

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 13, 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, Public Works Director Mike Goebel, Police Chief Joel Scharf, Fire Captain Sam Olson, City Planner Ben Wikstrom, 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 Hansen motioned to adopt the proposed Agenda. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of January 23, 2013, 6B) Approve Sale of NSP Property located at 5300 Pond View Drive, 6C) Approve Resolution No. 2013-08 approving a Tobacco License to the Big Lake Smoke Shop, Inc., 6D) Approve Park Advisory Board

Recommendations, 6D.i. Approve By-Laws Amendment to allow for the appointment of Nine Parks Advisory Board Members, 6D.ii. Approve Reappointment of Katrine Nau as the Parks Advisory Board Chair, 6D.iii. Approve Open House Event at the River Oaks Park on June 2, 2013 from 2:00 p.m. to 5:00 p.m. and Set Council and Parks Board Gatherings, 6D.iv. Authorize Removal and Controlled Burn of House located on the River Oaks Park Property, 6E) Approve Exempt Raffle Permit to the Sherburne County Swampbucks MDHA on March 23, 2013 at the Friendly Buffalo/Marketplace Banquet Center, 6F) Approve Employment Status Change for Utility Billing Clerk J. Rathmanner, 6G) Approve Employment Status Change for Police Chief J. Scharf, 6H) Approve Annual Lakeside Park Parking Pass Donations, 6I) Approve Resolution No. 2013-09 Delegating Wetland Conservation Act Administration, 6J) Call for Public Hearing Regarding the Waste Water Facility Plan on February 27, 2013 at 6:00 p.m. in the City Council Chambers, 6K) Approve Resolution No. 2013-10 approving the Minnesota Department of Transportation Master Partnership Agreement No. 02630, 6L) Accept Resignation from Planning Commissioner Kirby Becker and Authorize Advertisement to fill vacancy, and 6M) Set Council Gathering for the February 15, 2013 Lions Club Fish Fry event being held at Lions Park.

7. BUSINESS

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

Police Reserve Captain Guy Chaffee introduced Reserve Officers that started service in 2013.

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 Volunteer Service Awards included Cpt. Guy Chaffe (Gold), Sgt. Justin Boster (Gold), Sgt. Aaron Follmer (Gold), Ofc. Nate Beyer, Ofr. Crystal Gassman (Silver), and Ofc. Nick Simon (Silver). Council thanked the reserve unit for their dedication and service to the community.

7B. Dill Dental Concept Plan Review

Ben Wikstrom presented the Dill Dental Concept Plan application submitted by the applicant Strapko Pahl, Ltd and owner Reed Dill, DDS. The applicant is proposing to construct a new 3,600 to 4,000 square foot professional office building to be used for an established dental practice. The 5/8 acre site is located at the northern portion of the City's TH 10 & CR 5 redevelopment site which is located east of CR 5 and south of Martin Avenue. Wikstrom explained that the site is located within the B2 District (Community Business District), meets the B2 lot requirements, and also meets parking space requirements. Wikstrom also reviewed Planning Commissioner comments which included screening requirements, retention ponding, tree preservation, lighting requirements, snow removal, and trash removal plans. Wikstrom also discussed the options for a private drive or a public street, and recommended the developer be allowed to install a private drive with cross access agreements with future site developments.

Architect Jim Strapko from Strapko Pahl, Ltd, presented their proposed plans and stated that the location of the building was selected due to location, property setbacks, and the visual benefits of tree preservation. Strapko discussed the possible elimination of parking stalls to allow for stacking along the entrance on Martin Avenue. Strapko also assessed possible future developments on the redevelopment site.

7C. Big Lake Municipal Space Needs Study Presentation

Thomas Dobbs from Hay Dobbs presented the Big Lake Municipal Space Needs Study that was conducted by their firm in 2012. Dobbs explained that the report identifies current and projected space needs, and future options for municipal facilities.

Mayor Danielowski clarified that the report was conducted in order for the City to do our due diligence of future planning efforts, and that it in no way indicates future City ownership of current privately owned parcels.

7D. ORDINANCE – Consider Council Meeting Time Change

Todd Bodem presented an Ordinance amending Chapter 2, Section 210.04 changing Council Meeting start times from 5:00 p.m. to 6:00 p.m. Bodem explained that Council previously discussed this time change at the January Workshop and directed staff to prepare an Ordinance changing the start time to 6:00 p.m.

