

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MAY 27, 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: City Administrator Clay Wilfahrt, Police Chief Joel Scharf, Finance Director Deb Wegeleben, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Economic Development Specialist John Uphoff of WSB & Associates, Inc., 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. 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 Wallen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of May 13, 2015,

6B) Approve Ordinance No. 2015-06 Amending Chapter 4 (Alcoholic Beverages) implementing Legislative changes for allowing Sunday Off-Sale for Small Brewers and changing Sunday On-Sale start times from 10:00 a.m. to 8:00 a.m., and approve Summary Publication Resolution No. 2015-41, 6C) Approve Spud Fest Fireworks Display Permit Northern Lighters Pyrotechnics, 6D) Approve Resolution No. 2015-42 approving Smokedale Cigar LLC Tobacco License, 6E) Approve Appointment of Part-Time Police Officer Ben Jarvi, and 6F) Set Joint City/Township Meeting on Wednesday, June 10, 2015 at 4:30 p.m. in the City Council Chamber.

7. BUSINESS

7A. Welcome – New City Administrator Clay Wilfahrt

Mayor Danielowski and Council welcomed new City Administrator Clay Wilfahrt, and reminded the public of the Meet n' Greet scheduled after tonight's Council Meeting.

7B. Public Hearing Continuation Request – Kwik Trip Easement Vacation

Ben Wikstrom provided an update on the Kwik Trip project proposed to be presented to Council at the June 10, 2015 City Council Meeting. Wikstrom reviewed the Easement Vacation Public Hearing that was opened on April 22, 2015 and continued to the May 27, 2015 Council Meeting. Staff is recommending the Easement Vacation Public Hearing be further continued until the June 10, 2015 meeting to be heard at the same time their development application items will be heard.

Council Member Hansen motioned to continue the Kwik Trip Easement Vacation Public Hearing until the June 10, 2015 City Council Meeting. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7C. Transportation Alternatives Program Application

Brad DeWolf reviewed the City's County Road 5 Multimodal Improvements Transportation Alternatives Program (TAP) Application that has been awarded federal funds in the amount of \$372,000 for fiscal year 2019. DeWolf provided a history of the grant application which was authorized by Council in October 2014. The application was for bituminous trail improvements along Eagle Lake Road between Glenwood Avenue and Lions Park as well as a concrete path between Minnesota Avenue and Glenwood Avenue. DeWolf reviewed estimated costs associated with the improvements, which totals \$578,000. The City's portion of the estimated costs will be \$206,000. DeWolf explained that the City has the option to construct the improvements in advance of the 2019 fiscal year, but would need to front the costs and then be reimbursed for the federal portion when the monies become available in July 2018. The City's Municipal State Aid funds could be used to fund the City's portion of the eligible project costs as well as the \$372,000 that will become available in

2018. DeWolf discussed the 2016 Sherburne County improvements that will be completed on County Road 5 between Minnesota Avenue and Park Avenue. Completing our improvements at the same time as the Sherburne County improvements would reduce the length of disruption to motorists and residents in the area. DeWolf noted that the City currently has approximately \$647,000 in our State Aid fund account explaining that some of those funds are already earmarked for other projects. Council discussed the benefits of constructing our portion of the project at the same time the County construction occurs next year.

Council Member Langsdorf motioned to authorize the preparation of plans and specifications for the Transportation Alternatives Program (TAP) Multimodal Improvement Project utilizing temporary funds from Municipal State Aid monies until funds become available July 1, 2018. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. Monthly Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the punchlist items still remaining on the Quiet Zone crossings, reviewed the BNSF 2nd track construction project underway between Big Lake and Becker, discussed the Kwik Trip project site plan review, the MS4 Storm Water reapplication program, the Briggs Apartments on Martin Avenue plan review, the CR 5 multimodal project, and the status of the Lakeside Park water tower antenna project. Mayor Danielowski discussed the BNSF pedestrian crossing improvements that may be required with their 2nd track construction, noting that BNSF should be responsible for any costs to upgrade these crossings.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed April sales figures, discussed the Spring Wine Fest held at the Friendly Buffalo, and reminded citizens to vote for Big Lake on the Michelob Golden Draft Light "Celebrate Your Lake" Facebook contest, noting that the Freshwater Society that is working with Michelob in the contest. Muehlbauer also discussed staffing levels at the store, and identified recent donations made by the Liquor Store to the Big Lake Fire Department, Spud Fest, and Music in the Park events.

Mick Kaehler provided building permit information for the months of March and April. Kaehler also noted that the City has issued permits year to date totaling \$ 1,150,679.00 in property valuation.

