

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 27, 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, Scott Marotz and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Police Chief Joel Scharf, Liquor Store Manager Jan Muehlbauer, Public Works Director Mike Goebel, Community Development Director Hanna Klimmek, Fire Chief Paul Nemes, City Engineer Brad DeWolf of Bolton & Menk, Inc. and Deputy City Clerk Tamara Lantz

**4. OPEN FORUM**

Mayor Danielowski opened the Open Forum at 6:00 p.m. Cody Munger came forward to say thank you for the opportunity to interview for the vacant Council seat. Mayor Danielowski closed the Open Forum at 6:01 p.m.

**5. PROPOSED AGENDA**

Council Member Wallen motioned to adopt the proposed Agenda with the addition of item no. 7D. 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 Langsdorf, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A) Approve Council Workshop Minutes of January 13, 2016, 6B) Approve Regular Council Meeting Minutes of January 13, 2016, 6C) Approve Special Council Meeting

Minutes of January 20, 2016, 6D) Approve Special Joint Council/Township/School/County Meeting Minutes of January 21, 2016, 6E) Approve 1 to 4 Day Temporary Liquor License to the Sherburne History Center for their Rhythm and Brews Fundraising Event on March 12, 2016 at the Carousell Works, 6F) Set Council Gathering from 2:00 p.m. to 6:00 p.m. on Thursday, February 11, 2016 at the Big Lake Police Station located at 790 MN Avenue for the Police Department Open House, 6G) Set Council Gathering from 11:00 a.m. to 2:00 p.m. on Sunday, March 6, 2016 at the Big Lake High School located at 501 Minnesota Avenue for the Big Lake Chamber of Commerce Expo, 6H) Approve Emerald Ash Borer Community Preparedness and Management Plan

## **7. BUSINESS**

### **7A. CentraCare Purchase Agreement Extension**

Clay Wilfahrt discussed CentraCare's request for additional time to clear up an easement issue of the old police department property located at 121 Lake Street North. The agreement would vacate a parking easement that John and Virginia Bruns have over the old police department property. Council Member Langsdorf motioned to approve seconded by Council Member Wallen unanimous ayes, motion carried.

Wilfahrt also discussed the approval of the Second Amendment to the Purchase Agreement which reflects a closing of the purchase to occur before February 29, 2016. Council Member Hansen motioned to approve seconded by Council Member Langsdorf unanimous ayes, motion carried.

### **7B. Special Events Permit Application Process**

Michael Goebel discussed the need for better control and review of special events that take place on City property and or within the City limits. The Special Events Permit Application will allow City departments the opportunity to review special event request and make them aware of how their department would be affected or to what degree they would be asked to participate. The City Attorney has reviewed the application and recommends having the application as a City Ordinance at some point in the future. Special Event Permit Applications will be available at City Hall or on the City website. Council Member Hansen motioned to approve seconded by Council Member Wallen unanimous ayes, motion carried.

## **7C. Department Updates**

Finance Department – Deb Wegeleben discussed the audit starts March 7, 2016 and unaudited 2015 numbers will be presented to Council at the next meeting. A Public Hearing for the refunding of the bond is February 10 with the bond sale March 23 and the closing on April 27.

Liquor Store – Jan Muehlbauer updated Council on the 2015 unaudited numbers. Revenue is up 5% of over last year. New Year's Eve sales were up 4%. Monticello Times nominated Lake Liquor as best Beer Selection Store in the area. She also mentioned various events coming up.

Community Development Department – Hannah Klimmek provided information on business retention and expansion visits to various companies in the community. Staff is reaching out to internet providers to find options for the businesses in the industrial park. The City has received the 2016 Minnesota Grown License for the Farmer's Market and will be submitting a grant application to the Central MN Arts Board which, if funded, will support the City in scheduling local musicians to play during the weekly Farmers Market. The first Farmers Market meeting is scheduled for January 29. Klimmek presented building permit stats for 2015 as well as revenue totals for the month of December 2015.

## **7D. Lupulin Brewing Company 1-4 day temporary on-sale liquor license application**

Wilfahrt discussed the approval of the additional agenda item of Lupulin Brewing Company 1-4 day temporary on-sale liquor license application. Lupulin is a sponsor of the Big Lake Lions Club, Little Hole on Big Lake Ice Fishing Tournament fundraising event taking place on February 20, 2016 on Big Lake. Council Member Hansen motioned to approve seconded by Council Member Langsdorf unanimous ayes, motion carried.

## **8. LIST OF CLAIMS**

### **8A. Consider List of Claims**

Council Member Marotz motioned to approve the List of Claims ranging from Check No. 70944 through Check No. 71094 with the removal of Check No. 71065 for separate consideration, Electronic Withdrawals from January 8 thru January 19, and Payroll No. 1. Seconded by Council Member Hansen unanimous ayes, motion carried.

## **8B. Consider Auto Stop Payment**

Council Member Marotz motioned to approve payment of Check No. 71065 in the amount of \$44.73 payable to Auto Stop for services rendered. Seconded by Council Member Hansen, vote passed with a vote of 3 to 0 with 1 abstention with Council Members Danielowski, Hansen, Marotz and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

## **9. ADMINISTRATOR'S REPORT**

Clay Wilfahrt welcomed new Council Member Scott Merotz and thanked all who applied for the vacant seat. Wilfahrt also discussed the old drycleaners located at 57 Lake Street South that has gone into tax forfeiture status and that a party is interested in the property. Norland Park Second Phase will be starting with five to ten new homes annually, Progressive Builders purchased the lots. Wilfahrt welcomed Michael Healy, the new City Planner and mentioned there have been more retail and industrial inquiries recently.

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

Mayor Danielowski: Discussed BLEDA meeting, they appointed the 2016 Officers and approved the attendees for the Big Lake Expo. Danielowski reported on the Joint City/County/School/Township meeting held on January 21<sup>st</sup>. The meeting was very informative with all parties working together collaboratively. Mayor Danielowski also reminded the public of Meals on Wheels volunteer opportunities, the Big Lake Food Shelf fund raiser on March 11 at the Friendly Buffalo and the February 26 Friends of the Sherburne National Wildlife Refuge Craft Beer/Wine and Cheese Tasting also being held at the Friendly Buffalo.

Council Member Hansen: Noted he attended the Joint City/County/School/Township meeting held on January 21.

Council Member Wallen: He attended the BLEDA but did not attend the Joint meeting last week. Wallen also stated that that he's happy to see how a change in personnel and collaboration of all staff has brought such a positive change for the City. He also thanked Gary Meyer and the West Sherburne Tribune for a great job in covering the City of Big Lake.

Council Member Marotz: Stated he is excited and appreciative of the opportunity to serve on the Big Lake Council.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:30 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Tamara Lantz  
Deputy Clerk

Date Approved By Council 02/10/16