

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
APRIL 23, 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, Seth Hansen, and Mike Wallen. Also present: Interim City Administrator/Finance Director Jessica Green, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, City Engineer Brad DeWolf of Bolton & Menk, Inc., and Police Chief Joel Scharf (arrived at 6:19 p.m.).

**4. OPEN FORUM**

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

Molly Schroeder - 1761 Grace Drive; Provided information on the upcoming "Box City" event scheduled on April 25<sup>th</sup>. The event is coordinated through the Student Ministries United of Riverside Church, Saron Lutheran Church, and Mary of the Visitation Church, and is held to raise awareness of homelessness, to raise funds for Faith in Action, and will be collecting Food Shelf donations. Schroeder also discussed the upcoming Prayer Breakfast scheduled on May 1<sup>st</sup>.

Mayor Danielowski closed the Open Forum at 6:05 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 Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of April 9, 2014, 6B) Approve Council Workshop Minutes of April 16, 2014, 6C) Set Joint City/Township Meeting on Tuesday, April 29, 2014 at 6:00 p.m. in the City Council Chamber for an update from the Becker/Big Lake Ice Association, and 6D) Approve Resolution No. 2014-24 Certifying Eligibility of Part-Time Police Officers for Retirement Plan Membership and Approve Contribution to the PERA Police and Fire Plan.

**7. BUSINESS**

**7A. PRESENTATION – 2013 Audit Report – Kern, DeWenter, Viere, Ltd.**

Caroline Stutsman from Kern, DeWenter, Viere, Ltd. presented the 2013 management letter and the audited financial statements.

Council questioned if the City is, overall, doing the right things. Stutsman explained that the process is going to take a few years, but that we seem to be on the right course and we are starting to better manage the debt the City has.

Council Member Christenson motioned to accept the 2013 Audit report as presented. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7B. April 16, 2014 Workshop Update**

Jessica Green reviewed discussions held at the April 16, 2014 Council Workshop.

**7C. DONATION – Mid Minnesota Mutual Insurance Company**

Paul Nemes reviewed the \$100 cash donation made to the Fire Department from Mid Minnesota Mutual Insurance Company. The cash donation is to be used towards the purchase of non-budgeted capital items. Council thanked Mid Minnesota Mutual Insurance Company for their generous donation.

Council Member Backlund motioned to approve Resolution No. 2014-25 accepting a \$100 cash donation to the Big Lake Fire Department. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Nemes also reminded the public of the upcoming Smelt/Fish Fry on Friday, April 25<sup>th</sup> at the Fire Hall.

#### **7D. Quiet Zone Project – Eagle Lake Road South Railroad Crossing**

Brad DeWolf reviewed the status of the Quiet Zone project noting that the final crossing in the project area to be completed is the Eagle Lake Road South crossing. Staff has met with a concerned resident in this area to discuss the installation of a concrete median on the south side of the tracks. DeWolf explained that after staff met with the resident, he is no longer opposed to the median installation. DeWolf reviewed the layout of "Option A" which includes crossing improvements with a 60 foot concrete median at an estimated cost of \$30,000, and reviewed the proposed timeline for construction which is expected to follow completion of the CR 43 project. Council also noted that the City did budget \$30,000 for this expense in their 2014 budget. DeWolf reviewed how Quiet Zones operate as far as whistles and approvals.

Council Member Wallen motioned to authorize the completion of construction documents and obtain quotes for Option "A" (crossing improvements with a 60 foot concrete median at an estimated cost of \$30,000) at the Eagle Lake Road South Railroad Crossing for completion of the Quiet Zone area. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7E. Department Updates**

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf noted that the Phosphorus Project needs to be certified by the end of June, reviewed phosphorus discharge mandated requirements, and explained that the City has received a 50% grant from the Minnesota Pollution Control Agency.

Jessica Green provided the monthly finance update. Green discussed revenues and expenditures to date for various departments.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed March sales figures and thanked liquor store employees for their continued dedication. Muehlbauer also discussed the Wine Fest that was recently held, noted that the carpets have been cleaned and the displays reset, and reviewed the open house at C&L Distributing where she received educational brochures for the "Keep it Safe" on the Water Campaign and literature on preventing minor alcohol consumption.

Mick Kaehler provided building permit information for the month of March/April. Kaehler also noted that the City has issued permits year to date totaling \$2,438,950.75 in property valuation. Kaehler also discussed the status of the Code Enforcement Program.

Mayor Danielowski asked when the park in the Norland Park Development is scheduled to be installed. Mike Goebel explained that Phase one of the development set aside a 1 acre parcel. The development is proposed to be developed in four phases which will result in a 4 acre park parcel.

Mayor Danielowski asked staff to provide an update on the Senior's and Law Enforcement Together (S.A.L.T.) upcoming event. Joel Scharf explained that the event is scheduled on May 14<sup>th</sup> at the Friendly Buffalo, and provides Sherburne County law enforcement agencies to interact with seniors in the community.

## **8. LIST OF CLAIMS**

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

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 66650 through Check No. 66754 with the exception of Check No's. 66731 and 66735 for separate consideration, Approve Electronic Payments #2319E to #2335E, and Approve Payroll Transactions 04/03/14 through 04/16/14. Seconded by Council Member Christenson, unanimous ayes, motion carried.

### **8B. Consider Bob's Towing and Recovery Payment in the Amount of \$98.50**

Council Member Hansen motioned to approve payment of Check No. 66731 in the amount of \$98.50 payable to Bob's Towing and Recovery. Seconded by Council Member Backlund, 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 Christenson abstaining. Motion carried.

### **8C. Consider Audio Communications Payment in the Amount of \$985.55**

Council Member Hansen motioned to approve payment of Check No. 66735 in the amount of \$985.55 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 discussed upcoming water shut-offs which will commence in May, reviewed Industrial Park internet reliability issues, and informed Council that the City has been notified of an upcoming State of MN NSP Audit.

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

Council Member Backlund: Reviewed the 2<sup>nd</sup> Quarter Fire Board Meeting.

Council Member Christenson: Discussed the April Park Advisory Meeting.

Mayor Danielowski: Reviewed the 2<sup>nd</sup> Quarter Fire Board Meeting and the April BLEDA Meeting. Mayor Danielowski also attended a recent Spud Fest Meeting, reminded residents of the upcoming 3rd Annual Smelt/Fish Fry at the Big Lake Fire Dept. on April 26<sup>th</sup> from 4:30 - 7:30 p.m. and the City/Township Clean-up Day event on May 3<sup>rd</sup> from 9:00 a.m. to 3:00 p.m. at the Big Lake Township Maintenance Building. Danielowski also provided information on the Sherburne County Community Assessment on April 29<sup>th</sup> at the Big Lake High School, Football Family Fun Day, and the May 5<sup>th</sup> Community Blood Drive.

Council Member Wallen: Reviewed the April BLEDA Meeting.

**11. OTHER** – No other.

**12. ADJOURN**

Council Member Hansen motioned to adjourn at 7:27 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 05/14/14