

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MAY 14, 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 absent: Seth Hansen. 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 April 23, 2014, 6B) Approve

Special Joint City/Township Meeting Minutes of April 29, 2014, 6C) Approve Employment Status Change for Economic Development Manager, 6D) Approve Resolution No. 2014-26 Appointing the Economic Development Manager as the BLEDA Executive Director, 6E) Approve Revised Legal Services Agreement, 6F) Set Council Workshop for a “Tour of the Lakes” on May 22, 2014 at Lakeside Park beginning at 5:00 p.m., 6G) Approve Interim City Administrator Employment Agreement, 6H) Set Council Gathering for the Cargill Community Leaders Meeting on May 20, 2014 from 8:30 a.m. to 11:00 a.m. located at 20021 176th Street NW, Big Lake, MN, 6I) Approve Adoption of Sign Maintenance Program, 6J) Approve Resolution No. 2014-27 approving a Therapeutic Massage License for Lannelle Kruse, and 6K) Approve Resolution No. 2014-28 Approving Plans and Specifications and Order Advertisement for Bids for the Wastewater Treatment Facility Phosphorus Reduction Improvements.

7. BUSINESS

7A. PROCLAMATION – Police Week 2014

Joel Scharf reviewed Police Week activities and Police Officer Memorial Day on May 15th. Mayor Danielowski read a Proclamation proclaiming the week of May 12th through May 16th, 2014 as Police Week 2014. Council thanked the Police Department staff for their dedicated service.

Council Member Christenson motioned to approve Resolution No. 2014-29 proclaiming May 12th through May 16th, 2014 as Police Week 2014. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7B. Reinstatement of City Newsletter

Heidi Steinmetz reviewed the history of the City newsletter and the options for reinstatement of the newsletter. At the April 14th Council Workshop, discussion was held on additional distribution options which include utilizing the local newspaper or the Big Lake Community Education catalogue. Steinmetz noted that Community Education is not interested in selling space and the proposed cost for a full page ad at the newspaper is approximately \$1,500. Mayor Danielowski shared the format that Monticello distributes. Council discussed which option would be the most valuable in getting City information out to citizens. Staff noted that the mail distribution would reach all City residents and could also be posted on the City website.

Council Member Wallen motioned to approve reinstatement of the City newsletter as a quarterly direct mailing to all addresses within the Big Lake City limits effective third quarter 2014. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. Monthly Department Updates

Fire Department – Nick Fiester discussed recent activities of the Fire Department. Fiester also discussed the status of hiring additional fire fighters and reviewed upcoming training.

Police Department - Joel Scharf updated Council on police statistics and calls for service for the month of April. Scharf also discussed the proposed County Road 5 safety improvements, the Senior Day Out event held at the Friendly Buffalo, the Bike Rodeo scheduled on May 17th at Independence Elementary, and reviewed staff's junk and blight efforts. Scharf also discussed the City's request for a speed reduction on CR 5 by Hiawatha Avenue.

Economic Development/Planning Department - Heidi Steinmetz reviewed efforts of the Economic Development Department. Steinmetz discussed recent prospects and noted that staff will be working on developing the reinstated City newsletter, discussed the upcoming Business Retention visit scheduled at Kelco Supply Company, reviewed the upcoming luncheon and developer site tour on May 29th that will showcase all available commercial and industrial land in the City, reviewed the Becker/Big Lake Ice Association efforts to build an ice rink within the community, and provided information on the 4th Annual Farmer's Market which will run on Wednesdays starting June 4th. Jessica Green reviewed recent Planning Commission activities for the month which included a variance application, and occasional sales in the Industrial Park.

Public Works Department - Mike Goebel updated Council on recent activities in the Public Works Department. Goebel noted that staff has been running the dryer at the wastewater treatment plant for a 5 week run, informed Council that no applications were submitted for vendors at Lakeside Park this year, updated Council that the Parks Board is working on designs and plans for the River Oaks Park project, noted that there are 2 garden plots left, discussed that Legacy Foundation banners have been put up along Highway 10, and noted that lake levels are high but there is still a good foot before the level hits overflow. Goebel also noted that there is no mosquito control plan in place due to cost and ineffectiveness.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Wallen motioned to approve the List of Claims ranging from Check No. 66755 through Check No. 66843 with the exception of Check No. 66837 for separate consideration, Electronic Payments #2336E to #2358E, and payroll transactions 04/17/14 through 05/09/14. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$477.50

Council Member Wallen motioned to approve payment of Check No. 66837 in the amount of \$477.50 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, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. **ADMINISTRATOR'S REPORT**

Jessica Green discussed the Neighborhood Stabilization Program (NSP) audit and pending construction timeline, reviewed the upcoming fire department controlled burn of the Lakeside Drive-In structure, and reminded Council that water shut-off letters have been sent out to delinquent accounts and shut-offs will continue throughout the summer.

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

Council Member Christenson: Discussed the May Park Advisory Meeting and the Big Lake Community Education Meeting.

Mayor Danielowski: Reviewed the May BLEDA Meeting and discussed upcoming community events. Mayor Danielowski also reviewed the Clean Up Day event held on May 3rd, and recognized Garrett Moran for achieving rank of Eagle Scout.

Council Member Wallen: Reviewed the May BLEDA Meeting.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Christenson motioned to adjourn at 7:02 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 05/28/14