

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
FEBRUARY 27, 2013**

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 Paula Mastey, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Joel Scharf, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, Building Inspector Mick Kaehler from Inspectron, Inc., 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 Backlund motioned to adopt the proposed Agenda with the removal of item 7G (Listing Agreement for Former Police Station Building) for future consideration and moving item 8 (List of Claims) to be discussed prior to item 7 (Business). Seconded by Council Member Wallen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Goals Workshop Minutes of February 9, 2013, 6B) Approve

Regular Council Meeting Minutes of February 13, 2013, 6C) Approve Council Workshop Minutes of February 20, 2013, 6D) Approve Appointment of Mick Kaehler as City Building Official, 6E) Approve Reimbursement Resolution No. 2013-15, 6F) Approve Interfund Loan Resolutions No. 2013-16 and 2013-17, 6G) Approve 2012 Transfers, 6H) Approve Transfers for TIF Administration Activities, 6I) Approve Resolution No. 2013-18 approving the Interfund Loan for Year End 2012 Negative Cash Balances, 6J) Approve 2013 Fee Schedule Amendment to Ordinance No. 2012-05 and Summary Publication Resolution No. 2013-19, and 6K) Approve Sale of NSP Property located at 3360 Lakeview Lane.

8. LIST OF CLAIMS – Item was moved up on the Agenda

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64393 through Check No. 64449 with the exception of Check No. 64431 for separate consideration, and Electronic Payments #1957E to #1973E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$230.21

Council Member Wallen motioned to approve payment of Check No. 64431 in the amount of \$230.21 payable to Audio Communications. 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 Backlund abstaining. Motion carried.

7. BUSINESS

7A. PROCLAMATION – Big Lake Food Shelf (March Food Drive)

Big Lake Food Shelf President Judie Zaske 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. 2013-20 proclaiming the month of March to be “Minnesota Food Share Month”. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7B. Tobacco Free Policy Presentation – Sherburne County Health and Human Services

Matt Jackson and Mark Lees from Sherburne County Health and Human Services provided information on the City's option to adopt a tobacco-free policy that would include City parks and recreational facilities. Lees presented potential funding opportunities to assist the City in promoting and regulating this type of policy. Jackson reviewed the Statewide Health Improvement Program (SHIP) and reasons why the Tobacco Free Outdoor Spaces concept was selected as a strategy for the 2012-13 SHIP funding cycle. Sherburne County SHIP staff conducted park observations in a City of Becker park and at the Big Lake Beach during the late spring/early summer of 2012. Key observation points included visitor demographics, tobacco use, and tobacco liter.

Council Member Hansen stated that he has concerns with telling people what they can and cannot do in outdoor areas. Council discussed enforcement of the ordinance and Lees indicated that the policy tends to enforce itself. Jackson noted the importance of educating the public on the new ordinance and that ample signage is helpful.

Council directed the Parks Advisory Board to draft a Tobacco Free Policy for future Council consideration.

7C. Public Hearing – Adoption of Wastewater Treatment Facility Plan

Brad DeWolf reviewed the Waste Water Treatment Facility Plan which is required for PFA financing for the project. DeWolf expressed that the concepts listed in the plan do not commit the City to complete those projects. The Plan meets PFA funding requirements and it should be considered a long-term planning document that can be useful when applying for grant opportunities.

Mayor Danielowski opened the public hearing at 6:37 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:38 p.m.

Council Member Hansen motioned to approve Resolution No. 2013-21 adopting the Waste Water Treatment Facility Plan. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7D. February 20, 2013 Workshop Update

Todd Bodem reviewed discussions held at the February 20, 2013 City Council Workshop.

7E. DONATION – AutoStop, Inc. and JC Auto Body

Joel Scharf reviewed labor services donations received from two local businesses. Auto Stop, Inc. donated labor services to paint police squads 725 and 726 valued at a total of \$4,000 and JC Auto Body donated labor services to paint police squad 724 at a value of \$2,000. Council thanked these businesses for their generous donations.

