

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 26, 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, Finance Director Jessica Green, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Joel Scharf, Building Official Mick Kaehler, Assistant Fire Chief Paul Nemes, Liquor Store Manager Jan Muehlbauer, City Attorney Soren Mattick of Campbell Knutson, City Engineer Brad DeWolf of Bolton & Menk, Inc., and Consultant City Planner Ben Wikstrom.

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 Wallen motioned to adopt the proposed Agenda with the removal of item 7A. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen motioned to approve the Consent Agenda with the removal of item 6C for separate consideration. Seconded by Council Member Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Joint

Council/Township/EDA Workshop Minutes of June 12, 2013, and 6B) Approve Regular Council Meeting Minutes of June 12, 2013.

6C) Approve Independence Day Holiday Schedule

Todd Bodem discussed staff's request to close City Hall offices the day after the 4th of July Holiday to accommodate travel requirements. Bodem noted that staff would be required to use vacation time, comp time, or flex time. Council discussed their concern with closing during this time of year and the need for the City offices to be open to service residents. Mayor Danielowski noted that no other surrounding communities that are regularly open on Fridays are closing on July 5th. Council Member Wallen questioned how much activity is expected in the City Hall offices that day and noted that Council changed the Council meeting start time to 6:00 p.m. to make it easier for people to attend, but that attendance has not increased since the change. Wallen also noted that keeping City Hall open on Friday would allow staff who do not want to use vacation time to work.

Council Member Wallen motioned to keep regular City Office hours on Friday, July 5th. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7. BUSINESS

7A. Award Sale of G.O. Tax Increment Refunding Bonds, Series 2013B

This item was removed from the Agenda due to an increase in Municipal Bond Rates and will be brought back for Council consideration when rates decrease.

7B. Big Lake Regional Rail Park Zoning Discussion

Ben Wikstrom reviewed recent discussions of creating a rail overlay district or a new zoning district to allow or encourage rail based uses along the potential rail spur. Wikstrom noted that staff is recommending the creation of a new zoning district rather than an overlay to show potential rail use developers that the Rail Park parcels are zoned appropriately and that they have an attainable entitlement process. Wikstrom reviewed various structures for an Ordinance pertaining specifically to rail uses. The Ordinance could be general, could list specific uses, or be comprised of a combination of both methods. Wikstrom reviewed possible Ordinance language and discussed additional meetings that would be needed prior to adoption of an Ordinance. Council discussed the need to maintain some flexibility in the new Ordinance along with showing the grantors and other potential partners that the City has specific uses in mind for this project.

Council liked the direction staff is headed on this draft Ordinance. Staff will discuss the timeline for bringing back a more specific Ordinance for Council consideration.

7C. Tax Forfeited Land Discussion

Todd Bodem reviewed the Sherburne County Certificate of County Board of Classification of Forfeited Lands notice that the City received regarding tax forfeited parcels located in the City limits. Bodem noted that the parcels on the list that are buildable lots should be publicly sold and placed back on the tax rolls. There are ten parcels on the list that do have a public purpose. Some of these lots should have been deeded to the City during the final plat process when the development was created. The parcels are currently being used for a public purpose and should be removed from County's list as sellable lots. Bodem identified parcels 65-493-0020, 65-493-0010, 65-531-0010, 65-112-4200, 65-445-0001, 65-533-0010, 65-497-0010, 65-451-0010, 65-555-0020, and 65-544-0020 that should not be publicly sold. Bodem also noted staff will be meeting with County staff next week to discuss potential costs for the City to obtain the parcels and explained that the City will have six months to decide if they want to take ownership of the parcels.

Council Member Hansen motioned to approve the sale of tax forfeited land identified on the Certificate of County of Classification of Forfeited Lands with the removal of parcels that are being used for public purpose including 65-493-0020, 65-493-0010, 65-531-0010, 65-112-4200, 65-445-0001, 65-533-0010, 65-497-0010, 65-451-0010, 65-555-0020, and 65-544-0020. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7D. 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, and noted that the Dill Dental project should start in July. DeWolf also discussed the status of the MNDOT Rail Service Improvement Program Loan Application and noted that a Resolution of Support is needed to complete the application.

Council Member Wallen motioned to approve Resolution No. 2013-49 stating support of the application for a Minnesota Department of Transportation MN Rail Service Improvement Program Loan. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Mick Kaehler provided building permit information for the month of May through June 26th. Kaehler also noted that the City has issued permits year to date totaling \$3,309,871.67 in property valuation.

Jessica Green provided an update on activities in the Finance Department. Green noted that the Accounting Clerk application deadline was June 21st and that staff has received 53 applications, noted that State Auditor reports are due, and reviewed the reaffirmed City's bond rating at A+ stable. Council Member Wallen questioned how the new Sales Tax Exemption legislation will impact the City's budget. Green indicated that staff will be looking into this further and will report back to Council. Mayor Danielowski asked when the City will start 2014 budget discussions. Green noted that department heads have had the first initial meeting to start the budgeting discussions and that information will most likely be brought to Council later in July.

Jan Muehlbauer provided a liquor store update to Council, and reviewed May sales figures. Muehlbauer also noted that the liquor store will be required to pay a cigarette tax floor stock tax that will be paid on July 1st, discussed the potholes in the liquor store parking lot that have been fixed, and the replacement of parking lot lights that will be looked at in the future. Muehlbauer also noted that Lake Liquors will be open on July 4th.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65069 through Check No. 65116 with the exception of Check No. 64953 for separate consideration. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$230.21

Council Member Hansen motioned to approve payment of Check No. 64953 in the amount of \$230.21 payable to Audio Communications. 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 Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem informed Council that the City has gone live with its Facebook Page. Bodem also noted that staff will come forward with recommendations on website redesign, and newsletter distribution.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed the League of MN Cities Annual Conference held in St.

Paul and reviewed upcoming community events. Mayor Danielowski also discussed the Business Retention visit at MPI, noted that she attended an informational meeting on the Rail Park at Sherburne County, and discussed a welcoming ceremony for 150 bikers who rode the train up to Big Lake from Minneapolis.

Council Member Wallen: Discussed the steering committee he attended on the Regional Rail Park project. Council Member Wallen also discussed Music in the Park which he indicated is going well so far and noted that weather has cooperated for each of the concerts.

11. OTHER

Council Member Wallen motioned to recess the regular session at 6:57 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 7:03 p.m. Seconded by Council Member Christenson, 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 Finance Director Jessica Green, 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 Hansen motioned to close the Closed Session and reconvene the regular meeting at 7:32p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

13. ADJOURN

Council Member Hansen motioned to adjourn at 7:33 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

07/10/13
Date Approved By Council