

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 12, 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, Fire Chief Randy Miller, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

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

Cody Munger; 680 MN Avenue – Updated Council on the New Day United Methodist Church move to Elk River.

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 Hansen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Backlund motioned to approve the Consent Agenda with the removal of item

6C for separate consideration. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Joint Council/EDA Workshop Minutes of May 22, 2013, 6B) Approve Regular Council Meeting Minutes of May 22, 2013, 6D) Approve the CGI Communications Proposal, and 6E) Set Council Gathering on Tuesday, August 6, 2013 from 6:30 p.m. to 9:00 p.m. for the Big Lake Night Out event being held at Lakeside Park.

6C) Approve the Dill Properties, LLC Contract for Private Development

Todd Bodem reviewed date changes and the removal of Tax Increment Assistance language on the original draft of the Contract for Private Development for the Dill Dental project.

Council Member Hansen to approve the Contract for Private Development between the Big Lake Economic Development Authority, the City of Big Lake, and Dill Properties, LLC with the revisions as discussed. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7. BUSINESS

7A. CenterPoint Energy “Community Partnership” Grant Presentation

Keith Culver from CenterPoint Energy reviewed their Community Partnership grant program and informed Council that they have awarded the Big Lake Police Department a \$2,500 grant the City has received from CenterPoint Energy through their Community Partnership grant program. Culver noted that the grant funds will be used to purchase two tablet computers for emergency management. Scharf and the City Council thanked CenterPoint Energy for this grant opportunity.

Council Member Hansen motioned to accept a \$2,500 Grant from CenterPoint Energy from their Community Partnership Grant Program. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7B. Light and Energy Audit Presentation

David Szulim from Batteries Plus presented information on the light and energy audit conducted on both City Hall and the Police Department. Szulim also discussed the Xcel Energy Utility Rebates that are available to the City.

Mayor Danielowski agreed that we should move towards going green and work to reduce our energy costs, but would like to table this item until our finance director is on board and can give a recommendation on how to fund this project. Szulim noted that rebate dollars have been reserved for 45 days which should allow enough time. The general consensus

of the Council was to table this item until the finance director is on board and can review the proposal.

7C. DONATION – Big Lake Lions and Lioness Club

Randy Miller reviewed the cash donations from the Big Lake Lions Club and the Big Lake Lioness Club. The \$2,683.14 cash donated by the Lions is from profits received from the April 29th Smelt/Fish Fry held at the Fire Hall. Miller noted that both the \$2,683.14 Lions donation and the \$150 cash donation from the Lioness Club are to be used towards the purchase of the extrication rescue equipment purchase. Council thanked the Lions Club and the Big Lake Lioness Club for their generous donations.

Council Member Christenson motioned to approve Resolution No. 2013-44 accepting cash donations totaling \$2,833.14 from the Big Lake Lions Club and the Big Lake Lioness Club towards the Big Lake Fire Department for the purchase of extrication equipment. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. DONATION – Big Lake American Legion

Randy Miller 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. 2013-45 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 Christenson, unanimous ayes, motion carried.

7E. DONATION – Alerus Financial

Joel Scharf reviewed a \$100 cash donation received from Alerus Financial, through their “Refer a Friend, Build a Community” program which allows its customers to have a donation made on their behalf after making a referral for services. Andrew and Denise Loukusa listed the Big Lake Police Department as their beneficiary on their referral. Council thanked Alerus Financial for their interest in building communities and thanked the Loukusa’s for their commitment to Big Lake.

Council Member Hansen motioned to approve Resolution No. 2013-46 accepting a \$100 cash donation from Alerus Financial under their “Refer a Friend, Build a Community” Program referred by Andrew and Denise Loukusa. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7F. DONATION – Tony Eisinger

Mike Goebel reviewed the donation of tilling services valued at \$200 from Tony Eisinger. Goebel noted that Eisinger tilled the Community Garden plot at no charge. Council thanked Tony Eisinger for the donation of his services.

Council Member Wallen motioned to approve Resolution No. 2013-47 accepting the tilling services donation valued at \$200 for the tilling of the Community Garden plot by Tony Eisinger. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7G. Police Department Information Technology Upgrades

Joel Scharf discussed Information Technology upgrades needed in the Police Department. Scharf explained that the department currently has an Assigned Fund balance of \$28,111.33 and asked for Council to consider upgrades to several areas within the department. Replacement of laptop computers and docking stations in four patrol cars, replacement of mobile video recorders, and various other technology needs, all totaling \$27,200.00 Scharf noted that these upgrades would bring the department to a point where all systems are modern, new, and at a capacity to function for several years. Scharf also explained that the department has not previously have a replacement plan in place, but that one will be started in 2013, and into the future which will allow for the dispersion of expenses equally over each year, versus all at one time. Scharf also reviewed some of the computer issues they have experienced which include 1) slow processor speed and lack of memory, 2) computers frequently lock-up requiring a full restart, 3) touchscreen and touchpads are failing and are non-repairable, 4) printing summons can take up to 20 minutes, or a complete failure, 5) officers cannot get essential information in a timely manner for calls for service, or safety information, 6) officer frustration with constant break downs, 7) excessive staff time spent repairing them, and 8) docking stations failing-worn out.

Mayor Danielowski reminded Council that they are charged with staying within the set budget. Danielowski also stated that she appreciated the comprehensive plan Scharf prepared, and recognized that the City must give its departments the tools they need to operate effectively. Council recognized the efforts of staff to obtain donations and grants when possible.

Scharf noted that the proposal includes the lease to own option so there will need to be dollars budgeted for the next two years to cover the remainder of the lease.

