

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
MARCH 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, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, 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 Hansen motioned to adopt the proposed Agenda. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Wallen 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 March 13, 2013, 6B) Approve Special Council Workshop Minutes of March 13, 2013, 6C) Approve Council Workshop Minutes of March 20, 2013, 6D) Authorize Use of Fire Station for the Smelt/Fish Fry Fundraiser on April 26, 2013, 6E) Approve Carousell Works Consumption and Display Permit Resolution No. 2013-25, 6F) Approve 2013 Liquor License Renewal Resolution No. 2013-26, 6G) Approve Loan Forgiveness for 625 Rose Drive, 6H) Approve Loan Forgiveness for 20000

176th Street, 6I) Authorize Sale of One (1) City-owned Vehicle and Miscellaneous Forfeited Items at Hiller Auction on April 13, 2013, 6J) Set Special Council Workshop on Wednesday, April 24, 2013 for Finance Update from KDV, Inc. 6K) Set Special Council Gathering on Friday, April 5, 2013 for United Way Fashion Show Fundraising Event in Rogers, Minnesota, 6L) Approve Sale of NSP Property Resolution No. 2013-27 for 3360 Lake View Lane, 6M) Approve Sale of NSP Property Resolution No. 2013-28 for 5300 Pond View Lane, and 6N) Approve Building Inspection Services Agreement.

## **7. BUSINESS**

### **7A. March 20, 2013 Workshop Update**

Todd Bodem provided an update on discussions held at the March 20<sup>th</sup> Council Workshop.

### **7B. MNsota Real Estate Advisors Listing Agreement**

Todd Bodem reviewed discussions held at the Public Building Planning Committee meeting held and noted that the committee has recommended approval of the MNsota Real Estate Advisors Listing Agreement as presented. Staff and the Building Committee will meet to review future offers on the property.

Council Member Hansen motioned to approve the MNsota Real Estate Advisors Listing Agreement at a 6% commission price for the sale of the former police station building located at 121 Lake Street North. Seconded by Council Member Christenson, unanimous ayes, motion carried.

### **7C. 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 Apartments building permit which is currently being reviewed, noted that the new Klein Bank building will open April 8<sup>th</sup>, reviewed the status of the Lake Shopping Center 4<sup>th</sup> Addition project, the CR 43 road project, the Dill Dental site plan review, and recent rail park meetings. DeWolf also noted that the Hwy 10/25 gas line project will most likely finish up in May and that the contractor is aware that they need to restore the sidewalk areas.

Mick Kaehler provided building permit information for the month of January. Kaehler also noted that the City has issued permits year to date totaling \$778,994 in property valuation. Council discussed the need for the building department to process a junk and blight check prior to the May 18<sup>th</sup> cleanup day event.

Paula Mastey provided the monthly finance update. Mastey informed Council that the sales tax audit is underway and noted that the regular audit field work is complete and KDV will be present at the April 24<sup>th</sup> meeting to provide the annual audit presentation. Mastey also reviewed year to date financial reports.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed February sales figures, the upcoming Spring Wine Fest on April 12<sup>th</sup>, and discussed the Tour of the Town event during Spud Fest.

**8. LIST OF CLAIMS**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64553 through Check No. 64606, and Electronic Payments #1979E to #1997E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**9. ADMINISTRATOR'S REPORT** – No report given.

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

Council Member Backlund: Discussed the Food Shelf fundraiser held on March 22<sup>nd</sup>.

Mayor Danielowski: Attended the recent Spud Fest meeting, and the Joint Legislative Conference. Mayor Danielowski also reminded the public of upcoming community events including the Big Lake Ambassadors April 6<sup>th</sup> Spaghetti dinner fundraiser, and the United Way Fundraiser on April 5<sup>th</sup>.

Council Member Hansen: Reviewed the recent Public Building Planning Committee Meeting.

Council Member Wallen: Discussed the recent Regional Rail Park Meeting, the foodshelf fundraising event, the recent Big Lake Legacy Foundation meeting, and thanked department heads for their year-end reports that were given at the March Workshop.

**11. OTHER** – No other.

**12. ADJOURN**

Council Member Hansen motioned to adjourn at 6:30 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

04/10/13  
Date Approved By Council