

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 23, 2013**

1. CALL TO ORDER

Mayor Raeanne Danielowski called the meeting to order at 5:00 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 Paula Mastey, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Joel Scharf, Fire Captain Ken Halvorson, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 5:01 p.m. No one came forward. Mayor Danielowski closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

Council Member Wallen motioned to adopt the proposed Agenda with the removal of item no. 7C (Big Lake Police Reserve Unit – Presidential Volunteer Service Award). Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda with the removal of item 6G for separate consideration. Seconded by Council Member Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council

Meeting Minutes of January 9, 2013, 6B) Approve Workshop Meeting Minutes of January 16, 2013, 6C) Approve Joint Meeting Minutes of January 17, 2013, 6D) Approve Non-Waiver of Statutory Liability, 6E) Authorize Expo Booth Expenditure and Set a Council Gathering on March 3, 2013 from 11:00 a.m. to 2:00 p.m. for the Big Lake Chamber of Commerce Expo Event, 6F) Accept Resignation of Senior Planner Katie Larsen, 6H) Set Council Gathering on January 29, 2012 at 5:30 p.m. for the Spud Fest Meeting in the City Council Chambers, and 6I) Approve Clean Up Day Date Change and Participation Agreement.

6G) Approve Appointment of Ben Wikstrom as Interim City Planner
Council Member Wallen questioned why we aren't using our current planning consultant from NAC, Inc. Wallen noted that NAC has substantial experience in working with the City and is concerned that the City will have double planning consultant expenses by utilizing two consultants.

Todd Bodem explained the process he followed in reviewing what the best interim option would be for the City. Bodem explained that he looked at value and his experience with working with planners that he is familiar with. Bodem noted that NAC, Inc. charges \$79 per hour on their current contract.

Wallen clarified that his concern is not a qualification issue, but is more of a concern with losing the experience we have with NAC. Mayor Danielowski explained that if it becomes a problem, this consultant will be at an at-will consultant that can be replaced with someone else.

Council asked Katie Larsen to give her feedback on the appointment of an interim planner. Larsen noted that while Mr. Wikstrom does appear to have the necessary qualifications to act as an interim planner, NAC has been on staff with the City as a consultant for approximately 15 years and has been involved in most planning projects since that time. Larsen noted that NAC, Inc. receives reports on each project and that they are familiar with past and recent projects underway in the City.

Council discussed the need to work through issues during the interim period. Wallen explained that his intent is to make sure the Council is making a good business decision.

Council Member Wallen motioned to approve professional planning services from Ben Wikstrom effective immediately. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7. BUSINESS

7A. Presentation – Sherburne County Attorney Kathleen Heaney Annual Update

Sherburne County Attorney Kathleen Heaney reviewed information relating to prosecution

services provided by the Sherburne County Attorney's Office for 2012. Heaney recognized the front office police staff for their effort in meeting the County's timelines. Council thanked Ms. Heaney for the services her office provides to the City.

7B. January 16, 2013 Workshop Update

Todd Bodem reviewed discussions held at the January 16, 2013 Council Workshop.

7C. Big Lake Police Reserve Unit – Presidential Volunteer Service Award

This item was removed from the Agenda and will be presented at the February 13, 2013 Council Meeting.

7D. River Oaks Park Annexation Ordinance

Katie Larsen presented the annexation Ordinance for the recently purchased park land located east of County Road 5 and along the Elk River. The 11.92 acre land consists of three parcels, most of which formerly housed the old Shady River Campground. The intent of the acquisition and annexation is to expand the River Oaks Park. Larsen noted that the Big Lake Town Board has approved the City's request for a zero dollar reimbursement for the annexation.

Council Member Backlund motioned to approve Ordinance No. 2013-01 annexing land pursuant to MN Statutes Section 414.033 for the River Oaks Park land and approve Resolution No. 2013-06 authorizing summary publication. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council recognized and thanked Larsen for her years of service to the City of Big Lake and wished her success at the City of Lino Lakes.

