

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 13, 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 Captain Ken Halvorson, Liquor Store Manager Jan Muehlbauer, and City Assistant City Engineer Jared Voge 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 Agenda moving item 8 (List of Claims) to be discussed prior to item 7 (Business). Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen 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 February 27, 2013, 6B)

Approve Police Secretary Position Reclassification, and 6C) Approve Temporary On Sale Liquor License to the Sherburne History Center.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Wallen motioned to approve the List of Claims ranging from Check No. 64450 through Check No. 64552 with the exception of Check No. 64494 for separate consideration, and Electronic Payments #1974E to #1978E. Seconded by Council Member Hansen, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$158.71

Council Member Hansen motioned to approve payment of Check No. 64494 in the amount of \$158.71 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. Police Department Citizen Recognition Presentation – Auto Stop and JC Auto Body

Joel Scharf presented Duane Langsdorf from Auto Stop and Mark Miller from JC Auto Body with Citizen Recognition certificates in recognition of their time and effort in donating labor services to paint three police squads. Council thanked Langsdorf and Miller for their contribution to the City.

7B. 2013 Spud Fest Event Applications and Fee Waivers

Gina Wolbeck reviewed requirements for non-profits to obtain liquor licenses and clarified that the Spud Fest Organization is in the process of getting their Tax Exempt Status reinstated which does not affect their ability to be issued a liquor license. Big Lake Spud Fest President Charlean Albright provided information on the 2013 Spud Fest event scheduled from June 27th through June 30th. The Spud Fest Organization requested approval of 1) 1–4 day Temporary on-sale Liquor License that will require the Organization to provide a copy of the insurance certificate prior to the City releasing the permit, 2) Exempt Bingo/Raffle Application, 3) Fee Waivers for the liquor application, Temporary Use Permit and Building Department fees for City inspection of all large public tent areas on the site.

Council Member Wallen motioned to approve the 2013 Spud Fest Applications and Fee Waivers as presented pending receipt of all required documentation. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. MNsota Real Estate Advisors, Inc. Listing Agreement

Todd Bodem reviewed the Listing Agreement submitted by Jeff Nagorski from MNsota Real Estate Advisors showing a 6 percent commission stipulation. Council questioned who would make the decision on potential offers once the property is listed. Discussion was held on the Building Committee members meeting to discuss the listing agreement and how the realtor will market the property and also meet to discuss pending offers. Joel Scharf informed Council that police department staff will be clearing out the contents of the building and cleaning the space next week.

Council Member Wallen motioned to table the approval of the Listing Agreement until the Building Committee has a chance to meet and to bring the item back at a future meeting. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7D. Police Lieutenant Position

Joel Scharf reviewed the job description for the proposed Police Lieutenant position and noted that he is aware of the amount of history with past supervisory positions within the department, and that he is only taking into consideration what has occurred within the department since he started as Chief in August 2012. Scharf also noted that a selection of an eligible member will come from current departmental staff and will result in a reclassification of a current employee. Scharf discussed the negotiated salary of 8 percent above top patrol salary which will have a budget impact of approximately \$4,000, which was included in the 2013 Budget.

Council Member Hansen motioned to approve the Police Lieutenant position and job description with a negotiated salary of 8% above top patrol salary, and to authorize the Mayor and City Administrator to execute the Law Enforcement Labor Services Memorandum of Understanding. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. DONATION – Big Lake American Legion Post 147

Todd Bodem reviewed a \$500 cash donation received from the Big Lake American Legion Post 147 towards the Community Reader Board Sign. Council thanked the Big Lake American Legion for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2013-24 accepting a \$500 cash donation from the Big Lake American Legion Post 147 towards the Community Reader Board Sign. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7F. Department Updates

Fire Department

Ken Halverson discussed recent activities of the Fire Department. Halverson also discussed the status of donated funds for the Jaws of Life rescue equipment and the recent use of the rescue ATV that was purchased through generous donated funds. Halverson thanked the organizations who have donated in the past. Halverson also noted that the department will be looking to hire an additional 3 to 4 more fire fighters and informed Council of the upcoming Smelt/Fish Fry event on April 26th from 4:30 p.m. to 7:30 p.m. Mayor Danielowski directed fire staff to work with the City Clerk to bring this item to the next Council Meeting for Council approval on the use of the fire station for this public event.