Ben Wikstrom provided the monthly planning update. Wikstrom reviewed recent projects including the Kwik Trip gas station/convenience store, review of the accessory structure building materials ordinance amendment, and review of the impervious surface ordinance

amendment. Wikstrom also noted that he has had some discussions with a developer interested in the Norland Park Development. Mayor Danielowski asked for a timeframe update on when the façade improvements be completed at 401 Jefferson Blvd. Council asked staff to contact the developer to inquire what his plan is.

John Uphoff provided the monthly Economic Development update. Uphoff noted that he attended the recent Sherburne County EDA Meeting and was appointed as an alternate. Uphoff clarified that he won't have voting power unless one of the board members he is designated to is not in attendance. Uphoff also discussed a prospect that is hoping to relocate his business to Big Lake and is looking to be opened by June or July. Uphoff informed Council that the BLEDA Strategic Plan first draft has been completed and distributed to the Board. They are hoping to have a final draft submitted to the EDA at their next meeting with the final version coming to an upcoming Council Meeting. The City was awarded a \$2,500 grant from the Initiative Foundation towards the cost of the Strategic Planning session. Uphoff also discussed the upcoming Joint City/Township Meeting scheduled at 4:30 p.m. on June 10th.

7E. Landfill Legacy Grant Program Discussion

John Uphoff introduced Sherburne County Administrator Steve Taylor and Sherburne County Solid Waste Administrator Dave Lucas. Uphoff noted that the Becker/Big Lake Ice Association has approached the City to inquire about the use of the grant program to partially fund the construction of an ice arena in the City. Uphoff clarified that the City has no interest in taking ownership of an ice arena and that the Association is not requesting the City participate as an owner or an operator of the arena. Uphoff asked Council to consider if they would be willing to make a request to the Sherburne County Board to amend the terms of the Landfill Legacy Grant in a way that would allow the monies to be used for the construction of an ice arena with the understanding that the ice arena would not be owned by the City of Big Lake.

Dave Lucas provided information on the Sherburne County Landfill Legacy Grant Program. Lucas noted that at this time, the grant can only be used for the construction of a municipal building owned by a City or Township in Sherburne County. Lucas noted that the City of Big Lake has approximately \$830,000 in monies available through the grant program, but only for buildings owned by the City. Lucas also explained that funds will remain for use to the City, and reviewed that the program was previously suspended until litigation was worked out. The program has been re-enacted at this time. Lucas also explained the formula that was used to calculate the amount earmarked for each Sherburne County Municipality which was based off 2004 population totals.

Council clarified that while they will continue to support the efforts of the Becker/Big Lake Ice Association, they are not necessarily in favor of using these Legacy Grant funds for a

Hockey arena. It was discussed that Big Lake is a growing community and that those funds could be utilized to fund needed public safety buildings or City Hall improvements.

Steve Taylor discussed his concerns that this type of request would complicate the program and could set precedence with other municipalities. Taylor informed Council that he wasn't sure how much support the City would get from the County Board on changes to the program.

The General Consensus of the Council was to recommend to the Hockey Association to focus their funding efforts in a different direction other than trying to secure funding from the Sherburne County Landfill Legacy Grant Program.

Clay Wilfahrt informed Council that staff will continue to work with the Becker/Big Lake Ice Association. Wilfahrt also noted that staff will consider potential Legacy monies when developing future Capital Improvement Plans at budget time.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 69371 through Check No. 69445 with the exception of Check No. 69374 for separate consideration, Electronic Payments #2609E to #2719E, and payroll no. 10. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

8B. Consider Auto Stop Payment in the Amount of \$555.55

Council Member Hansen motioned to approve payment of Check No. 69374 in the amount of \$555.55 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

Clay Wilfahrt reviewed his first couple days on the job indicating that he has been meeting with staff and Department Heads to get an understanding of how operations are working. Wilfahrt noted that staff and Council seem to be heading in the same direction and working well together.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed upcoming community events including the Big Lake Farmers Market and the Legacy Foundation Music in the Park summer events starting next week, noted that the June 12th Movie in the Park will feature Big Hero 6 and a Veterans Memorial Video, informed residents that Community Garden plots are still available, and reminded the public that the Spud Fest community festival will be held June 25th – June 28th.

Mayor Danielowski also discussed the upcoming Big Lake Community Lake Association Boat Tour that Council has been invited to attend on Monday, June 1st at 5:00 p.m. at Lakeside Park.

Council Member Hansen motioned to set a Special Council Workshop on Monday, June 1, 2015 at 5:00 p.m. at Lakeside Park for a Boat Tour of Big Lake and Mitchell Lake. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Hansen: Reviewed the May 20th Planning Commission Meeting. Council Member Hansen noted that Clay Wilfahrt has submitted his resignation from the Planning Commission and the vacancy will be posted and published to find a replacement.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:50 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 06/10/15