

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 22, 2015**

**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: Nick Christenson, Raeanne Danielowski, Seth Hansen, Duane Langsdorf and Mike Wallen. Also present: Interim City Administrator Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Economic Development Consultant John Uphoff from WSB, Inc., Planning Consultant Ben Wikstrom, and 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 Christenson motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, 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 Special Council Meeting Minutes of April 7, 2015, 6B) Approve Regular Council Meeting Minutes of April 8, 2015, 6C) Approve Special Council Meeting Minutes of April 13, 2015, 6D) Approve Council Workshop Minutes of April 15, 2015,

6E) Approve Appointment and Contract for City Administrator Clay Wilfahrt, 6F) Approve Appointment of Public Works Employee Joseph Brentesen, and 6G) Approve Appointment of Temporary Part-Time Police Officer Nate Snell.

## **7. BUSINESS**

### **7A. City Employee Years of Service Recognitions**

Mayor Danielowski presented years of service certificates to City employees who will reach a milestone year of service in 2015. Those employees recognized included Stacey Fox (15 years), Laurie Morris (15 years), and Gina Wolbeck (15 years). Council thanked the recognized employees for their years of service.

### **7B. PRESENTATION – 2014 Audit Report – Kern, DeWenter, Viere, Ltd.**

Caroline Stutsman from Kern, DeWenter, Viere, Ltd. presented the 2014 management letter and the audited financial statements. Council discussed the need to continue being good stewards of tax payer dollars while continuing to meet the City's debt obligations.

Council Member Wallen motioned to accept the 2014 Audit report as presented. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7C. PUBLIC HEARING – Vacation of Easements in the Jefferson Center Plat and the Lake Shopping Center Plat**

Ben Wikstrom discussed the Easement Vacation request submitted by Kwik Trip to gain entitlements meant to allow construction of a motor fuel station with a convenience store and a car wash. Council discussed the current active sewer lines located in this area and the affect a vacation of the easements would have on the City's control of its infrastructure. Wikstrom noted that staff has requested that the Council table this item and continue the public hearing until the May 27<sup>th</sup> meeting to allow for further staff review.

Mayor Danielowski opened the public hearing at 6:32 p.m.

Council Member Hansen motioned to table the Kwik Trip Easement Vacation request and continue the Public Hearing until the May 27, 2015 Council Meeting. Seconded by Council Member Christenson, unanimous ayes, motion carried.

### **7D. ORDINANCE – Chapter 5 (Nuisances, Offenses and Other Regulations), Section 595 (Drug Paraphernalia Offenses)**

Joel Scharf presented a draft Ordinance adding language to Chapter 5 of the Big Lake City

Code relating to Drug Paraphernalia Offenses. The addition of Section 595 would prohibit use or possession of drug paraphernalia, and would prohibit any person from delivery, possess or intent to deliver, or manufacture with intent to deliver drug paraphernalia if that person knows or should reasonably know that the drug paraphernalia will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, enhance, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of Minnesota Statutes Chapter 152. Scharf noted that drug paraphernalia possession is regulated by the State and sales are regulated in the inner metro area by local Ordinances in many jurisdictions. Enforcement of these ordinances is pushing locations further outside the metro area, which can result in a street front supply of items for narcotics abusers, erosion of areas in which sales of these items takes place, and creates public exposure to our adolescent population to items utilized to ingest narcotics.

Council discussed the benefits of this type of regulation for the protection of our citizens and business community. Council inquired on a timeframe that the County will be looking at adoption of the same type of ordinance.

Council Member Hansen motioned to approve Ordinance No. 2015-05 amending Chapter 5 (Nuisances, Offenses and Other Regulations), of the Big Lake City Code adding Section 595 (Drug Paraphernalia Offenses), and approve Summary Publication Resolution No. 2015-34. Seconded by Council Member Christenson, unanimous ayes, motion carried.

## **7E. 2014 Year End Department Reports**

Various Departments provided their 2014 Year End Reports to the City Council.

Economic Development Consultant John Uphoff reviewed activities in the Economic Development Department in 2014. Uphoff reviewed staffing levels in the department and activities of the Big Lake Economic Development Authority (BLEDA). Program activity for 2014 included Business Retention and Expansion visits to MPI, Sand Prairie Dental, Remmele Medical, Dairy Queen, Kelco Supply Company, Cargill Animal Nutrition, Riverwood Bank, Fudgin' Delicious, and Russell's on the Lake. Marketing efforts included the Chamber of Commerce Business Expo held on March 1, 2014, and Manufacturer's Week events held in October 2014. Uphoff provided an update of Neighborhood Stabilization Program (NSP) activities that occurred in 2014 noting that the City applied for and received an extension to the NSP grant period to complete the remaining 5 projects. Uphoff also discussed the grant inquiry to the Initiative Foundation to partly fund the development of the BLEDA Strategic Plan noting that WSB & Associates will facilitate the completion of the grant process. Uphoff also reviewed Dunn and Bradstreet statistics for the City of Big Lake.

