

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
FEBRUARY 25, 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, Police Lieutenant Sam Olson, Police Investigator Rich Berg, City Clerk Gina Wolbeck, Interim Finance Director Deb Wegeleben, Building Official Mick Kaehler, 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.

Scott Rothmeyer, property owner of 5285 Edinburgh Way – Discussed his concern with City utility late fees and the history of payments on the account. Rothmeyer indicated that he has never received a bill on the account, and that his renter had not been making payments. Rothmeyer stressed his concern with the amount of the late fees. Mayor Danielowski informed Mr. Rothmeyer the City process for items brought forward at Open Forum. Mayor Danielowski also stated that the City provided utility invoices and assessment notices to the property owner at the address that he disclosed on his property tax records at Sherburne County.

Mayor Danielowski closed the Open Forum at 6:05 p.m.

**5. PROPOSED AGENDA**

Council Member Wallen motioned to adopt the proposed Agenda with the removal of item no. 7B. 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 February 11, 2015, 6B) Approve Special Council Meeting Minutes of February 18, 2015, 6C) Approve Council Workshop Minutes of February 18, 2015, 6D) Approve Tax Abatement Policy Amendment, 6E) Approve 2015/2016 Liquor License Renewal Resolution No. 2015-18, 6F) Authorize use of the Fire Hall for the March 21, 2015 Big Lake Fire Department Relief Association Chili Feed, 6G) Authorize use of the Fire Hall for the August 1, 2015 Big Lake Fire Department Relief Association Dance, and 6H) Authorize Removal of the "No Parking" Signs on Lexington Avenue.

**7. BUSINESS**

**7A. Police Department – Reserve Officer Recognition**

Investigator Rich Berg introduced Reserve Officers who serve the Department. Officers recognized included Captain Justin Boster, Sergeant Crystal Gassman, Sergeant Aaron Lee, Jordan Berg, Cody Siebert, Nick Simon, Austin Sable, Dylan Rae, Derrick Gloege, Travis Fitzgerald, Kaitlin Otto, Kayla Klingbeil, Joseph Kalla, David McConnell, and Dilanger Salfer. Council thanked the Reserve Officers for their dedication to the Department and the Big Lake Community.

**7B. Police Department – Swearing in of Police Officer Gabriel Storz**

Item was removed from the Agenda.

**7C. Big Lake Fire Department Relief Association Benefit Increase Request**

Chris Brezinka, President of the Big Lake Fire Department Relief Association, presented the Association's request for a relief benefit increase of \$400. Council Member Hansen noted that the recommendation comes from the Relief Association Financial Advisor, and indicated that the fund is healthy and conservative and would remain in the 97% bracket.

Council Member Wallen motioned to approve the Big Lake Fire Department Relief Association Benefit Increase of \$400. Seconded by Council Member Langsdorf, vote passed with a vote of 3:2 with Council Members Danielowski, Wallen and Langsdorf voting aye, and Council Members Christenson and Hansen abstaining. Motion carried.

#### **7D. PUBLIC HEARING – Wellhead Protection Plan Phase I**

Brad DeWolf presented information on the amended Wellhead Protection Plan (WHPP) which is required by the MN Wellhead Protection Rule that is required to be updated every 10 years. DeWolf explained that there are two parts to a WHPP. Part 1 includes delineation of a wellhead protection area, drinking water supply management area boundary, and well and drinking water supply vulnerability. Part 2 consists of the creation of the WHPP and includes goals, objectives, plan of action, evaluation of the program, and a designated contingency plan. DeWolf explained that at this time, the WHPP Part 1 has been completed and has been approved by the MN Department of Health. DeWolf also reviewed the criteria used to develop a WHP area which includes flow boundaries (lakes and rivers), the amount of water pumped, aquifer material, and the time of travel in aquifer. The Drinking Water Supply Management Area is determined using roads and public land survey system coordinates. The Vulnerability Assessment defines potential contamination sources within the Drinking Water Supply Management Area. Wells 1, 2, 4, and 7 are designated as Moderate Vulnerability, and areas near wells 5 and 6 are considered high vulnerability. George Minerich from the MN Department of Health was in attendance.

Mayor Danielowski opened the public hearing at 6:28 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:29 p.m.

Council Member Langsdorf motioned to approve Resolution No. 2015-19 approving the Wellhead Protection Plan Part 1. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7E. Personnel Committee Recommendations – Economic Development and Planning Services Contract**

Joel Scharf reviewed the recommendations from the Personnel Committee relating to Economic Development and Planning Services. Economic Development Specialist John Uphoff and Community Planner Erin Perdu from WSB & Associates, Inc. provided a joint presentation for proposed services at the February 18<sup>th</sup> Council Workshop. A written proposal for services was provided to the Council in the form of a flat rate fee structure with overages billable by the hour outside the scope of the base services. Scharf noted that the Personnel Committee met on February 19<sup>th</sup> to discuss the Economic Development Manager position. It is the recommendation of the Personnel Committee to eliminate the

current position of Economic Development Manager, terminate the current contract with Planning Services provider Ben Wikstrom, and engage in a contract for these services with WSB & Associates, Inc. Scharf noted that these changes would generate an annual savings projected in the amount of \$40,000.

