

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES**

**MARCH 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: Interim City Administrator/Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Economic Development Manager Heidi Steinmetz, Fire Chief Paul Nemes, Assistant Fire Chief Ken Halvorson, 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 Backlund, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Christenson motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of February 26, 2014, 6B) Approve Special Council Meeting Minutes of March 5, 2014, 6C) Approve Negative Cash Balances Resolution No. 2014-12, 6D) Approve Interfund Loan Resolution No. 2014-13, 6E) Approve Interfund Transfers, and 6F) Approve Sewer Enterprise Fund Negative Cash Balance Resolution No. 2014-14.

**7. BUSINESS**

**7A. Presentation and 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 Backlund motioned to approve Resolution No. 2014-15 proclaiming the month of March to be “Minnesota Food Share Month”. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7B. DONATION – George Quinn**

Big Lake Resident George Quinn presented a \$100 cash donation towards the Public Works Department for non-budgeted items. Quinn thanked the public works department for their hard work during this challenging and difficult winter season. Council thanked Mr. Quinn for his generous donation and recognized the Public Works staff for their extra efforts.

Council Member Christenson motioned to approve Resolution No. 2014-16 accepting a \$100 cash donation from Big Lake Resident George Quinn to the Public Works Department towards non-budgeted items. Seconded by Council Member Wallen, unanimous ayes, motion carried.

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

Assistant Fire Chief Ken Halvorson presented a request from the Big Lake Fire Relief Association for a benefit increase from \$3,000 to \$3,400 to be effective January 1, 2014. Halvorson noted that the Fire Relief Association voted on this increase which was approved on February 23, 2014. Staff also clarified that the benefit is not a monthly benefit as the memo had incorrectly indicated.

Council Member Backlund motioned to approve the request from the Big Lake Fire Relief Association for a benefit increase of \$400 effective January 1, 2014. Seconded by Council Member Wallen. Motion passed with a vote of 3:0 with Council Members Backlund, Danielowski, and Wallen voting aye, and Council Members Christenson and Hansen abstaining. Motion carried.

## **7D. Department Updates**

Fire Department – Paul Nemes discussed recent activities of the Fire Department. Nemes discussed fire fighter applications the Department has received, noted that they have selected a thermal imaging camera which will be purchased with donated funds, discussed rail training scheduled on March 20<sup>th</sup> and 25<sup>th</sup>, and discussed the departments assist with a lost individual.

Police Department - Joel Scharf updated Council on police statistics and calls for service for January. Scharf also discussed vandalism on City property, reviewed a 2<sup>nd</sup> Degree Assault charge, discussed security updates at City Hall, noted Baudette Officer Nathan Hayes has been working with Big Lake officers through an inter-city training program, reviewed recent firearms training, taser recertification, and implementation of a new Department Policy Manual. Scharf also reviewed the search for a missing vulnerable adult in extremely frigid weather conditions, and the external vest carrier proto-type being testing by two Big Lake officers.

Economic Development/Planning Department - Heidi Steinmetz reviewed efforts of the Economic Development and Planning Departments. Steinmetz discussed Planning Commission projects relating to possible ordinance changes for micro brewery's and tap rooms. Steinmetz also informed Council that Lupulin Brewery has announced their plans to start up a business in the City of Big Lake, reviewed the Chamber of Commerce Business Expo, provided a Farmer's Market update, discussed the next BR&E business visit which will be at Sand Prairie Dental, and informed Council that there is a new dental clinic opening which will be located in the Common's multi-tenant retail building.

Public Works Department - Mike Goebel updated Council on recent activities in the Public Works Department. Goebel noted that to-date there have been 63 water services freeze up and explained that the only ways that seem to be working to thaw them is through hot water pressure and welders. Goebel also informed Council that the public works department staff have completed opening up the City storm sewers which should alleviate flood concerns. Goebel also noted that the City has received a \$2,270 DNR grant for lake weed treatments.

## **8. LIST OF CLAIMS**

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

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 66328 through Check No. 66449 with the exception of Check No. 66441 for separate consideration, Electronic Payments #2275E to #2298E, and payroll transactions 02/13/14 through 02/26/14. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$7,185.15

Council Member Hansen motioned to approve payment of Check No. 66441 in the amount of \$7,185.15 payable to Audio Communications. Seconded by Council Member Wallen, 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**

Jessica Green discussed staffing changes at City Hall and noted that the transition has been going well. Green also informed Council that staff has reviewed the first draft of the Strategic Planning document, explained that staff has been working with CGI to edit their first round of City marketing videos, and noted that the City has received eight new home permits this year.

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

Council Member Backlund: Discussed the March Big Lake Community Lake Association Meeting.

Council Member Wallen: Reviewed the March BLEDA Meeting and discussed the Chamber of Commerce Business Expo. Council Member Wallen excused himself from the meeting at 6:51 p.m. for a church commitment.

Council Member Christenson: Discussed the March Parks Advisory Meeting

Mayor Danielowski: Reviewed the March BLEDA Meeting. Mayor Danielowski also discussed the CentraCare Birth Center open house, the Chamber of Commerce Business Expo, the Lion's Club Fish Fry, discussions held at Farmer's Market meetings and Spud Fest Meetings, and discussed upcoming community events. Mayor Danielowski also encouraged citizens and businesses to participate in the "Jailed for Hunger" fundraising event benefitting the Big Lake Food Shelf.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Backlund motioned to adjourn at 6:58 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

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03/26/14  
Date Approved By Council