

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 23, 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: Raeanne Danielowski, Duane Langsdorf and Mike Wallen. Council Members absent: Nick Christenson and Seth Hansen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, Economic Development Specialist John Uphoff of WSB & Associates, Inc., and Assistant City Engineer Jared Voge 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 Langsdorf motioned to adopt the proposed Agenda with the removal of item 8B. Seconded by Council Member Wallen, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Joint Powers Board Meeting Minutes of June 10, 2015, 6B)

Approve Regular Council Meeting Minutes of June 10, 2015, 6C) Approve Ordinance No. 2015-07 Amending Chapter 2 Changing Council Workshop Meeting Dates to the Second and Fourth Wednesday of each month at 5:00 p.m., approve Summary Publication Resolution No. 2015-45, and approve Council Bylaws Amendment changing the City Council Workshop schedule, 6D) Set Special Council Gatherings for Fall Community Events, 6E) Approve Resolution No. 2015-46 receiving bids and awarding contract to Shank Constructors, Inc. of Brooklyn Park, MN in the amount of \$992,700 for the 2015 Phosphorus Removal Improvement Project, 6F) Approve Building Permit Fee Waiver Request from Big Lake Community Non-Profit Organizations for a construction project at the Big Lake Public Schools Softball Complex, 6G) Accept Resignation of Temporary Police Officer Nathan Snell, and 6H) Approve Lease Agreement with John Urwin for Parcel No. 10-325-3201.

7. BUSINESS

7A. CenterPoint Energy – Community Partnership Grant Presentation

Mark Johnson from CenterPoint Energy reviewed their Community Partnership grant program and informed Council that they have awarded the Big Lake Fire Department a \$2,500 grant through their Community Partnership grant program. Johnson noted that the grant funds will be used to purchase fire helmets. Paul Nemes and the City Council thanked CenterPoint Energy for this grant opportunity.

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

7B. Host Approval for Issuance of Bonds through the Sherburne County HRA for the Leighton's Landing Townhome II Project

Deanna Hemmesch from Central MN Housing Partnership, Inc. (CMHP) on behalf of Leighton's Landing Townhomes II of Big Lake Limited Partnership presented information on their request of the Sherburne County HRA to issue \$1,600,000 in Revenue Bonds to finance a portion of the costs of the acquisition and rehabilitation of a 3-building, 32-unit affordable multifamily housing facility located at 210, 220 and 230 Maple Lane. Deb Wegeleben explained that CMHP had contacted the City last year asking the city to issue conduit debt for the project, but the City found it necessary to preserve the annual Bank Qualified allocation of \$10 million for the City's own use. Wegeleben noted that the Sherburne County HRA debt issuance will have no impact on the City's Bank Qualified allocation, credit rating, or outstanding debt obligations. At this time, the only item being requested of the City is host approval and a resolution of support for the Leighton's Landing Housing Development.

Council Member Wallen motioned to approve Resolution No. 2015-47 approving issuance of Revenue Bonds by the Sherburne County Housing and Redevelopment Authority, and approve Resolution No. 2015-48 in support of the Leighton's Landing Housing Development in the City of Big Lake. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. PUBLIC HEARING – Administrative Citation Ordinance and 2015 Fee Schedule Amendment

Joel Scharf discussed the draft Administrative Citation Ordinance which would provide for regulations related to Police, Planning/Zoning, and general nuisances which are regulated as a misdemeanor level offense. The Ordinance would allow for fees to be levied for violations of City Ordinances in lieu of a criminal citation in District Court. This would allow ordinances to be addressed with residents outside of the formal court system in a streamlined manner. The Ordinance does not preclude the use of the court system in situations deemed appropriate by the City. Scharf noted common violations that would be addressed through this process could include: junk autos, junk accumulation, noise violations, fireworks, public alcohol consumption, animal regulations, burning regulations, littering, park regulations, and planning/zoning code violations. Scharf reviewed proposed Administrative fines. First offenses would be fined \$75, 2nd offenses would be fined \$150, and third offenses would be fined \$300. It would continue to be the enforcement official's discretion to move from Administrative to Criminal Court Proceedings at the point they deem appropriate. Council discussed that Administrative Citations would be less expensive for violators compared to dealing with a court summons, and that they would also provide an opportunity to change behaviors.

