

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 25, 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, Seth Hansen, and Mike Wallen. Also present: Interim City Administrator/Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Assistant Fire Chief Ken Halvorson, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

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

Terry Carlson; 1511 Kasota Street – Put the City on notice that he is requesting verification that all City Codes and Ordinances were followed concerning the structure being built at 1591 Hiawatha Avenue relating to Chapter 10 under the zoning code, Sections 1006, 1020, and 1049.

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 Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of June 11, 2014, 6B) Set a Budget Workshop on July 22, 2014 in the Big Lake City Council Chamber, 6C) Set Council Gathering for the August 5th Big Lake Night to Unite Community Picnic, 6D) Authorize use of Lakeside Park for the Big Lake Area Jaycee's 5K Fundraiser on August 23, 2014, 6E) Approve Utility Franchise Ordinances and Summary Publication Resolution No. 2014-35, 6E.i. Xcel Energy Electric Utility Franchise Ordinance No. 2014-03, 6E.ii. Xcel Energy Electric Utility Franchise Fee Ordinance No. 2014-04, 6E.iii. Connexus Energy Electric Franchise Ordinance No. 2014-05, 6E.iv. Connexus Energy Franchise Fee Ordinance No. 2014-06, 6E.v. Xcel Energy Gas Franchise Fee Ordinance No. 2014-07, and 6E.vi. CenterPoint Energy Gas Franchise Fee Ordinance No. 2014-08.

7. BUSINESS

7A. NSP1 – Development Agreement for the Purchase of 210 Powell Street

Jessica Green reviewed the Development Agreement for the NSP1 City owned property located at 210 Powell Street. A Request for Qualification to develop 8 NSP properties was sent out in November 2012. Central Minnesota Habitat for Humanity was awarded the bid for the parcel located at 210 Powell Street. Green noted that staff, along with the City Attorney's Office, have been negotiating with Central MN Habitat for Humanity to define the terms and conditions of the Development Agreement.

Mayor Danielowski reviewed that the NSP grant dollars the City received were federally funded and have specific federal regulations attached to the use of the funds and the resale of any homes/properties purchased with these dollars.

Council Member Hansen motioned to approve Resolution No. 2014-36 authorizing the City of Big Lake to sell property to Central Minnesota Habitat for Humanity and enter into a NSP1 Development Agreement for the construction of a single family home located at 210 Powell Street. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7B. Receive Bids and Award Contract on the 2014 Phosphorus Removal Project

Brad DeWolf reviewed the bid received for the 2014 Phosphorus Removal Project. The low responsible bidder was submitted by Municipal Builders, Inc. from Andover, MN in the amount of \$747,900. DeWolf noted that the bid amount was higher than the estimate and the bidder has offered deductions in the amount of \$118,500. Mayor Danielowski discussed the possibility of rescinding the bid and reapplying for grant dollars again next

year hoping to get more comparable bids. Staff discussed that rebidding at a different time of year could produce more competitive bids. DeWolf noted that he has had discussions with representatives from the Point Source Implementation Grant and they feel that if grant dollars are available next year, the City would have a viable chance at receiving funds again.

Council Member Christenson motioned to rescind all submitted bids on the 2014 Phosphorus Removal Project and reapply for available grant dollars at a later date. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. Monthly Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf noted that the Northern Star Apartment project has a new general contractor, discussed the railroad crossing improvements at CR 43 which are substantially complete and that staff will proceed with obtaining the final quotes for bituminous completion, and discussed the quote process for the Eagle Lake Road South quiet zone crossing improvements that will be brought back to Council for completion this fall.

Jessica Green provided the monthly finance update. Green noted that finance staff has been busy working on budgets and will be meeting with department heads at the beginning of July. Green discussed the upcoming first budget workshop of the year scheduled on July 22nd, and informed Council that Progressive Consulting Engineers has been chosen to complete the Utility Rate Analysis.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed May sales figures and discussed the 1st annual Minnesota Municipal Beverage Association's "Support Our Troops" supply drive that the liquor store will be participating in. Muehlbauer asked citizens to submit names of active duty members that would benefit from this program. Muehlbauer also discussed the Lakes Program that will start in July, increased Lakeside Park parking pass sales, and noted that the store will be open regular business hours on the 4th of July.

Mick Kaehler provided building permit information for the month of May/June. Kaehler also noted that the City has issued permits year to date totaling \$4,357,614.75 in property valuation. Kaehler discussed the code enforcement process and noted that it has been beneficial to have assistance from the Police Department. Joel Scharf reviewed the court process for non-compliant properties.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 64040 through Check No. 64133, Electronic Payments #2381E to #2397E, and payroll transactions 06/06/14 through 06/18/14. Seconded by Council Member Christenson, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Jessica Green discussed the recent League of MN Cities Conference, the Regional Transportation Stakeholders Meeting held on June 24th, and reported on the status of the City newsletter.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed recent community events and the League of MN Cities Conference she recently attended. Mayor Danielowski reminded citizens that the Spud Fest Community Festival starts tomorrow.

Council Member Hansen: Discussed the June 18th Planning Commission Meeting.

11. OTHER – No other.

12. ADJOURN

Council Member Backlund motioned to adjourn at 6:34 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 07/09/14