

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MAY 22, 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, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Joel Scharf, Building Official Mick Kaehler, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, City Attorney Soren Mattick of Campbell Knutson, Consultant City Planner Ben Wikstrom, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

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

Duane Langsdorf, 421 Highland Avenue: Asked for an update on the Quiet Zone project. Brad DeWolf indicated that BNSF rail improvements at CR 43 will start after the 4th of July holiday, and that staff will be bringing back options to complete Eagle Lake Road South. DeWolf noted that once those two crossings are compliant, the City can proceed with their application to be classified as a Quiet Zone.

Cody Munger, 680 Minnesota Avenue: Informed Council that his church, New Day United Methodist Church, has moved to Elk River.

Allison Noble; 1281 Vernon Street and Amy Bische; 16534 CR 14 - Provided information on the Team Liam Fun Run scheduled on July 27th. The scholarship fundraiser is being

held in honor of the memory of Liam Schumacher. July 27th would have been Liam's birthday and the organizers of the event would like to hold the fundraiser on his birthday. Council directed staff to work with their organization to bring this item back to the next meeting for Council consideration.

Mayor Danielowski closed the Open Forum at 6:08 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 Christenson 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 May 8, 2013, 6B) Approve Amendment to Personnel Policy to include a new Section 21 establishing a Communications Policy, 6C) Approve Appointment of Jessica Green as the City Finance Director, 6D.i) Set Council Gathering on Tuesday, May 28, 2013 at 11:45 a.m. for the Big Lake Chamber of Commerce Legislative Update Membership Meeting at the Friendly Buffalo, 6D.ii) Set Council Gathering on Thursday, June 6, 2013 from 9:30 a.m. to 12:00 p.m. for the Northstar Corridors of Opportunity Workshop at the Anoka County Government Center, 6D.iii) Set Council Gathering on Friday, June 28, 2013 from 5:00 p.m. to 8:00 p.m. at the Middle School Campus to volunteer at the Spud Fest Bingo Tent, 6E) Approve Resolution No. 2013-41 authorizing application to the 2013 TIGER Grant for the Regional Rail Park Project, and 6F) Approve Northern Lighter Pyrotechnics Fireworks Display Permit for the 2013 Spud Fest event on Friday, June 28, 2013.

7. BUSINESS

7A. Call for the Sale of General Obligation Taxable Tax Increment Refunding Bonds, Series 2013B

Stacie Kvilvang from Ehler's and Associates discussed the 2010 taxable, temporary TIF bonds that were issued to provide funds to reimburse the City for the Interfund loan for TIF District 1-4 for land purchased in the District. These bonds were issued for a three year period and could be repaid any time after the first year. Kvilvang explained that it was the City's intent to use land sale proceeds to pay off the bonds. As the City has not sold any land to date, the bonds are required to be paid in full by November 2013. Staff is recommending refinancing them for a ten year period which should provide sufficient time for land sales to commence, while lessening the repayment burden to the City. Kvilvang

reviewed the Pre-Sale report for the \$1,100,000 General Obligation Taxable Tax Increment Refunding Bonds, Series 2013B.

Council Member Hansen motioned to approve Resolution No. 2013-42 providing for the Sale of \$1,100,000 General Obligation Taxable Tax Refunding Bonds, Series 2013B. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7B. CentraCare Health Monticello – Annual Hospital Update

Mary Ellen Wells, Administrator of CentraCare Health Monticello Hospital provided an annual update on the operations of the Hospital. Updates were given on their year-end financials, patient service statistics, the affiliation process, and CentraCare's commitments and benefits to the community. Wells also discussed the Big Lake ambulance service that operates out of the Big Lake Fire Department and noted that they are looking to strengthen that service area. Council thanked Wells for her informative update.

7C. Town Square Residential Suites Development Application – Site Plan and Variance

Ben Wikstrom reviewed the planners report for the Town Square Residential Suites Development Application submitted by Brigg's Properties for the construction of a 3-story, 33 unit apartment building at 715 Martin Avenue. The applicant is seeking site plan approval along with a variance from the required number of parking stalls for multi-family residential uses and the required number of enclosed stalls. Wikstrom noted that the site is surrounded by similar multi-family housing to the east and north, two small commercial building to the west, and Martin Avenue to the south. Wikstrom also reviewed discussions at the Planning Commission relating to parking requirements. The applicant was willing to reduce the number of units proposed to provide adequate space for additional parking stalls to bring the ratio closer to the ordinance requirement. The applicant also revised the placement of the building to allow a new row of parking located adjacent to the west side of the building. This new plan provides 2 stalls per unit totaling 58 parking stalls. Wikstrom also discussed changes to the landscape plan and noted that the Parks Advisory Board has recommended that the City collect a park dedication fee in the amount of \$72,500 in lieu of land dedication.

