

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 24, 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 Officer Chris Hoard, Building Official Mick Kaehler, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 5:01 p.m. No one came forward. Mayor Danielowski closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

Council Member Backlund motioned to adopt the proposed Agenda. Seconded by Council Member Hansen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of April 10, 2013, 6B) Approve Council Workshop Minutes of April 17, 2013, 6C) Approve Reassignment of Police Officer Sam

Olson to Patrol Lieutenant, 6D) Set Special Council Gathering on Wednesday, May 8, 2013 at 5:00 p.m. for a Meet n' Greet for Patrol Lieutenant Sam Olson, 6E) Approve Resolution No. 2013-33 approving the Northern Star Apartments LLC Amended Development Agreement, 6F) Authorize Use of Fire Hall for Fire Relief Association Bingo Events, and 6G) Accept Resignation of Finance Director Paula Mastey and Authorize Advertising to Fill the Position.

7. BUSINESS

7A. PRESENTATION – 2012 Audit Report – Kern, DeWenter, Viere, Ltd.

Nancy Schulzetenberg from Kern, DeWenter, Viere, Ltd. presented the 2012 management letter and the audited financial statements.

Council Member Backlund motioned to accept the 2012 Audited Financial Statements as presented. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7B. Big Lake Rail Park Discussion

7B.i. 2013 Transportation Economic Development (TED) Program Funding Application

Brad DeWolf reviewed the application process for the 2013 Transportation Economic Development (TED) program. DeWolf noted that the program's purpose is to fund construction, reconstruction and improvement of state and local infrastructure that creates and preserves jobs, improves the states competitiveness, increases the tax base, accelerates transportation improvements to enhance safety and mobility, and promotes public and private partnerships. DeWolf explained that representatives consisting of the City, Sherburne County, Big Lake Township, private land owners, Senator Kiffmeyer and BNSF have been discussing funding opportunities to move the Big Lake Rail Park forward. DeWolf also noted that TED Grant applications are due by April 30, 2013

Council Member Wallen motioned to approve Resolution No. 2013-34 supporting application for Transportation Economic Development (TED) Program funding for the Big Lake Rail Park. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B.ii. 2013 Railroad Spur Capital Improvement Loan Application

Brad DeWolf discussed the MNDOT rail division that has established a Capital Improvement Loan Program which funds capital improvement projects that increase rail usage. Maximum loan amounts are generally \$200,000 and are on a ten year repayment schedule. DeWolf noted that a MNDOT representative has indicated that there may be a possibility of exceeding the maximum amount threshold. DeWolf also noted that there is

priority given to projects with rail lines where the applicant has also made an investment toward the project.

Council Member Backlund motioned to authorize submittal of the 2013 Railroad Spur Capital Improvement Loan Application and supporting documentation for the Big Lake Regional Rail Park. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Mayor Danielowski noted that these funding programs are opportunities that we are pursuing to help grow job opportunities and increase our economic base in the City. Council recognized Senator Kiffmeyer for her efforts in promoting this project at the Legislature.

7C. DONATION – Big Lake American Legion Post 147

Todd Bodem reviewed a \$2,500 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 Hansen motioned to approve Resolution No. 2013-34 accepting a \$3,500 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 Wallen, unanimous ayes, motion carried.

7D. 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 project, noted that the new Klein Bank building opened on April 8th, reviewed the status of the Lake Shopping Center 4th Addition project, the CR 43 road project, and the Dill Dental project.

Discussion was also held on a request from Vision bus Company who has asked when a traffic signal can be put up on 168th Street. DeWolf noted that staff has been compiling data and will re-iterate the City's concerns to MNDOT and see if we are close enough to warrant a stoplight at this intersection and will look for potential funding mechanisms to fund the project. It was noted that Vision buses are too large to fit in the middle of the median area without hanging out into oncoming traffic, and that Option's, Inc. also transports their clients and cross at this intersection daily.

Mick Kaehler discussed the new inspection software that will be up and running by the end of the week. Kaehler also noted that information has been updated on the City website to provide new contact information, and updates to resident handouts will be completed soon. Kaehler also discussed the Kelco building permit which is currently under review, and noted that new home construction is increasing along with the usual spring deck permits. Council asked staff when rental inspections will start and when the junk and blight sweep will occur. Kaehler explained that both processes will be starting in the next week or two. Mayor Danielowski discussed the upcoming Cleanup Day event on May 18th and would like to see the junk and blight sweep done before cleanup day.

Mayor Danielowski thanked Paula Mastey for her service and wished her luck on her new endeavors. Paula Mastey provided the monthly finance update. Mastey informed Council that the Sales Tax Audit continues to be ongoing and that a report will be provided to Council when it is completed. Mastey also provided a year to date financial update.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed March sales figures, the Spring Wine Fest held on April 12th, and noted that the snow plowing contract at the Mall will change as the current contractor is no longer in business. Muehlbauer informed residents of a potential beer tax increase in discussions at the Legislature and encouraged residents to oppose this increase.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64680 through Check No. 64786 with the exception of Check No's. 64616, 64674, and 64688 for separate consideration, and Electronic Payments #2001E to #2017E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Mayor Danielowski noted that because there wasn't a full Council at the last meeting, checks 64616 and 64674 payable to Council Members Backlund and Christenson were not released at the last meeting as payments to elected officials require a unanimous vote in the affirmative of the full Council with the exception of the Council Member receiving the payment abstaining.

8B. Consider Bob's Towing and Recovery Payments

Council Member Wallen motioned to approve payment of Check No. 646616 in the amount of \$116.76 and Check No. 64688 in the amount of \$106.88 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

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 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**

Todd Bodem informed Council that the Finance Director position has been advertised and that the deadline for submittal is May 2nd. Interviews will be scheduled May 9th and 10th.

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

Mayor Danielowski: Reminded the public about the upcoming Smelt and Fish Fry at the Big Lake Fire Hall on Friday, April 26th and explained that all proceeds will go towards the purchase of extrication equipment for the Fire Department. Mayor Danielowski also reminded residents that the Fire Department is advertising for firefighters, and that the next upcoming Big Lake Spud Fest meeting is scheduled on May 1st at Russell's on the Lake.

Council Member Wallen: Reviewed Legacy Foundation meetings and discussed Music in the Park events this summer.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Hansen motioned to adjourn at 6:53 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 05/08/13