Council Member Wallen motioned to authorize the Information Technology upgrades as presented by the Police Department for purchase in 2013 through the Police Department Assigned Fund balance. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7H. Fire Department Personnel Changes

Randy Miller discussed proposed changes to Fire Department secretarial duties and expenses, along with the requested increase to fire fighter wages. Miller discussed how secretarial/clerical services are billed to the Fire Department and noted that these duties in the last few years have been substantially done by the Fire Chief and fire personnel. Miller explained that these duties can continue to be done in house and support services can be provided by Township staff in a more fair and equitable manner. Miller also requested to designate 90% of these budgeted funds within the Fire Department and that 50% support services provided by the Township would be billed back to the City on a quarterly basis. Miller also explained that the redistribution of these budgeted funds would be used for a Fire Department wage increase from \$10.50 per hour to \$12.00 per hour which would equate to an overall personnel increase of \$2,500/firefighter for both the City and the Township. Miller noted that firefighter wages haven't increased in 8 years.

Mayor Danielowski stressed that she is concerned about making this type of change before the new finance director is on board. Laura Hayes from Big Lake Township explained that she would take on Fire Board recorder duties and very minimal costs would be associated with secretarial duties the Township would provide. Hayes also provided survey information on surrounding fire department firefighter wages.

Council Member Wallen questions what the impact on the Public Works budget would be. Mike Goebel noted that a budget adjustment will be necessary. Council Member Wallen stated that he believes the fire personnel are due the increase, but wants to make sure it won't negatively impact the Public Works Department.

Discussion was held clarifying that Council Members Nick Christenson and Seth Hansen would abstain from voting on this issue as they are both active members on the Big Lake Fire Department.

Council Member Wallen motioned to approve Resolution No. 2013-48 approving the dissolution of the Fire Department Secretary position, and redistribution of budgeted funds from the designated secretarial position to the Fire Department personnel. Seconded by Council Member Backlund, vote passed with a vote of 3 to 0 with 2 abstentions with Council Members Backlund, Danielowski, and Wallen voting aye and Council Members Christenson and Hansen abstaining. Motion carried.

7I. Department Updates

Fire Department

Randy Miller discussed recent activities of the Fire Department. Miller also informed Council that they have interviewed 18 firefighter candidates, and that 4 new firefighters will

be appointed at the end of the month. Miller also discussed the extrication equipment that has been ordered, and upcoming training that is being offered at the Minneapolis burn tower.

Police Department

Joel Scharf updated Council on police statistics and calls for service. Scharf discussed the recent investigation into missing revenue dollars at last year's Spud Fest noting that no intentional criminal activity was found. Scharf also discussed the recent seat belt enforcement waive that occurred, discussed quarterly training procedures, and discussed the aid provided in the missing child in Elk River tragedy. Scharf reviewed preparations underway for the upcoming Spud Fest event, the new Bike Patrol, the Community notification project called Nixle, recent nuclear planning drills conducted, and noted that Lt. Olson has finished a course in Leadership at St. Cloud State.

Community Development Department

Todd Bodem reviewed efforts of the Community Development Department. Bodem discussed the Kelco Supply building permit, plans for the Cargill Kitchens addition, the status of the Dill Dental project, the Town Square project, the Rail Park project, the Northern Star Apartment project, the Lake Shopping Center 4th Addition, and interior renovations underway at McDonald's.

Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also discussed the extra shifts needed at the waste water treatment plant for work on the dryer, identified that they are fully staffed for part-time summer positions, and noted that he has been negotiating a new AT&T tower lease agreement.

Goebel also informed Council that he recently received an application from the Team Liam Family Fun Run Organization seeking permission to use Lakeside Park for their event on July 27th and to request that parking fees be waived for their participants.

Council Member Hansen motioned to authorize the use of Lakeside Park for the Team Liam Family Fun Run fundraiser event scheduled on July 27th and to approve waiving parking fees at Lakeside Park for the event participants. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64908 through Check No. 65068 with the exception of Check No's. 65002 and 65009 for separate consideration, and Electronic Payments #2040E to #2045E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$11,170.58

Council Member Hansen motioned to approve payment of Check No. 65002 in the amount of \$11,170.58 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.

8C. Consider Bob's Towing and Recovery Payment in the Amount of \$275.96

Council Member Hansen motioned to approve payment of Check No. 65009 in the amount of \$275.96 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.

9. ADMINISTRATOR'S REPORT

Todd Bodem informed Council that new Finance Director Jessica Green starts work on Monday, June 17, 2013, and that he has received 28 Accounting Clerk applications in so far.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Reviewed the June Big Lake Community Lakes Association Meeting. Mike Goebel discussed new DNR weed treatment regulations and the negative impact they could have on the growth of invasive weed species. Goebel noted that Lake Association members will be contacting our legislatures and eventually the City Council for a letter of support. Goebel also expressed that the City had been making progress on controlling these invasive weeds, and is already noticing an increase in weed growth due to the new regulations.

Council Member Christenson: Discussed the June Parks Advisory Board Meeting.

Mayor Danielowski: Provided an update on the June EDA Meeting, recent BR&E site visits, congratulated Mike Goebel and the Public Works crew on the recognition the City received from the MN Pollution Control Agency, and discussed upcoming community events. Joel Scharf discussed the upcoming Big Lake Night to Unite event and noted that he will meet with the Sheriff's Office about how they will be handling county events.

Council Member Hansen: Discussed the June Planning Commission Meeting.

Council Member Wallen: Reviewed the June EDA Meeting and recent Legacy Foundation Meetings.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Backlund motioned to adjourn at 7:53 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 06/26/13