Council Member Backlund motioned to approve Resolution No. 2013-22 accepting donations toward the Police Department from Auto Stop, Inc. and JC Auto Body. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7F. DONATION – Monticello Lions Club

Randy Miller reviewed a \$6,500 cash donation received from the Monticello Lions Club towards the purchase of Jaws of Life rescue equipment for the Fire Department. Council thanked the Monticello Lions Club for their generous donation.

Council Member Hansen motioned to approve Resolution No. 2013-23 accepting a \$6,500 cash donation from the Monticello Lions Club towards the Fire Department for the purchase of rescue equipment. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7G. Listing Agreement for Former Police Station Building

Item was removed from the Agenda.

Council Member Mike Wallen left the meeting at 6:45 p.m. for a Church commitment.

7H. Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the Northern Star Apartment Project that is continuing to moving forward, informed Council that he will be in attendance at the public works booth at the Business Expo, and staff attended a rail park subcommittee meeting to discuss funding and grant opportunities for the proposed project.

Mick Kaehler provided building permit information for the month of December. Kaehler also noted that the City has issued permits year to date totaling \$525,042 in property valuation.

Paula Mastey provided the monthly finance update. Mastey informed Council that the annual audit will be underway beginning March 11th and reviewed new water/sewer fees that took effect in the last billing. Mastey also explained the meter read process and

encouraged residents to contact City Hall if they have questions or concerns on their bill.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed January sales figures, informed the public of the upcoming Wine Fest event scheduled on April 12th, and reminded residents that Lakeside Park passes are available for purchase at the Liquor Store.

8. ADMINISTRATOR'S REPORT

Doug Hayes from the Legacy Foundation reviewed discussions held on the Farmer's Market and the proposed Music in the Park events. Hayes explained that Council has already approved moving the Farmer's Market to Lakeside Park, but the organizers have also requested that parking fees be waived during this time. Hayes also provided information on the Music in the Park events which are proposed to be held on Thursday evenings after the Farmer's Market closes at 7:00 p.m. The events would be organized by the Legacy Foundation which is currently going through the process of obtaining its 501.c3 non-profit status. The event costs would be covered by sponsorships which could recoup some of their costs by selling food and beverages during the event. Gina Wolbeck reviewed liquor licensing requirements, and clarified that the two events are independent of each other. Staff explained that they are seeking Council direction on if they would be in favor allowing the sale of food and/or alcoholic beverages at the Music in the Park events.

Council Member Backlund motioned to approve parking fee waivers at Lakeside Park from 3:00 p.m. to 7:00 p.m. on Thursdays from May 9th – October 10th for the Big Lake Farmer's Market. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Council Member Backlund motioned to approve parking fee waivers at Lakeside Park from 7:00 p.m. to 8:30 p.m. on Thursday evenings from June through August for the proposed Legacy Foundation's Music in the Park events. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Council Member Backlund motioned to authorize the sale of food and/or alcoholic beverages in a controlled environment at the Music in the Park events contingent upon license applicants meeting proper licensing requirements. Seconded by Council Member Christenson unanimous ayes, motion carried.

Todd Bodem discussed the need for a follow up Goals Workshop.

Council Member Hansen motioned to set a Council Workshop for continued discussion on the 2013 City Goals on Wednesday, March 13, 2013, at 5:00 p.m. in the City Council Chambers. Seconded by Council Member Christenson unanimous ayes, motion carried.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed the upcoming Chamber of Commerce Expo event scheduled from 11:00 a.m. to 2:00 p.m. on March 3rd at the High School, the upcoming River Rider Public Meeting scheduled at 4:00 p.m. on Thursday, February 28th at Keller Lake Commons, informed the public about the upcoming Big Lake Friends of the Library Mobster Murder Mystery Dinner on March 16th at 7:00 p.m. at the Marketplace Banquet Center, and the Food Shelf fundraiser scheduled on March 22nd. Mayor Danielowski also reviewed community events that were held recently which included the Lion's Fish Fry, the Jaycee's Ice Fishing Tournament, a Business Retention meeting held at On the Run-Mobil, and meetings of the Spud Fest Board.

10. OTHER – No other.

11. ADJOURN

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

Gina Wolbeck
Clerk

Date Approved By Council 03/13/13