

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 10, 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, and Mike Wallen. Council Member Seth Hansen was absent. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Joel Scharf, Building Official Mick Kaehler, Fire Chief Randy Miller, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**4. OPEN FORUM**

Mayor Danielowski opened the Open Forum at 6:01 p.m.

George Quinn, Big Lake – Discussed positive interactions he has had with members of the Big Lake Police Department. Quinn also discussed a paint grant opportunity that the City can apply for to paint the skating rink boards. Quinn offered to put together a volunteer crew to paint the area.

Mayor Danielowski closed the Open Forum at 6:03 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 Wallen 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 March 27, 2013, 6B) Approve Appointment of Clay Wilfahrt to the Big Lake Planning Commission, 6C) Set Special Council Gathering on Thursday, April 25, 2013 for the KleinBank Ribbon Cutting/Open House Event, and 6D) Approve Purchase of Building Department Software.

**7. BUSINESS**

**7A. Business Recognition – Cargill Kitchens Expansion**

Todd Bodem discussed the recent expansion of the Cargill Kitchens Solutions project in the Big Lake Industrial Park East. Cargill Plant Manager Jared Johnson discussed additional job creation and phasing of the expansion project. Terry \_\_\_\_\_ discussed the closing of the plant in Iowa and the move of those operations to the Big Lake Facility due to stakeholders, reception of the community, and available infrastructure.

Council thanked Cargill Kitchen Solutions for their dedication to the City of Big Lake and recognized them for their expanding business in the City.

**7B. Business Recognition – Kelco Supply Company**

Mayor Danielowski discussed new City of Big Lake business the Kelco Supply Company and noted that they have purchased the former A.J. Machinery building in the Big Lake Industrial Park East. President and CEO of Kelco Alicia Carr discussed their business history and the wholesale products they provide to funeral homes, cemeteries, medical examiners, hospitals, and veterinary clinics.

Council welcomed Kelco Supply Company to the City of Big Lake.

**7C. PUBLIC MEETING – Municipal Separate Storm Sewer System Permit**

Mike Goebel discussed the Municipal Separate Storm Sewer System Permit and the annual public meeting that is required addressing the City's Storm Water Pollution Prevention Program.

Mayor Danielowski opened the public meeting at 6:13 p.m. No one came forward. Mayor Danielowski closed the public meeting at 6:17 p.m.

#### **7D. Dill Dental Development Applications – Preliminary and Final Plats, and Site Plan Review**

Ben Wikstrom reviewed the planners report for the Dill Dental Development applications which include Preliminary Plat, Final Plat, and Site Plan Review of the proposed 3,683 square foot building that will serve as a new dental office at the southeast corner of Eagle Lake Road North and Martin Avenue. Wikstrom noted that the Big Lake Planning Commission reviewed these items at their April 3, 2013 meeting and discussed exterior lighting, base lighting of the monument sign, tinted windows for patient privacy, and landscape seeding. Wikstrom also discussed the need for a minimal landscape escrow in the amount of \$5,000. George Quinn questioned if the City would still be able to remove snow at the corner. Mike Goebel indicated that once the property is sold to the applicant, the City would no longer have access to remove snow at the corner.

Council Member Wallen motioned to approve Resolution No. 2013-29 approving the Dill Dental Facility Site Plan as discussed contingent upon finalization of a Development Contract and the Jefferson Center Preliminary and Final Plats. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7E. Street Improvement District Legislation**

Brad DeWolf reviewed pending legislation which would allow cities to create street improvement districts. This authority would allow cities to collect fees from property owners within a district to fund municipal street maintenance, construction, reconstruction, and facility upgrades. DeWolf explained that this legislation would provide cities with an additional tool to build and maintain streets and that the districts would be set up through Enabling Legislation which doesn't require that cities enact, but gives them the option to enact. DeWolf also noted that the legislation is currently supported by the Association of Metropolitan Municipalities, Coalition of Greater MN Cities, MN Association of Small Cities, North Metro Mayors Association, MN Transportation Alliance, City Engineers of MN, and the MN Chapter of the American Public Works Association.

Council Member Wallen motioned to approve Resolution No. 2013-30 supporting legislation authorizing the establishment of Municipal Street Improvement Districts. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7F. Replacement of Police Patrol Vehicle**

Joel Scharf reviewed the police department vehicle fleet which consists of 6 vehicles that service the patrol division, investigative division, and reserve officer program. Scharf reviewed the need to maintain a quality fleet of vehicles and that a minimum of one vehicle per year must be replaced on a regular cycle. Scharf explained that in the 2013 budget, the

replacement of a patrol vehicle was eliminated due to budget cuts. Scharf noted that one marked patrol car that had mechanical issues forced the rotation of the 2004 Chevrolet Tahoe in to the regular patrol fleet. The Big Lake Fire Department has outlined as one of its 2013 goals is to add a command vehicle to their fleet. Staff is requesting that an interdepartmental transfer of the 2004 Chevrolet Tahoe be moved from the Police Department to the Fire Department with Big Lake Township funding 50% of the value of the vehicle totaling \$6,900. The Tahoe would be replaced within the Police Department with a 2013 Ford Explorer Interceptor with a net cost of \$31,975. Scharf noted that the Police Department has an assigned fund balance that will cover this expense resulting in no budget impact for the 2013 budget. Fire Chief Miller noted that Big Lake Township seems to be on board with the purchase and will be considering after Council authorizes the transfer.

