

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

APRIL 9, 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, and Mike Wallen. Council Member Seth Hansen arrived at 6:10 p.m. 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 Captain Nick Fiester, 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 Christenson, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen 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 Council Meeting Minutes of March 26, 2014, 6B) Approve

Resolution No. 2014-22 approving a Therapeutic Massage License to Xuling (Lily) Qin, 6C) Approve Interfund Loan Resolution No. 2014-23, 6D) Approve Parks Advisory Committee Recommendation to Approve the Completion of a Master Plan for River Oaks Park, 6E) Approve Temporary On-Sale Liquor License to Sherburne History Center, 6F) Authorize Use of the Big Lake Fire Hall for the Smelt/Fish Fry Event Scheduled on April 25th from 4:30 p.m. to 7:30 p.m.

7. BUSINESS

7A. 2014 Spud Fest Applications and Fee Waivers

Gina Wolbeck discussed the applications submitted for the 2014 Spud Fest event. The event is scheduled from Thursday, June 26th through Sunday, June 29th and the festival is celebrating its 42nd year. Event organizers have submitted a temporary on-sale liquor license application, and an exempt bingo permit application for Council consideration. Wolbeck noted that they have also submitted a Temporary Use Permit and Building Permit application which is administratively reviewed and approved by staff. The organization is also asking for fee waivers for the liquor application, the temporary use permit, and the building permit fees for City inspection of all large public tent areas on the site. Wolbeck also noted that a fireworks permit will be processed once it is submitted by the fireworks company.

Council Member Christenson motioned to approve the 2014 Spud Fest applications and fee waivers as presented. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7B. 2014 Clean Up Day Agreement

Gina Wolbeck reviewed the 2014 Clean Up Day Agreement for the event scheduled on May 3, 2014 from 9:00 a.m. to 3:00 p.m. at the Township Recycling Center. The Clean Up Day agreement outlines the responsibilities and expectations of all participating municipalities which includes the City of Big Lake, Big Lake Township, and Orrock Township. Wolbeck discussed volunteer requirements and the need for Council to set a Special Gathering for the event to ensure compliance with the Open Meeting Law.

Council Member Christenson motioned to approve the 2014 Clean Up Day Participation Agreement and set a Council Gathering on Saturday, May 3, 2014 from 7:30 a.m. to 3:00 p.m. for the 2014 Clean up Day event at the Town Hall Recycling Center located at 20150 166th Street. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. Monthly Department Updates

Fire Department – Nick Fiester discussed recent activities of the Fire Department noting the department responded to 14 calls in March. Fiester also discussed the recent BNSF tanker and rail car hazmat training, pumper training, and fire fighter employment applications received and the schedule for testing. Fiester also noted that the department raised \$1,296 towards the Big Lake Food Shelf and took in 79 pounds of donated food during the Chili Cook-off event, and reminded Council of the upcoming 3rd annual smelt fry planned for April 25th from 4:30 p.m. to 7:30 p.m. at the Fire Hall.

Police Department - Joel Scharf updated Council on police statistics and calls for service for the month of March. Scharf also discussed new signage at the substation, the burglary at H2 Watersports, rail safety meetings at the League of MN Cities, and a recent critical incident at the intersection of US Hwy 10/25.

Economic Development/Planning Department - Heidi Steinmetz reviewed efforts of the Economic Development and Planning Departments. Steinmetz also discussed recent prospects and noted that Lupulin Brewing has signed a lease in Big Lake but has not officially secured financing on their project. Steinmetz reviewed the Becker/Big Lake Ice Association efforts, discussed the upcoming Business Retention visit scheduled at Remmele Medical, and provided information on the 4th Annual Farmer's Market which will run on Wednesdays starting June 4th. Steinmetz also discussed the opening of the new dentist office in the Crossings multi-tenant building, reviewed the status of the Town Square Residential Suites apartment project, and noted that the Cargill Kitchens expansion is underway.

Public Works Department - Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also discussed the upcoming traffic count project that will be conducted by the State of MN, indicated that no additional service freeze ups have been reported in the last 2 weeks, and noted that there have been a total of 71 freeze ups reported to date. Goebel explained that the Council will be asked to consider at the April 16th Council Workshop what type of reimbursements, if any, the City will participate in for properties that have experienced freeze ups this winter season. Goebel also stressed that he is not recommending residents shut off the flow of water at this time, suggesting that residents wait at least another week. Goebel also discussed additional plowing that was needed this last month and that the department experienced some damage to plow equipment. Goebel discussed the process underway on running the dryer at the Wastewater Treatment Plant, phosphorus removal discussions, discussed the status of hiring part-time staff for the summer, noted that a Lacrosse team will be starting up this summer and they have asked to use some of the City's fields, discussed changes to the antenna lease agreement on the Lakeside Park water tower, noted that street sweeping has started and crack filling will start next week, discussed MPCA training and the

certificate of commendation the department received, and reminded community members about Community Garden availability. Mayor Danielowski asked for clarification on why the City does street sweeping and when the Waste Water Treatment Plant (WWTP) punch list items will be finalized. Goebel reviewed reasons and procedures for street sweeping, and staffs efforts to tie up the WWTP punch list items in a timely manner.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 66540 through Check No. 66649 with the exception of Check No's. 66603 and 66644 for separate consideration, and Electronic Payments #2309 to #2318E, and payroll transactions 03/18/14 – 04/02/14. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Bob's Towing and Recovery Payment in the Amount of \$158.50

Council Member Hansen motioned to approve payment of Check No. 66603 in the amount of \$158.50 payable to Bob's Towing and Recovery. Seconded by Council Member Wallen, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Hansen, and Wallen voting aye and Council Member Christianson abstaining. Motion carried.

8C. Consider Audio Communications Payment in the Amount of \$7,955.30

Council Member Hansen motioned to approve payment of Check No. 66644 in the amount of \$7,955.30 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 reviewed meetings with TRI-Cap regarding NSP Properties, noted that the audit review is wrapping up and staff will be meeting with the audit firm to review their findings, and that they will be presenting the annual audit report at the April 23rd Council Meeting. Green also noted that department heads will be videotaping their year-end reports through the Sherburne Wright Cable Commission which be available for playback on each department's page on the City Website and will play on the City Cable Channel. The year-end reports will also be available on the City Website and copies will be provided to each Council Member.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Christenson: Reviewed the April Community Education Meeting.

Mayor Danielowski: Reviewed the Spud Fest Meeting she attended, discussed the Sherburne County United Way Fashion Show, and reviewed upcoming community events.

Council Member Hansen: Discussed the April Planning Commission Meeting. Council Member Hansen also provided a special thanks to recently retired Fire Fighter Dan Conlin on 24 years of service to the Fire Department.

11. OTHER – No other.

12. ADJOURN

Council Member Christenson motioned to adjourn at 6:45 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 04/23/14