Mike Goebel reviewed the project area and discussed the Parks Board planning process. The site has been undergoing some cleanup and removal of dead trees but noted that at this time, there is no definitive plan in place for the future park layout. There is an open house planned in June that will be open to the public. Goebel noted that anyone that has concerns or ideas for the site can contact public works or a Park Board Member.

7E. DONATION – Shield Services, LLC

Joel Scharf reviewed the equipment donation to the Police Department Reserve Unit from Shield Services, LLC. The equipment donated included service leather equipment, safety equipment and police radios. Council thanked Shield Services for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2013-07 accepting equipment donations to the Big Lake Police Department Reserve Unit from Shield Services, LLC. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7F. Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the Big Lake Homes/Duffy Development project that is substantially complete, the completed Hwy 10/25 project, the Northern Star Apartment Project that is continuing to moving forward, the KleinBank project site improvements which are near completion, reviewed the Lake Shopping Center 4th Addition site utilities that have been completed. DeWolf also updated Council on the County Road 43 road project, the Marketplace completion project which is substantially complete, and the Jefferson Center Dental Office Concept Plan review that is currently underway. Council asked for clarification on who will be responsible to fix the road level issue along CR 43 by the new KleinBank building. DeWolf explained that KleinBank will be responsible to put the road back to its original condition after the spring thaw.

Todd Bodem provided building permit information for the month of December. Council asked for valuation information to be included in future building updates.

Paula Mastey provided the monthly finance update. Mastey informed Council that the annual audit will be underway beginning March 11th and noted that the Department of Revenue has selected the City for a sales tax audit. Mastey also informed Council that the City has a new Workforce Center employee who will be helping out in the Finance Department and her wage is 100% covered by the federal program. Mastey also noted that 2013 utility fee increases will be on the bills starting next month. Discussion was held on the possibility of including River Rider survey information on an upcoming utility bill postcard mailing and staff noted that the Transportation Committee will be meeting to figure out ways to enhance the River Rider bus service.

Jan Muehlbauer provided a liquor store update to Council and reviewed year-end figures. Muehlbauer also informed Council of a recent fire in one of the Mall Association parking lot lights.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64157 through Check No. 64193 with the exception of Check No. 64175 for separate consideration, and Electronic Payments #1908E to #1925E. Seconded by Council

Member Wallen, unanimous ayes, motion carried.

8B. Consider Bob's Towing and Recovery Payment in the Amount of \$128.25

Council Member Wallen motioned to approve payment of Check No. 64175 in the amount of \$128.25 payable to Bob's Towing and Recovery. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Hansen, and Wallen voting aye and Council Member Christenson abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Council Member Wallen motioned to set a Council Workshop on Saturday, February 9, 2013 at 8:00 a.m. to discuss 2013 Goals. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Todd Bodem presented information on the possible move of the Big Lake Farmers Market from the Lake Shopping Center parking lot to Lakeside Park. Bodem also noted that the event could be changed to be held on Thursdays instead of Fridays and that incorporating arts/music will be considered. Mike Goebel discussed potential issues with using Lakeside Park as the Park can be unpredictable at times, but stated that it is worth trying to see if the event will draw more people in a different location. Mayor Danielowski remarked that the Farmer's Market has struggled in the Lake Shopping Center for the past 2 years and that the focus of the event should be on community participation. The general consensus of the Council was that they like the direction the Farmer's Market committee is heading with their new plans and that they are in favor of the event moving to Lakeside Park.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided a Quarterly Fire Board Update.

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

Mayor Danielowski: Discussed the League of MN Cities conference she attended in January and the Fire Department Chili Cook-Off event held on January 19th. Mayor Danielowski discussed the Spud Fest Public Meeting that is scheduled on January 29th at 5:30 p.m. in the Council Chambers. Mayor Danielowski also informed the public of upcoming community events including Winter Fest on February 2nd at the Refuge, the Lions Club Fish Fry at Lions Park on February 15th, the Feb. 23rd Jaycee's fishing tournament, and the March 3rd BLCC business expo.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Wallen motioned to adjourn at 6:12 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/13/13