Council Member Backlund motioned to approve the replacement of Police Squad #718 a 2004 Chevrolet Tahoe with a 2013 Ford Explorer Interceptor. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7G. DONATION – Big Lake American Legion Post 147**

Todd Bodem reviewed a \$1,500 cash donation received from the Big Lake American Legion Post 147 towards the Fire Department for the purchase of Jaws of Life extrication rescue equipment and \$1,000 towards the City for the Community Reader Board Sign. Council thanked the Big Lake American Legion for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2013-31 accepting a \$2,500 cash donation from the Big Lake American Legion Post 147 towards the Big Lake Fire Department and the Community Reader Board Sign. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7H. DONATION – Monticello VFW Post 8731 Auxiliary**

Randy Miller reviewed a \$300 cash donation received from the Monticello VFW Auxiliary towards the purchase of Jaws of Life rescue equipment for the Fire Department. Council thanked the Monticello VFW Auxiliary for their generous donation.

Council Member Christenson motioned to approve Resolution No. 2013-32 accepting a \$300 cash donation from the Monticello VFW Auxiliary towards the Fire Department for the purchase of rescue equipment. Seconded by Council Member Wallen, unanimous ayes, motion carried.

## **7I. Department Updates**

### Fire Department

Randy Miller discussed recent activities of the Fire Department. Miller also discussed the practice burn that was done on the house structure at the new River Oaks Park which was attended by 90% of their members, discussed the new command vehicle the department will have, provided information on the upcoming Smelt/Fish Fry on April 26<sup>th</sup>, discussed Auto Aid on confirmed structure fires, and informed the public that the department will be looking for additional fire fighters.

### Police Department

Joel Scharf updated Council on police statistics and calls for service. Scharf discussed criminal investigations the department has been working on, the junked car and distracted driving press releases, new gas drive off procedures, and the status of the new bike patrol equipment. Scharf also recognized Officer Jesse Gilbertson who has been awarded a DWI All Star Award and Investigator Nordquist for his efforts to obtain a reduced price on forensic equipment licensing for the City.

### Community Development Department

Todd Bodem reviewed efforts of the Community Development Department. Bodem also discussed the Dill Dental project, the Town Square project, grading at the Northern Star Apartments site, the opening of the new KleinBank building on April 8<sup>th</sup>, closings on two NSP properties, and recent Rail Park discussions. Alicia Carr questioned if the City has considered options for safer pedestrian crossings between the Big Lake Train Station site and the Industrial Park. Mayor Danielowski explained that the Transportation Committee has been meeting to discuss transportation needs in the City.

### Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also discussed a draft park survey created by St. Cloud State student Megan Barthel. The survey would facilitate information on our current park system, future needs, and on the new River Oaks Park. Goebel discussed possible ways the survey will be distributed and Mayor Danielowski asked if the survey could be put on the City's website. Gina Wolbeck indicated that she would work with the Decklan Group to set up a fillable form on the City's website. Goebel discussed the watermain rupture last fall and that improvements to this area will be done when it warms up. Discussion was also held on malfunctioning lighting in the Esplanade project area.

**8. LIST OF CLAIMS**

8A. Consider List of Claims

Council Member Wallen motioned to approve the List of Claims ranging from Check No. 64608 through Check No. 64676 with the exception of Check No's. 64616 and 64674 for separate consideration, and Electronic Payments #1980E to #2000E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Bob's Towing and Recovery Payment

Council Member Christenson motioned to approve payment of Check No. 64616 in the amount of \$116.76 payable to Bob's Towing and Recovery. Seconded by Council Member Backlund, vote passed with a vote of 3 to 0 with 1 abstention with Council Members Backlund, Danielowski and Wallen voting aye and Council Member Christenson abstaining. Motion carried.

8C. Consider Audio Communications Payment

Council Member Wallen motioned to approve payment of Check No. 64674 in the amount of \$1,748.28 payable to Audio Communications. Seconded by Council Member Christenson vote passed with a vote of 3 to 0 with 1 abstention with Council Members Christenson, Danielowski and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

It was noted that the payments made to Council Member Backlund and Christenson will be held until the next meeting as the vote requires the full Council to be in attendance.

**9. ADMINISTRATOR'S REPORT**

Todd Bodem discussed the United Way Fashion Show that was held on April 5<sup>th</sup>.

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

Council Member Backlund: Discussed the Fire Board Meeting, and the April Lakes Association Meeting. Council Member Backlund also noted that he attended the Parks Board Meeting as the alternate representative.

Council Member Christenson: Reviewed the Community Education Meeting.

Mayor Danielowski: Reviewed the April EDA Meeting and the recent Fire Board Meeting. Mayor Danielowski also discussed the Smelt Fry event scheduled on April 26<sup>th</sup>, the Wine

Fest at Lake Liquors on April 12<sup>th</sup>, the Ambassador's Spaghetti Dinner fundraiser, the upcoming Legacy Foundation meeting on April 16<sup>th</sup>, advocating at the Capitol for equal funding for our school district, Rail Park committee meetings, the United Way fundraiser, and encouraged staff and Council to be advocates for our community by supporting League of MN Cities efforts. Mayor Danielowski asked that the municipal bond tax exempt item be discussed at the upcoming Workshop. Mayor Danielowski also congratulated KleinBank on the opening of their facility at the corner of Hwy 10/CR 43.

Council Member Wallen: Reviewed the April EDA Meeting and recent Legacy Foundation meetings, and provided information on upcoming Music in the Park events scheduled at Lakeside Park.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Christenson motioned to adjourn at 7:53 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

\_\_\_\_\_  
Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 04/24/13