Council Member Hansen explained that he would prefer to leave the contract in place with Ben Wikstrom until the new Administrator comes on. Council Members Langsdorf and Christenson concurred with Hansen's recommendation. Council Member Wallen stated that he feels the services that WSB can provide will greatly benefit Big Lake and feels that the joint contract would provide synergy within the EDA and Planning Commission. Mayor Danielowski discussed changes at the City and is considerate of builders and developers needs in relation to planning services. Mayor Danielowski stated that she also likes a cohesive joint effort in WSB combining both services. Council Member Langsdorf noted that he is willing to consider a change, but would rather wait until the new Administrator starts. Council also discussed the possibly of looking at the need for a fulltime planner in the future. Council Member Wallen stated that his decision isn't reflective of the current services we receive from Ben Wikstrom. Council discussed the benefits of approving the EDA portion now, which would allow us a chance to test the waters with WSB.

Council Member Hansen motioned to approve Resolution No. 2015-20 approving the elimination of the Economic Development Manager position, terminating the employment of Heidi Steinmetz, and accepting the proposal by WSB & Associates, Inc. for contracted Economic Development Services. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Council Member Wallen motioned to approve the termination of contracted Planning Services provider Ben Wikstrom effective February 28, 2015, and accepting the proposal by WSB & Associates, Inc. for contracted Planning Services. Motion failed for lack of a second. No action taken.

#### **7F. DONATION – Monticello Lions Club**

Paul Nemes reviewed the \$1,000 cash donation submitted by the Monticello Lions Club towards non-budgeted capital items. Council thanked the Monticello Lions Club for their generous donations.

Council Member Langsdorf motioned to approve Resolution No. 2015-21 accepting a \$1,000 cash donation submitted by the Monticello Lions Club towards non-budgeted capital items. Seconded by Council Member Wallen, unanimous ayes, motion carried.

## **7G. Monthly Department Updates**

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the status of the Phosphorus Removal Project plans, discussed punchlist items still remaining at the Wastewater Treatment Plant (WWTP), and noted that the Northern Star Apartments project has received their Certificate of Occupancy and has started allowing tenants to move in. DeWolf also noted that the Quiet Zone is in place, and provided an update on the 2<sup>nd</sup> track to be constructed between Big Lake and Becker. Council asked DeWolf to encourage the WWTP developers to complete punch list items in a timely manner.

Deb Wegeleben provided the monthly finance update. Wegeleben discussed the recent bond issuance award, and noted that staff has been finishing up year-end procedures in preparation for the March audit which will start in two weeks.

Mike Wallen left the meeting at 6:55 p.m.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed January sales figures, discussed the upcoming Big Lake Food Shelf wine tasting event, the Spring Wine Fest event at the Friendly Buffalo, and discussed the upcoming Sea Devils Swim Team wine tasting event. Muehlbauer informed Council that Lake Liquors has been voted "Best Liquor Store" in the area by the Monticello Times. Council congratulated Liquor Store staff on this recognition and thanked them for their service.

Mick Kaehler provided building permit information for the month of January/February and discussed recent State Building Code changes. Kaehler also noted that the City has issued permits year to date totaling \$257,935 in property valuation.

## **8. LIST OF CLAIMS**

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

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 68744 through Check No. 68823 with the exception of Check No. 68797 for separate consideration, Electronic Payments #2618E to #2629E, and payroll no. 4. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **8B. Consider Auto Stop Payment in the Amount of \$3,073.39**

Clerk Wolbeck asked that the item be tabled until the next meeting as payments to elected officials require a vote of the full Council.

**9. ADMINISTRATOR'S REPORT**

Joel Scharf discussed the Safe Routes to School project review, and discussed an apprenticeship opportunity to have a high school student learn City functions. Scharf also discussed the Big Lake Farmers Market and upcoming Year End Reports. Scharf noted that the City Newsletter deadline has been delayed about 3 weeks to accommodate Public Works notices that need to be published. Citizens were also encouraged to attend the Big Lake Chamber of Commerce Expo on Sunday, March 1<sup>st</sup>.

Joel Scharf presented a Resolution of Support from the League of Minnesota Cities that demonstrates support for new dedicated State funding for City streets.

Council Member Hansen motioned to approved Resolution No. 2015-22 supporting dedicated State funding for City streets. Seconded by Council Member Christenson, unanimous ayes, motion carried.

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

Mayor Danielowski: Reviewed discussions held at the 1<sup>st</sup> Quarter Fire Board Meeting. Mayor Danielowski also discussed the Big Lake Ambassador Style Show, noted that the Big Lake Farmer's Market is still looking for Vendors, and discussed the upcoming 4<sup>th</sup> Annual Chili Feed, Business Expo, and the Food Shelf Red, Wine, and Brew event.

Council Member Langsdorf: Reviewed the February BLCLA Meeting.

**11. OTHER** – No other.

**12. ADJOURN**

Council Member Hansen motioned to adjourn at 7:16 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 03/11/15