Council Member Wallen motioned to approve Resolution No. 2013-43 approving Variance from parking regulations at 715 Martin Avenue and approving the Site Plan for the Town Square Residential Suites project. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. DONATION – Sherburne County

Joel Scharf discussed a donation from Sherburne County consisting of one used forensic lab computer donated by Sherburne County. Scharf explained that these items will be used to supplement and enhance the forensic investigative capabilities of the Police Department. If Council chooses to accept the donation, the acceptance would be to retain the donation for at least one year.

Council Member Backlund motioned to approve Resolution No. 2013-44 accepting a donation to the Big Lake Police Department of one used forensic lab computer from Sherburne County. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Mayor Danielowski discussed a recent accident involving a student and a school bus on CR 5. Scharf also provided an update on speed limits on County Road 5 and the transition from 30 mph to 55 mph in a residential area. Scharf stated that the 55 mph speed limit is excessive due to the pedestrian traffic in this area and that the current speed limit in this area poses a serious safety element. Scharf noted that he has reached out to Sheriff Brott, who in turn, contacted the County Engineer and MNDOT. MNDOT has already looked at the area and Scharf feels a speed study will happen soon. Scharf also discussed the need to look at a bike pathway in this area, and to develop a safety plan with a formal crossing route.

Council Member Hansen motioned to approve a Letter of Support for a speed reduction in the CR 5/Hiawatha Avenue area. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Scharf also discussed the Township Board Meeting that he will be presenting at later in the evening to address the proposed shooting range concept. Scharf explained that he is not advocating for a specific location for a shooting range in the Township, but does recognize a demand for this type of facility.

7E. 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 KleinBank will be wrapping up their project soon, reviewed the status of the Lake Shopping Center 4th Addition project, discussed the CR 43 road project which should restart improvements after the 4th of July holiday, discussed the Marketplace letter of credit project, and noted that the Dill Dental project is set to begin in June. DeWolf also informed Council that Rail Park grants have been submitted, and reviewed the Safe Routes to School Grant Application which could have provided pedestrian improvement options on

CR 5. DeWolf noted that staff will be researching potential costs and will be meeting with the Safe Routes to School group to see what can be improved on our grant applications. Mayor Danielowski noted that she is looking for Council support on a multi-modal corridor to address safety concerns along CR 5. The consensus of the Council was to direct staff to proceed with seeking these types of grant opportunities. Mayor Danielowski also discussed the Quiet Zone corridor and noted that the City still needs to determine potential costs to complete the corridor. Mayor Danielowski clarified that once we become a Quiet Zone, it is up to the train engineer if a whistle is warranted should they sense a safety concern.

Mick Kaehler provided building permit information for the month of April through May 15th. Kaehler also noted that the City has issued permits year to date totaling \$1,766,161.00 in property valuation.

Newly appointed Finance Director Jess Green was introduced to Council. Todd Bodem discussed the sales tax audit that is underway. Council thanked Bea Lindberg for her years of service to the City.

Jan Muehlbauer provided a liquor store update to Council, and reviewed April sales figures. Muehlbauer also noted that the Liquor Tax Bill at the Legislature was defeated, that the compressor failed on the beer cooler, that snow guards have been installed on the roof, that the liquor store has hired a new part-time employee, and noted that liquor store staff have attended alcohol training at Sherburne County.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64870 through Check No. 64907, and Electronic Payments #2024E to #2039E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Informed Council that Economic Development Specialist Leslie Dingmann is back from leave.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Christenson: Provided a Parks Advisory Board Meeting update and reviewed the May Big Lake Community Education Meeting.

Mayor Danielowski: Reviewed upcoming community events.

Council Member Wallen: Provided an update on the May EDA Meeting. Council Member Wallen also discussed the Clean Up Day event held on May 18th, and the Lupus Foundation event at Lakeside Park.

11. OTHER

Council Member Wallen motioned to recess the regular session at 7:12 p.m. to go to Closed Session for item 12. Acquisition of Property identified as parcels 65-462-0230, 65-462-0240, and 65-462-0250 allowed under MN Statute 13D.05, subd. 3c3. Seconded by Council Member Hansen, unanimous ayes, motion carried.

12. CLOSED SESSION – Acquisition of Property (MS 13D.05, subd. 3c3)

Council Member Wallen motioned to open the Closed Session at 7:16 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Members present: Dick Backlund, Nick Christenson, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, and City Attorney Soren Mattick of Campbell Knutson.

Soren Mattick discussed the potential purchase of parcels 65-462-0230, 65-462-0240, and 65-462-0250. No action was taken by Council during Closed Session.

Council Member Wallen motioned to close the Closed Session and reconvene the regular meeting at 7:51 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

13. ADJOURN

Council Member Wallen motioned to adjourn at 7:51p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 06/12/13