

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 22, 2014**

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: Dick Backlund, Nick Christenson, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Also present: City Administrator Todd Bodem, Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Fire Chief Paul Nemes, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

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

Katrine Nau from the Big Lake Parks Board updated Council on the upcoming Winter Get Out Doors Day Event scheduled on February 8th from noon to 3:00 p.m. at Lakeside Park.

Mayor Danielowski closed the Open Forum at 6:03 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Special Council Meeting Minutes of January 7, 2014, 6B) Approve Joint City/BLEDA Workshop Minutes of January 7, 2014, 6C) Approve Council Workshop Minutes of January 15, 2014, 6D) Approve Joint Meeting Minutes of January 16, 2014, 6E) Approve Resolution No. 2014-05 approving a Liquor Violation Civil Penalty to Lillyanna's Bar and Grill, Inc., 6F) Approve Use of Lakeside Park for the 2014 Big Lake Women of Today Easter Egg Hunt on April 12, 2014, 6G) Accept Resignation from Fire Chief Randy Miller, 6H) Approve Appointment of Parks Advisory Committee Chair Katrine Nau, 6I) Authorize Expo Booth Expenditure and Set a Council Gathering on March 2, 2014 from 11:00 a.m. to 2:00 p.m. for the Big Lake Chamber of Commerce Expo Event, 6J) Set Council Gathering on February 15, 2014 from 8:00 a.m. to 12:00 p.m. for the City Strategic Planning Session at the Friendly Buffalo, and 6K) Accept Central MN Jobs and Training Services Grant for part-time officer's salary in the amount of \$6,500.

7. BUSINESS

7A. City Employee Years of Service Recognition

Mayor Danielowski presented years of service certificates to City employees who reached a milestone year of service in 2013 and those that will reach a milestone year of service in 2014. Those employees recognized included Frank Anderson (30 years), Kurt Goenner (25 years), Corey Flagg (20 years), Terry Nordquist (15 years), Charles Gammon (15 years), Michael Ziemer (15 years), Daniel Sherburne (10 years in 2013), Tina Peterson (10 years in 2013), Randy Bader (10 years in 2013), Samuel Olson (10 years), Keith Roelike (10 years), Melissa Vilmo (10 years), and Daniel Lindula (10 years). Council thanked the recognized employees for their years of service.

7B. Spud Fest Presentation and DONATIONS

Members from the Big Lake Spud Fest Board provided an update on their annual festival, donations made to community organizations, 2014 funds available, open Board positions in 2014, and volunteers needed for the 2014 festival. Donations were also presented to the Big Lake Police Department and the Big Lake Fire Department.

Council Member Wallen motioned to approve Resolution No. 2014-06 accepting donations from Big Lake Spud Fest in the amount of \$500 to the Fire Department and \$550 to the Police Department towards public safety purposes. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. January 15, 2014 Workshop Update

Todd Bodem provided a verbal update on discussions held at the January 15th Council Workshop.

7D. DONATION – Yamaha Corporation

Joel Scharf discussed the donation from the Yamaha Corporation relating to the use of a 2014 Yamaha Viking side by side ATV. The City will have the use of the vehicle for a 6 month time frame from the “Under the Law Loan Program”. Scharf noted that the project was facilitated by Moon Motors in Monticello.

Council Member Wallen motioned to approve Resolution No. 2014-07 accepting a Yamaha Corporation “Under the Law Loan Program” donation valued at \$2,000 for the use of a 2014 Yamaha Viking Side by Side All-Terrain Vehicle for a period of 6 months. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7E. Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the Northern Star Apartments project, and Dill Dental punch list items that will be completed in the spring. DeWolf also reviewed the status of the Wellhead Protection Plan and the MS4 Permit. Council discussed the proposed improvements to the sidewalk area south of Eagle Lake Road in the quiet zone study area. Council asked staff to bring this item to the next Council Workshop for further discussion.

Jessica Green provided the monthly finance update. Green discussed the payroll transition which is now being done completely in-house. Green also clarified statements that were made a recent Joint City/BLEDA meeting regarding the new sales tax exemption. Green stressed that the City will most likely save approximately \$60,000 annually with only \$12,000 hitting the general fund, not the projected \$300,000. Green also informed Council that the finance video will be updated this week.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed January sales figures, informed Council of a successful alcohol compliance check, noted that the tile work has been completed, and that the mall parking lot lights are working. Muehlbauer also discussed the upcoming Wine Fest in April.

Mick Kaehler provided building permit information and discussed recent commercial projects including a new dental clinic in the Commons building, and the Cargill expansion. Kaehler also reviewed the status of rental inspections, updates to the City Website, the

purchase of a table for department use and new code enforcement software. Kaehler also informed Council that the Northern Star Apartments owners are highly motivated to get the project operating again.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 66140 through Check No. 66184 with the exception of Check No. 66142, and Electronic Payments #2226E to #2238. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$4,740.30

Council Member Hansen motioned to approve payment of Check No. 66142 in the amount of \$4,740.30 payable to Audio Communications. Seconded by Council Member Christenson, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Christenson, Danielowski, Hansen, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem reviewed security upgrades at City Hall, the status of the compensation study, the Crossing's Church grand opening, utility franchise fees, the status of the CGI Video, and the upcoming Goal Setting Workshop on February 15th. Bodem also informed Council that the City will be applying for the Safe Routes to School Grant which is due by the end of January.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Discussed the Big Lake Community Lakes Association Meeting.

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

Mayor Danielowski: Provided an update on the January BLEDA Meeting and the Joint City, County, School, and Township Meeting held on January 16th. Mayor Danielowski also provided an update on the Safe Routes to School Grant application, the freezer donation from Connexus Energy to the Food Shelf, and discussed various upcoming community events.

Council Member Wallen: Discussed the January BLEDA Meeting, the Joint City, County, School, and Township Meeting held on January 16th, and the upcoming Goals Workshop scheduled on February 15th.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Christenson motioned to adjourn at 7:47 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 02/26/14