussed a

proposal from Veit Company to discharge at the Waste Water Treatment Plant. Goebel noted that the City receives approximately \$32,000 each quarter in income from discharge contracts. Goebel informed Council that the City has received a grant from the Work Force Center to hire a student from Big Lake High School to work from 10:00 a.m. to 1:00 p.m., and that the Winterfest event will be held on February 7th and will be a joint effort with the Big Lake Lions Club who are now hosting the ice fishing tournament.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 68303 through Check No. 68532, Electronic Payments #2562E to #2590E, and payrolls 24 through 27. Seconded by Council Member Christenson, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Joel Scharf discussed the notification from Burlington Northern Santa Fe Railroad indicating that they will no longer need to acquire right-of-way in the City limits for the installation of a 2nd track. Scharf also informed Council that the City has now acquired a Quiet Zone Certification. Scharf also discussed an upcoming bond refunding opportunity coming forward that could generate significant interest savings, and that Springsted was here and met with staff and the Mayor and City Council Members to start building a profile narrative for the employment advertisement.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Christenson: Reviewed the Parks Advisory Meeting and the BL Community Education Meeting.

Mayor Danielowski: Discussed the 4th Quarter Fire Board Meeting, and the January Lakes Association Meeting.

Council Member Hansen: Attended the BL Youth Athletic Association Meeting, and the January Planning Commission Meeting.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 7:00 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

01/28/15
Date Approved By Council