

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 28, 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, City Clerk Gina Wolbeck, Police Lieutenant Sam Olson, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, Consultant City Planner Ben Wikstrom, and City Engineer Brad DeWolf 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 Wallen motioned to adopt the proposed Agenda with the addition of item no. 7J – Interim City Administrator Salary Adjustment. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Christenson motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of January 14,

2015, 6B) Approve Special Joint Council/Township/School/County Meeting Minutes of January 15, 2015, 6C) Approve Council Workshop Minutes of January 21, 2015, 6D) Approve Temporary Personnel Policy Variance, 6E) Approve Conditional Use Deed Application Resolutions No. 2015-06 through 2015-09 for Tax Forfeited Parcels, 6F) Set a Special Joint Meeting with Big Lake Township and the Big Lake Economic Development Authority on February 9, 2015 at 6:00 p.m. in the City Council Chamber to discuss the BLIPE Expansion Project, 6G) Approve Appointment of Kiel Golly as a Full-Time Public Works Employee, 6H) Approve Reappointment of Katrine Nau as the Chair of the Parks Advisory Committee, 6I) Approve 1 to 4 Day Temporary Liquor License to the Sherburne History Center for their Rhythm and Brews Fundraising Event on March 21, 2015 at the Carousell Works, and 6J) Approve 1 to 4 Day Temporary Liquor License to Mary of the Visitation Catholic Church for their Spaghetti Dinner Event on February 15, 2015 at their Big Lake (East) Campus.

7. BUSINESS

7A. RECOGNITION – Retirement of John Moshier

Mayor and Council presented a certificate of appreciation to Public Works Employee John Moshier for his 34 years of services to the City of Big Lake and wished him well on his upcoming Retirement.

7B. DONATIONS – Eddy Family Foundation

Paul Nemes and Sam Olson reviewed the two \$5,000 cash donations submitted by the Eddy Family Foundation to the Big Lake Police Department and the Fire Department. Chief Nemes and Lieutenant Olson 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 Langsdorf motioned to approve Resolution No. 2015-10 accepting a donation to the Big Lake Police Department and the Big Lake Fire Department from the Eddy Family Foundation. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7C. PRESENTATION – Sherburne County Attorney Kathleen Heaney

Sherburne County Attorney Kathleen Heaney reviewed information relating to prosecution services provided by the Sherburne County Attorney's Office for 2014. Council and Interim Administrator Scharf thanked Ms. Heaney for the services her office provides to the City.

7D. Northland Securities – Issuance and Sale of \$9,770,000 General Obligation Bonds, Series 2015A

Tammy Omdal from Northland Securities presented information on the issuance and sale of up to \$9,770,000 in General Obligation Bonds to be used for the refinancing of various City bonds. \$9.3 million of the reissuance total is for bond refunding to save interest costs. Omdal noted that this type of crossover bond refunding is done when interest rates are especially favorable, which will save the City approximately \$1.1 million in interest savings over the term of the bond. Omdal also reviewed future property tax savings and utility user savings. The bonds that the City will be refinancing include G.O. Bond Series 2007A, G.O. Public Utility Revenue Bonds Series 2007B, General Capital Improvement Bonds Series 2007C, G.O. Public Utility Revenue Bonds Series 2007F, G. O. Improvement Bonds Series 2008A, and General Public Utility Revenue Bonds Series 2008B. Omdal also discussed the addition of \$500,000 in new money for capital improvements to the Wastewater Treatment Facility Phosphorus Improvement Project.

Council Member Hansen motioned to approve Resolution No. 2015-11 providing for Issuance and Sale of \$9,770,000 General Obligation Bonds, Series 2015A and levying a tax for the security and payment thereof. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. DONATION – Big Lake Spud Fest Organization

Sam Olson reviewed the \$1,500 cash donation from the Big Lake Spud Fest Organization to the Police Department towards the purchase of Reserve Officer Badges. Council thanked the Spud Fest Organization for the generous donation.

Council Member Wallen motioned to approve Resolution No. 2015-12 accepting a \$1,500 cash donation from the Big Lake Spud Fest Organization to the Police Department towards the purchase of Reserve Officer Badges. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7F. Sign Ordinance Amendment

Ben Wikstrom reviewed the planners report for the sign ordinance amending Chapter 1300.08 allowing signs on the back of strip centers that aren't adjacent to streets, but are visible from commercial properties. Wikstrom noted that the Planning Commission held a public hearing to allow for public comment on this item and voted unanimously to approve the sign ordinance amendment. Wikstrom also noted that the Planning Commission recommended the City implement a fee for a conditional use application specific to signs. Wikstrom indicated that this fee will be brought to a future meeting after the Ordinance Amendment is approved.

Council Member Hansen motioned to approve Ordinance No. 2015-01 approving an amendment to Chapter 13 (Signs), Section 1300.08 requiring a Conditional Use Permit to place a secondary wall sign on commercial buildings not abutting a public street, and approve Resolution No. 2015-13 approving summary publication. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7G. Rezoning Ordinance Amendment – 180 Eagle Lake Road South

Ben Wikstrom reviewed the planners report for a rezone of the parcel located at 180 Eagle Lake Road South. The City is working in partnership with the TRI-Cap Program to develop homes on a number of lots in Big Lake through the Neighborhood Stabilization Program. Wikstrom noted that upon receipt of a building permit application for the Eagle Lake Road South parcel, it was discovered that the property is zoned R-3, High Density Residential. Wikstrom explained that single family homes are not a permitted use in the R-3 District, so Council is being asked to approve a rezone of the lot to R-1 to allow the project to continue. The Planning Commission held a public hearing to allow for public comment on this item and voted unanimously to approve the rezone.

