

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
FEBRUARY 24, 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, Duane Langsdorf, Scott Marotz and Mike Wallen. Council Member absent: Seth Hansen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Liquor Store Manager Jan Muehlbauer, 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. 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. Seconded by Council Member Marotz, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Marotz, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Workshop Minutes of February 10, 2016, 6B) Approve Regular Council Meeting Minutes of February 10, 2016, 6C) Accept Resignation of Police Officer J. Pesta, 6D) Accept Resignation of H. Thoe and Approve Hiring of Part-Time

Liquor Store Clerk K. Santelli, 6E) Set Joint Workshop for the City Council and Planning Commission on Wednesday, March 2, 2016 immediately following adjournment of the 6:30 p.m. Planning Commission Meeting, 6F) Set Council Gathering for a tour of CentraCare Health-Monticello Hospital on Tuesday, March 8, 2016 beginning at 3:45 p.m., 6G) Approve Appointment of Doug Peterson, George Quinn, and Bruce Bates to the Big Lake Park Advisory Committee, 6H) Approve Resolution No. 2016-12 approving the Consumption and Display Permit for Carousell Works, 6I) Approve Resolution No. 2016-13 approving the 2016/2017 Liquor License Renewals, 6J) Approve Resolution No. 2016-14 approving the AMVets Lawful Gambling Permit to operate at 16792 - 198th Avenue, 6K) Approve the \$25,397 2016 SCORE Grant Agreement for Reimbursement of Expenses from the Operation of the Compost Facility in 2016, and 6L) Approve the \$50,000 SCORE Grant Agreement for Reimbursement of a Portion of the Cost to Install an Asphalt Pad at the Compost Facility.

## **7. BUSINESS**

### **7A. Employee Recognitions**

Mayor Danielowski presented years of service certificates to City employees who will reach a milestone year of service in 2016. Those employees recognized included Michael Goebel (30 years), Chris Hoard (10 years), Dan Childs (5 years) and Lisa Miller (5 years). Council thanked the recognized employees for their years of service.

### **7B. PRESENTATION – Big Lake Community Food Shelf Annual Report and Proclamation**

Big Lake Food Shelf representatives Ali Noble and Allison Olson provided statistical information relating to the Food Shelf and the March food drive campaign. Mayor Danielowski thanked all the volunteers for their commitment to the Food Shelf, and read a Proclamation proclaiming the month of March to be “Minnesota Food Share Month”.

Council Member Wallen motioned to approve Resolution No. 2016-15 proclaiming the month of March to be “Minnesota Food Share Month”. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7C. PUBLIC HEARING – 2016 Fee Schedule Amendment**

Deb Wegeleben reviewed proposed fee schedule changes including changes to the water and sewer rate scale, changes to sewer usage calculations, and implementation of a new recording fee. Wegeleben noted that water and sewer rate scale changes are based on the rate study performed by Progressive Consulting Engineers that was presented to Council in 2015.

Mayor Danielowski opened the public hearing at 6:17 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:18 p.m.

Council Member Wallen motioned to approve an amendment to Ordinance No. 2015-13 amending the 2016 fee schedule and approve Resolution No. 2016-16 authorizing summary publication. Seconded by Council Member Marotz, unanimous ayes, motion carried.

#### **7D. DONATION – Big Lake Spud Fest Organization**

Gina Wolbeck reviewed a \$1,000 cash donation provided by the Big Lake Spud Fest Organization to the City of Big Lake towards the purchase of supplies to construct picnic tables for use at the Big Lake School Ball Field. Council thanked Spud Fest for their generous donation.

Council Member Langsdorf motioned to Approve Resolution No. 2016-17 accepting a \$1,000 cash donation from the Big Lake Spud Fest Organization to the City of Big Lake towards the purchase of supplies to construct picnic tables for use at the Big Lake School Ball Field. Seconded by Council Member Marotz, unanimous ayes, motion carried.

#### **7E. 2016 Clean Up Day Changes**

Clay Wilfahrt discussed the annual clean-up day event that is a joint effort between the City of Big Lake, Big Lake Township and Orrock Township. Wilfahrt discussed increased disposal fees for items collected at the event and the need to increase user fees to help cover some of these increased costs. Wilfahrt reviewed specific fees that will be increasing and noted that there will be new fees added for vehicle and trailer loads being brought to the event.

Council Member Wallen motioned to approve the revised fees for the Clean-Up Day event. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7F. Department Updates**

Deb Wegeleben provided an update on the Finance Department. Wegeleben presented unaudited 2015 numbers and noted that the annual audit is scheduled for the week of March 7, 2016.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the “Sticker Shock” program coordinated by the Sherburne County Substance Use Prevention Coalition, discussed recently installed LED lighting, and informed Council of upcoming wine and craft beer community events. Muehlbauer also informed the public of the Liquor

Store's Spring Wine Fest which is scheduled for May 6<sup>th</sup>. Mayor Danielowski discussed the need for additional lighting in the parking lot for security reasons.

Hannah Klimmek provided an update on the Community Development Department. Klimmek discussed recent Business Retention visits with Thompson Woodworks and H2Outfitters Marine & Sport, discussed the 2016 Farmer's Market, BLEDA goals and action plan, the upcoming Joint City/Planning Commission Workshop scheduled on March 2<sup>nd</sup>, and a feasibility study being conducted by a local internet provider to better serve businesses in the Industrial Park. Klimmek also provided building permit information for the month of January, noting that the City has issued permits year to date totaling \$851,606.94 in property valuation.

## **8. LIST OF CLAIMS**

### 8A. Consider List of Claims

Council Member Marotz motioned to approve the List of Claims dated February 4, 2016 with the removal of Check No. 71253 for future consideration and approve Payroll No. 3. Seconded by Council Member Wallen, unanimous ayes, motion carried.

### 8B. Consider Auto Stop Payment in the Amount of \$1,296.75

Due to the full Council not being attendance, this item will be brought back to a future Council Meeting for consideration.

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

Clay Wilfahrt discussed the sale of the former police building, collaborative efforts with the school district in relation to park usage and the possibility of the school bonding for a future community center, reminded Council of the upcoming CentraCare Health-Monticello Hospital tour, and informed Council that Kwik Trip will be starting construction in early March.

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

Mayor Danielowski: Discussed the upcoming Big Lake Chamber of Commerce Expo scheduled on March 6<sup>th</sup> at the High School, the Fire Relief Association's Chili Feed on February 27<sup>th</sup>, the March 12<sup>th</sup> Sherburne History Center Rhythm and Brews Fundraiser, and the Friend of the Sherburne Wildlife Refuge Beer Tasting Fundraiser on February 26<sup>th</sup>. Mayor Danielowski also reminded residents of our Junk and Blight regulations and the upcoming enforcement drive.

Council Member Wallen: Discussed the February Clean-Up Day Committee meeting.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:47 p.m. Seconded by Council Member Marotz, unanimous ayes, motion carried.

\_\_\_\_\_  
Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 03/09/16