Mayor Danielowski opened the public hearing at 6:21 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:22 p.m.

Council Member Langsdorf motioned to approve Ordinance No. 2015-08 amending Chapter 1 of the Big Lake Municipal Code creating an Administrative Citation process, and approve summary publication Resolution No. 2015-49. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Wallen motioned to approve an amendment to Ordinance No. 2014-12 amending the 2015 City Fee Schedule implementing fines for Administrative Citations, and approve summary publication Resolution No. 2015-50. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. Monthly Department Updates

Jared Voge from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. Voge discussed the status of the Wastewater Treatment Plant Phosphorus Project, noted that the Northern Star Apartments project is substantially complete with a few outstanding punchlist items, reviewed the CR 43 striping project, discussed the Kwik Trip project, the MS4 reapplication permit process, noted that the Briggs Apartment project is moving forward but that they haven't picked up their permit yet, and reviewed the BNSF 2nd track punchlist items still remaining. Voge also discussed the determination by the Federal Rail Authority and MNDOT that the installation of pedestrian crossing gates will be required with the installation of the 2nd track to keep our Quiet Zone designation. Mayor Danielowski discussed her concern with potential costs for pedestrian crossings due to the BNSF 2nd track construction project. Voge noted that BNSF has appeared to be reluctant to participate in the pedestrian crossing costs. Voge also discussed the status of the Lakeside Park water tower antenna project, and the CR 5 trail and path grant approval process.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed May sales figures, discussed recent alcohol awareness training at Sherburne County, and noted that she is anticipating increased sales with Spud Fest and the upcoming summer holidays. Muehlbauer reviewed prizes donated to Spud Fest Bingo, the stores participation in the "Support our Troops" supply drive, and noted that Lake Liquors will be open regular hours on the 4th of July holiday. Muehlbauer also reminded citizens to vote for Big Lake on the Michelob Golden Draft Light "Celebrate Your Lake" Facebook contest.

Mick Kaehler provided building permit information for the months of May/June. Kaehler also noted that the City has issued permits year to date totaling \$2,643,761.00 in property valuation.

John Uphoff provided the monthly Economic Development update. Uphoff noted that he will be attending the upcoming LMC Annual Conference, reviewed the status of the EDA Strategic Plan, discussed the Kwik Trip closing date, discussed the BLIPE Phase II subcommittee, and provided an update on the Shovel Ready Program.

Mike Goebel discussed the swimmer's itch issue at the public beach. Public Works will be treating the beach area tomorrow but there are no guarantees that the treatment will work. The City is limited to two treatments per year, and Goebel reviewed potential preventative measures swimmers can take. Mayor Danielowski had been approached by a disabled veteran about offering reduced or free parking passes at Lakeside Park. Council directed staff to investigate and report back at a Workshop in July.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Wallen motioned to approve the List of Claims ranging from Check No. 69496 through Check No. 69592 with the exception of Check No. 69505 for separate consideration, Electronic Payments #2729E to #2744E, and payroll no. 12. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

8B. Consider Auto Stop Payment

This item was removed from the Agenda due to the absence of two Council Members. The payment will be brought back to Council for consideration at the July 8, 2015 meeting.

9. ADMINISTRATOR'S REPORT

Clay Wilfahrt updated Council on the Community Development Director position. Wilfahrt also reminded Council that he will be attending the LMC Annual Conference this week, and has been working on the broadband issues at the Industrial Park.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Reminded the public that the Spud Fest Festival starts this Thursday and runs through Sunday, and she encouraged citizens to attend the weekly Farmers Market and Music in the Park events.

Council Member Wallen: Informed the public that Beau Lastavich and Ivy Stone are performing at Music in the Park this week.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:51 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 07/08/15