Council Member Wallen motioned to approve Ordinance No. 2015-02 amending the Zoning Map to rezone the property located at 180 Eagle Lake Road South from R-3 to R-1, and approve Resolution No. 2015-14 approving summary publication. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7H. MS4 Stormwater Pollution Prevention Plan Compliance Requirements

Mike Goebel presented the scope of work schedule and cost estimate submitted by Bolton and Menk to complete compliance requirements for the MS4 Permit. The City's existing permit has expired, and with the new permitting requirements there are a lot of new mandates. Goebel noted that due to the short time frame required to complete these mandates, staff is recommending Bolton and Menk assist with completing these new requirements. Goebel explained that Bolton and Menk has staff that specializes in the MPCA MS4 Program. Council questioned if it is possible to ask for an extension on completing the compliance requirements. Goebel noted that he has asked for an extension, and that request was not approved by the Pollution Control Agency. Council discussed the need to further review this request as the mandates are not a budgeted cost. Council stressed that the City doesn't budget excess dollars in anticipation of unfunded mandates.

Council Member Wallen motioned to table approval of the MS4 Permit cost estimate from Bolton and Menk and to discuss this item further at the February Workshop. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7I. Monthly Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the MS4 Permit process noting that these types of unfunded mandates are a burden on communities. DeWolf also discussed the Phosphorus Removal Project finalization of plans to receive our Point Source Implementation Grant, discussed the Biosolids project noting that we will be getting all players on site to review outstanding punchlist and warranty items, and noted that the Northern Star Apartments project has received their Certificate of Occupancy and has started allowing tenants to move in. DeWolf also informed Council that the Quiet Zone improvements are complete and the zone has been implemented effective January 5th. DeWolf noted that staff attended a meeting at Sherburne County regarding the Burlington Northern Railroad 2nd track construction project that will start in the spring. BNSF will need to close some intersections at times during construction, and staff stressed that public relations is vital. It was also discussed that BNSF might be receptive to allowing the sidewalk extension project at Eagle Lake Road South during their construction phase. DeWolf also discussed potential issues with private encroachments on railroad property and that BNSF will be contacting affected property owners.

Deb Wegeleben provided the monthly finance update. Wegeleben discussed the upcoming bond issuance, call rating, and noted that staff has been finishing up year-end procedures in preparation for the March audit.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed December and holiday sales figures, and discussed the MN State auditor's ranking report. Muehlbauer also discussed their annual coat drive, the upcoming Big Lake Food Shelf wine tasting event, their Spring wine fest event at the Friendly Buffalo, and provided a legislative update on Sunday liquor and holiday sales.

Joel Scharf provided year end building department counts and comparisons to counts in 2013.

7J. Interim City Administrator Salary Adjustment

Mayor Danielowski and Council Member Wallen discussed the Personnel Committee's recommendation for a salary adjustment for Joel Scharf. Mayor Danielowski explained that Scharf was appointed as the Interim City Administrator on December 17, 2014 and that the Personnel Committee had met recently to discuss a temporary salary adjustment to reflect the increased duties and responsibilities Scharf has agreed to perform on an interim basis.

Council Member Langsdorf motioned to approve Resolution No. 2015-15 authorizing a temporary salary adjustment for Interim City Administrator Joel Scharf effective with pay period 2015-03 (payable on February 12, 2015). Seconded by Council Member Christenson, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 68533 through Check No. 68593 with the exception of Check No. 68593 for separate consideration, and Electronic Payments #2591E to #2601E, and pay roll's 1 & 2. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider Auto Stop Payment in the Amount of \$1,150.54

Council Member Hansen motioned to approve payment of Check No. 68593 in the amount of \$1,150.54 payable to Auto Stop for services rendered. 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 Langsdorf abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Joel Scharf reviewed the recent meeting staff attended with Minnesota Housing to review funding options to complete the final NSP properties. Scharf indicated that staff is hoping to wrap up the NSP project by early 2016.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Reviewed the Joint City/County/School/Township meeting held on January 15th, the recent Business Retention visit with Flour City Bending, discussed the January EDA Meeting, and informed the public of Beyond the Yellow Ribbon meetings and encouraged the public to join in the effort. Mayor Danielowski also discussed availability of 2015 Big Lake Farmer's Market vendor applications, Music in the Park summer events, the upcoming Winterfest/Ice Fishing Tournament event scheduled on February 7th at Lakeside Park, the annual Lion's fish fry on February 20th at Lions Park, the upcoming Sherburne National Wildlife Refuge snowshoe hike, and the March 1st Chamber of Commerce Expo.

Council Member Langsdorf: Asked to revisit the Big Lake Food Shelf space issue. Council Member Langsdorf noted that the Food Shelf has recently indicated a need for additional

space, and reviewed that we do have a vacant commercial property that they have chosen not to take ownership. Council directed staff to bring this item back for discussion at a future Workshop.

Council Member Wallen: Reviewed the January EDA Meeting

11. **OTHER** – Mayor Danielowski asked for a Moment of Silence in honor of the City of New Hope after the recent shooting that occurred during a Council Meeting.

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:24 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/11/15