Police Department

Joel Scharf updated Council on police statistics and calls for service. Scharf commended his staff on their quick response to a recent medical the police department responded to. Scharf also discussed the upcoming Food Shelf fundraiser, parking ticket concerns, Police Reserve hours, provided a social media update, and reviewed discussions he has had with local filling stations regarding establishment of a gas drive-off procedure.

Community Development Department

Todd Bodem reviewed efforts of the Community Development Department. Bodem also discussed the Dill Dental Concept Plan, the Town Square project, Northern Star Apartments, closings on two NSP properties, the concept of recognizing new local businesses, and recent Regional Rail Park meetings.

Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also discussed volunteer opportunities for residents wanting to get involved in the tree survey program being conducted by Sherburne County Soil and Water. Goebel also reviewed the activity occurring by the Lakeside Park water tower that is being done by Sprint who is upgrading their tower communications to 4G.

8. ADMINISTRATOR'S REPORT

Todd Bodem reviewed discussions held at the recent BLEDA meeting relating to the need

to market Orderly Annexation Areas located in the Marketplace Development and the Big Lake Industrial Park expansion area. The BLEDA Board recommended Council approve the Decklan Group contracts previously discussed at the February Workshop and to ask Big Lake Township to cover 50% of the cost of the contracts. Bodem explained that he will be presenting this item at the Township Meeting following the Council Meeting. Mayor Danielowski reviewed discussions held at the Marketing Committee Meeting on the need to increase our marketing efforts and Social Media presence.

Council Member Hansen motioned to approve entering into Contracts with the Decklan Group to provide marketing and economic development assistance in Orderly Annexation Areas. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Bodem also reviewed the upcoming Big Lake Food Shelf "Lock In" fundraiser that will be held on Friday, March 22nd from noon to 2:00 p.m. in the Big Lake Food Shelf/Senior Center area. Bodem asked Council to set a Special Council Gathering to ensure compliance with Open Meeting Law requirements.

Council Member Hansen motioned to set a Council Gathering on Friday, March 22, 2013 from 12:00 p.m. to 2:00 p.m. in the Big Lake Food Shelf/Senior Center area located at 160 Lake Street North for a Big Lake Food Shelf fundraising event. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Bodem also informed residents of the upcoming Open Book Board at the Sherburne County Assessor's Office on April 4th from 8:00 a.m. to 4:30 p.m.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

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

Council Member Christenson: Provided information on the March Parks Advisory Board Meeting.

Mayor Danielowski: Reviewed the March EDA Meeting. Mayor Danielowski also discussed recent Spud Fest meetings, the March Library Meeting with Big Lake Township, and Rail Park meetings. Danielowski also informed the public of the upcoming Lions Club Pancake breakfast, the Murder mystery Dinner March 16th at the Friendly Buffalo, and the Food Shelf fundraiser event on March 22nd. Discussion was also held on the recent Legacy Foundation meeting, and Council asked that Doug Hayes provide an update at a future Council Meeting. Mayor Danielowski also noted the importance of conducting a business marketing study and the general consensus of the Council was to direct staff to look at potential costs to conduct a business marketing study. Discussion was also held on the

need for a fiscal analysis that could help the City identify long term financial planning goals. Paula Mastey indicated that she has met with the City's auditing firm and they would be available to provide this type of analysis and present the findings to Council during a work session. Mastey noted that the City does not have budgeted dollars in 2013 for this type of expense.

Council Member Hansen: Updated Council on the March Planning Commission Meeting.

Council Member Wallen: Discussed the March EDA Meeting and recent Regional Rail Park Meetings. Council Member Wallen also attended the Legacy Foundation 501.c3 organization meeting and discussed the Music in the Park events planned through this group.

Council Member Wallen left the meeting at 6:56 p.m. for a church commitment.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Backlund motioned to adjourn at 7:15 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 03/27/13