

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 12, 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, Economic Development Manager Heidi Steinmetz, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Fire Chief Paul Nemes, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

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

Gina Anderson from the Big Lake Food Shelf provided information on their upcoming "Jailed for Hunger" fundraising campaign that will be held on March 21st.

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 Backlund, 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 Council Meeting Minutes of January 8, 2014, 6B) Approve Council Meeting Minutes of January 22, 2014, 6C) Approve Employment Status Change for Accounting Clerk Deb Wegeleben, 6D) Approve Carousell Works Consumption and Display Permit Resolution No. 2014-08, 6E) Approve Annual Lakeside Park Parking Pass Donations, 6F) Set Council Gathering for the February 22, 2014 Big Lake Jaycee's Ice Fishing Tournament at Lakeside Park from 12:00 p.m. to 3:00 p.m., 6G) Approve Use of the Big Lake Fire Hall for the Big Lake Fire Relief Association's Chili Cook-Off Event on February 22, 2014 from 4:00 p.m. to 7:00 p.m. and Set a Council Gathering for the Event, and 6H) Approve Resolution No. 2014-09 and Amendments of Documents related to Tax Increment Financing District 1-6.

7. BUSINESS

7A. Big Lake Police Reserve Unit – Presidential Volunteer Service Awards

Police Chief Joel Scharf and Investigator Rich Berg presented Presidential Volunteer Service Awards to members of the Police Reserve Unit. Reserve Officers who have earned Presidential Volunteer Service Awards included former Captain Guy Chaffee (Gold and Lifetime), Captain Justin Boster (Gold), Sergeant Crystal Gassman (Gold), Officer Austin Sable (Gold), Officer Nick Simon (Silver), Officer Kaitlin Otto (Silver), Officer Mike Mingo (Silver), and Officer Nate Beyer (Bronze). Council thanked the reserve unit for their dedication and service to the community. Police Reserve Captain Justin Boster introduced Reserve Officers that started service in 2013.

Mayor Danielowski conducted a Swearing in Ceremony for newly appointed part-time Patrol Officer Guy Chaffee. Officer Chaffee took the Patrol Officer Oath of Office.

7B. 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 2013. Council thanked Ms. Heaney for the services her office provides to the City.

7C. Liquor License PUBLIC HEARING – Volker's, Inc. dba Trails Grill and Sports Bar

Gina Wolbeck reviewed the liquor license application submitted by Steve Volker's from Volker's, Inc. Volker's will be purchasing Trails Grill and Sports Bar from Tim and Tami Cox

which will be effective March 3, 2014. Wolbeck noted that the applicant has submitted the required liquor insurance certification and application documents. A thorough background investigation is underway and satisfactory results will be required prior to issuance of a liquor license.

Mayor Danielowski opened the public hearing at 6:26 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:27 p.m.

Council Member Hansen motioned to approve Resolution No. 2014-10 approving an On-Sale and Sunday Liquor License for Volker's, Inc. dba Trails Grill and Sports Bar located at 726 Martin Avenue pending submittal of all required documentation, fees, and confirmation of satisfactory background investigation results. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Municipal Separate Storm Sewer System Permit – Public Meeting

Mike Goebel discussed the Municipal Separate Storm Sewer System Permit and the annual public meeting that is required addressing the City's Storm Water Pollution Prevention Program.

Mayor Danielowski opened the public meeting at 6:27 p.m. No one came forward. Mayor Danielowski closed the public meeting at 6:28 p.m.

7E. Department Updates

Fire Department – Paul Nemes discussed recent activities of the Fire Department. Nemes asked homeowners and business owners to check fresh air intakes and gas meters, and asked that fire hydrants be cleared and remain accessible. Nemes also informed Council that they will be starting the recruitment process seeking new fire fighters, discussed upcoming snowmobile and ATV training, reviewed the annual “employee right to know” and respect in the workplace training, and reminded Council of the annual Chili Feed scheduled on February 22nd from 4:00 p.m. to 7:00 p.m. at the Fire Hall.

Police Department - Joel Scharf updated Council on police statistics and calls for service for January. Scharf also discussed vandalism on City property over the weekend and encouraged residents to contact the police department if they have any information on vandalism. Scharf also discussed a recent felony assault, and a burglary at the China Buffet. Scharf also advised residents and businesses to be aware of potential business fraud from a fake utility company. Scharf thanked the County Attorney's Office for their efforts in assisting the City.

Economic Development/Planning Department - Heidi Steinmetz reviewed efforts of the Economic Development and Planning Departments. Steinmetz discussed Planning

Commission projects relating to industrial park design standards, Becker / Big Lake Ice arena discussions, and possible ordinance changes for micro brewery's and tap rooms. Steinmetz also provided information the Cargill Kitchens Solutions expansion/upcoming ribbon cutting, informed Council that the Northern Star Apartments project has changed ownership and should resume construction soon, and noted that staff recently attended the Ehler's Public Finance seminar.

Public Works Department - Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also discussed the recent cold weather and how that is affecting City property and residential water and sewer lines. Goebel also informed Council that the Sherburne County Recycling Board has received a 2014 grant for operations at the compost sites located in Sherburne County. Goebel noted that STS has been in town clearing hydrants and thanked them for their service.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 66185 through Check No. 66258, and Electronic Payments #2239E to #2261E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem reminded Council and Department Heads of the upcoming Strategic Planning Workshop from 8:00 a.m. to noon on Saturday, February 15th.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

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

Council Member Christenson: Discussed the February Parks Board Meeting.

Mayor Danielowski: Reviewed the February BLEDA Meeting. Mayor Danielowski also discussed the upcoming Business Retention and Expansion meeting this week at MPI in Big Lake and provided information on upcoming community events.

Council Member Hansen: Reviewed the February Planning Commission Meeting.

Council Member Wallen: Discussed the February BLEDA Meeting. Council Member Wallen also discussed the Winter Get Outdoors Day event held on February 8th.

11. OTHER

Council Member Wallen informed Council that the Legacy Foundation will be placing an order for sponsored banners and asked for Council approval for the City to sponsor a banner at a cost of \$350.

Council Member Wallen motioned to approve the purchase of a small banner through the Legacy Foundation in the amount of \$350. Seconded by Council Member Christenson, unanimous ayes, motion carried.

12. ADJOURN

Council Member Christenson motioned to adjourn at 7:02 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 02/26/14