Planning Consultant Ben Wikstrom provided a 2014 year-end report on activities in the Planning Department. Wikstrom reviewed staffing levels in the Planning Department and presented zoning activity that occurred in 2014. There were 4 Commercial and 1 Residential Conditional Use Permits processed, 5 Variances processed, 3 Site Plan Reviews conducted, 1 rezone for a NSP Property, 4 Ordinance amendments, and 1 alley Vacation processed. Two commercial expansions were approved in 2014. Cargill Kitchens was expanded by 4,812 sq. ft. and the parking lot and loading areas were improved. Flour City Bending moved into the Big Lake Industrial Park which required improvements and expansions to the loading area to compliment additional loading docks that were completed in the fall of 2014. Wikstrom discussed activities of the Big Lake Planning Commission which is a 7 member board who held 12 meetings in 2014. Ongoing projects of the Planning Department include the Accessory Structure Ordinance, a design and site plan review project, Hockey Association land discussion, allowing for limited retail in the Industrial District, lot combinations and driveway requirements, Industrial Park covenants and lighting standards, and amendments to the Sign Ordinance.

Liquor Store Manager Jan Muehlbauer reviewed activities at the Municipal Liquor Store in 2014. Muehlbauer discussed mandatory liquor sales training attended by all liquor store staff, inventory control procedures, donation assistance to local organizations and events, and Lakeside Park parking pass sales. Muehlbauer also discussed the Michelob Golden Draft "Celebrate Your Lake" contest which was greatly supported by citizens in Big Lake. The City finished 3<sup>rd</sup> in the contest and we will again be participating in 2015. The Liquor Store also participated in various events through the MN Municipal Beverage Association including the "Support Our Troops" food and money drive, a money drive for pets, and the annual food drive during the month of October. The Liquor Store also auctioned old POS products that they receive from vendors and donated all the money to the Big Lake Food Shelf which contributed \$1,800 to the Food Shelf in 2014. The Liquor Store also hosted wine and craft beer tasting events for the Sea Devil's Swim Team and the Eagle Lake Association. Two large wine tasting events (Wine Fest) are held in the spring and summer each year. These tasting events were moved to the Friendly Buffalo due to the need for more room at these events. Muehlbauer noted that there are weekly happy hour tastings offered every Friday at the store. Muehlbauer reviewed the Income Statement for the liquor store comparing income and expenses from 2013 to 2014. Lake Liquors contributed funds to the City's General Fund totaling \$270,000 in 2014 and \$260,000 in 2013.

Building Official Mick Kaehler discussed activities in the Building Department for 2014. Kaehler reviewed staffing levels in the Building Department and reviewed building permit activity in 2014. There were 1,040 building inspections completed, 42 new construction residential home permits issued along with building additions/remodels/maintenance permits, accessory, deck, and commercial permits issued. The Building Department also processed 39 junk/blight/parking violations and 51 long grass complaints. The building

permit valuation total for 2014 was \$9,917,812 with permit fees totaling \$639,353.64. The Building Department also coordinates the Multi-Family Rental Inspection Program. Kaehler also discussed various building/construction projects completed in 2014 including the Cargill expansion, the Northern Star Apartments project, the Corner Oaks Dental Building, and NSP homes located at 130 Hill Circle East and 210 Powell Street North. Kaehler reviewed new code updates regarding shed sizes, and the requirement of residential sprinkler systems. Kaehler also reviewed 2015 Building Department goals.

## **8. LIST OF CLAIMS**

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

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 69142 through Check No. 69227 with the exception of Check No. 69226 for separate consideration, Electronic Payments #2666E to #2675E, and payroll no. 8. Seconded by Council Member Wallen, unanimous ayes, motion carried.

### **8B. Consider Auto Stop Payment in the Amount of \$377.67**

Council Member Hansen motioned to approve payment of Check No. 69226 in the amount of \$377.67 payable to Auto Stop for services rendered. 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 Langsdorf abstaining. Motion carried.

## **9. ADMINISTRATOR'S REPORT**

Joel Scharf reminded the public of the upcoming Clean-Up Day event scheduled on May 2<sup>nd</sup>, and urged citizens to take the time to look over the recently mailed City Newsletter. Scharf also discussed the Metro Transit open house this weekend, provided an update on the Shade Tree Appliance Recycling business, and the re-activation of BNSF train whistles during their 2<sup>nd</sup> track construction phase. Scharf noted that John Uphoff will be looking at broadband issues in the Industrial Park, and he welcomed new City Administrator Clay Wilfahrt who will be starting employment on May 25<sup>th</sup>.

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

Council Member Christenson: Discussed the Parks Advisory Board Meeting and encouraged citizens to consider applying for the open Parks Board seat.

Mayor Danielowski: Reviewed recent meetings she attended including the 2<sup>nd</sup> Quarter Fire Board Meeting, the BLEDA Strategic Planning Meeting, the Regular April BLEDA meeting,

the Emerging Economic Services Meeting and a Regional Transportation Meeting. Mayor Danielowski also provided information on local upcoming events including Clean-Up Day, Beyond the Yellow Ribbon Meetings, Spud Fest Meetings, the Big Lake Farmer's Market starting in June, Music in the Park events starting in June, Garden Plot opportunities, Senior Day Out on May 13<sup>th</sup>, the Cinderella Play scheduled from April 24<sup>th</sup> – 26<sup>th</sup> at the High School Auditorium, and the Sherburne National Wildlife Refuge Spring Festival.

Council Member Langsdorf: Discussed the April Big Lake Community Lakes Association Meeting, and the Fire Board Meeting.

Council Member Wallen: Reviewed recent BLEDA Meetings.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:40 p.m. Seconded by Council Member C, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 05/13/15