Council Member Hansen motioned to approve Ordinance No. 2013-02 amending Chapter 2, Section 210.04 changing Council Meeting start times to begin at 6:00 p.m., and approve Resolution No. 2013-11 authorizing Summary Publication. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. DONATION – Forensic Lab Computer from Sherburne County

Joel Scharf reviewed the Forensic Lab Computer donation to the Police Department from Sherburne County. The computer equipment donated will be used to supplement and enhance the forensic investigative capabilities of the department. Scharf noted that the City must retain the donation for at least one year. Council thanked Sherburne County for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2013-12 accepting the donation of a Forensic Lab Computer to the Big Lake Police Department from Sherburne County. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7F. DONATION – Big Lake American Legion Post #147

Staff reviewed the donations made by the Big Lake American Legion Post 147 towards the Big Lake Fire Department and the City. Fire Captain Sam Olson explained that the \$1,500 cash donation is to be used towards the Fire Department Rescue ATV, and Bodem explained that the \$500 cash donation is to be used towards the Community Reader Board Sign. Miller and Bodem thanked the American Legion for the donation and Council stated their appreciation for the donation and commitment to the Big Lake Community. Council Member Hansen motioned to approve Resolution No. 2013-13 accepting cash donations from the Big Lake American Legion Post 147 towards the Big Lake Fire Department for a Rescue ATV and the City towards the Community Reader Board Sign. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7G. Department Updates

Fire Department

Sam Olson discussed recent activities of the Fire Department. Olson discussed a recent structure fire in the Township, and noted that the department will be looking at hiring new fire fighters in 2013.

Police Department

Joel Scharf updated Council on police statistics and calls for service. Scharf also discussed the Departments healthy working relationship with partnering agencies, issuance of winter parking tickets, and provided a crime update on a recent investigation.

Community Development Department

Todd Bodem reviewed efforts of the Community Development Department. Bodem also discussed the NSP Program, the Dill Dental Concept Plan, the Townsquare Residential Suites 33 unit apartment complex, the status of the McDonalds exterior project, the Lake Shopping Center 4th Addition project, the Friendly Buffalo expansion, the status of the Klein Bank project, and recent Rail Park meetings.

Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel noted that staff has been working on year end reporting requirements, the water main break along Hwy 10, and recent breakdowns. Goebel also noted that the Public Works Department will have a booth at the Business Expo this year, and explained that the River Oaks property burn will be held on April 6th if all the required paperwork is complete.

Council Member Wallen left the meeting at 6:20 p.m. for a Church commitment.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64194 through Check No. 64392 with the exception of Check No's. 64310 and 64340 for separate consideration, and Electronic Payments #1926E to #1956E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Bob's Towing and Recovery Payment

Council Member Wallen motioned to approve payment of Check No. 64310 in the amount of \$106.07 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.

8C. Consider Audio Communications Payment

Council Member Wallen motioned to approve payment of Check No. 64340 in the amount of \$976.09 payable to Audio Communications. Seconded by Council Member Hansen, 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 discussed the Safe Routes to School grant program which closes on February 15, 2013. Bodem noted that the Transportation Committee has met to discuss one final joint application attempt by the City and school district.

Mayor Danielowski reviewed meetings with the school board and school district. Brad DeWolf reviewed the joint grant application that could potentially provide safe access to the school campus.

Council Member Hansen motioned to approve Resolution No. 2013-14 authorizing the Safe Routes to School Infrastructure Grant Application to the Minnesota Department of Transportation. Seconded by Council Member Christenson, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Discussed the February BLCLA Meeting. Council Member Backlund also reminded the public of the Big Lake Area Jaycee's Ice Fishing Tournament on February 23rd.

Council Member Christenson: Mike Goebel reviewed the February Park Advisory Meeting. Council discussed the possible smoking ban in City Parks. Joel Scharf provided an update on the Community Education Advisory Board Meeting.

Mayor Danielowski: Reviewed the February BLEDA Meeting, discussed River Rider Transportation meetings and informed the public of an upcoming Public Meeting scheduled on February 28th at the Keller Lake Commons Community Room. Mayor Danielowski also reviewed the Fire Relief Association Meeting held in February. Danielowski Informed the community of the upcoming Lion's Fish Fry on February 15th, the Jaycee's Fishing Tournament on February 23rd, and the Big Lake Chamber of Commerce Business Expo on March 3rd at the High School.

Council Member Hansen: Discussed the February Planning Commission Meeting. Mayor Danielowski thanked Planning Commissioner Kirby Becker for his years of service to the City.

11. OTHER - No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 6:45 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/27/13