



**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JULY 8, 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, Finance Director Deb Wegeleben, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Assistant Fire Chief Ken Halverson, 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 Langsdorf motioned to adopt the proposed Agenda. Seconded by Council Member Christenson, 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 Regular Council Meeting Minutes of June 23, 2015, 6B) Approve Amended and Restated NSP 1 Development Gap Funding Agreement, 6C) Approve Appointment of Nicholas Prigge as a Full-Time Police Officer, and 6D) Approve Resolution No. 2015-51 authorizing Interfund Transfer for the 2015 Phosphorus Improvement Project.

7. BUSINESS

7A. Kwik Trip Development – Final Plat and Contract for Private Development

Ben Wikstrom reviewed the staff memo completed by City Attorney John Kelly regarding the Kwik Trip project located at the corner of US Highway 10 and CR 5. The Big Lake Economic Development Authority (BLEDA) acquired each of the parcels abutting the east side of Eagle Lake Road North lying between Martin Avenue and US Highway 10 and the parcel lying north of Martin Avenue in connection with the reconstruction of Eagle Lake Road North and in anticipation of future development in the area. BLEDA platted the parcels as Jefferson Center and conveyed a lot to the Dill Dental Facility, and is now proposing the sale of Outlot A to Kwik Trip. Wikstrom noted that Outlot A of Jefferson Center and the property to the east owned by Big Lake Development LLC are proposed to be purchased by Kwik Trip and be replatted as Jefferson Center Second Addition. Kwik Trip's acquisition of the site is subject to the terms of a Purchase Agreement dated December 3, 2014 for the purpose of Kwik Trip to construct a convenience store with fuel dispensers, landscaping, a parking area, and certain public improvements on the site by July 16, 2016 as identified in the Contract for Private Development. Wikstrom also noted that the developer is required to install a sanitary sewer main to replace the sanitary sewer currently located on Outlot A that is going to be removed in order to construct the improvements. The public improvements are required to be placed within the drainage and utility easement dedicated on the Plat of Jefferson Center Second Addition. Wikstrom also presented revised documents for Council approval that contained date, plat name, and other minor changes for Council consideration.

Council Member Wallen motioned to approve Resolution No. 2015-52 approving the Contract for Private Development between the Big Lake Economic Development Authority, the City of Big Lake, and Kwik Trip, Inc. and the Final Plat of Jefferson Center Second Addition. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. DONATIONS – 2015 Movie in the Park Events

Gina Wolbeck reviewed donations provided for Movie in the Park events scheduled in 2015. The Big Lake American Legion Post 147 and Big Lake American Legion Auxiliary provided a \$500 cash donation, the Big Lake/Becker Knights of Columbus provided a \$1,000 cash donation, the AMVets Organization provided a \$1,000 cash donation, and the Big Lake Spud Fest Organization provided a \$500 cash donation. Donated funds will be used towards costs associated with the June 12th and September 11th Movie in the Park events. Council thanked the local organizations for their generous donations towards this free community event.

Council Member Hansen motioned to Approve Resolution No. 2015-53 accepting cash donations for the 2015 Music in the Park events. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. DONATION – Big Lake American Legion and Legion Auxiliary

Gina Wolbeck reviewed a \$1,000 cash donation provided by the Big Lake American Legion Post 147 and Big Lake American Legion Auxiliary towards the completion of a historical photo display in the public hallway at City Hall. Wolbeck noted that staff has chosen various historical photos from the Sherburne History Center's archives and will have them enlarged and framed. The photos will be available for public viewing in the main public hallway at City Hall. Council thanked the Legion for their generous donation.

Council Member Christenson motioned to Approve Resolution No. 2014-54 accepting a \$1,000 cash donation from the Big Lake American Legion and Legion Auxiliary towards a historical photo display at Big Lake City Hall. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7D. Crossing Surface Installation Agreement with BNSF

Brad DeWolf reviewed the status of the Burlington Northern Santa Fe (BNSF) Railroad 2nd track construction project. The City has been working towards improving the pedestrian network within the City limits as projects are constructed. One of the Council's goals associated with the City's pedestrian network has been to improve the Eagle Lake Road South railroad crossing. BNSF has drafted a Crossing Surface Installation Agreement for the labor and materials to construct the railroad crossing surface at this crossing. The Agreement does not include the concrete sidewalk, signage, or pedestrian mazes that will be required as part of the City's Quiet Zone designation. The Agreement only includes the crossing surface associated with the railroad tracks. The other improvements are the responsibility of the City. DeWolf noted that the City has budgeted \$60,000 in its 2015 budget for the Eagle Lake Road South pedestrian crossing improvements. The costs associated with the BNSF Agreement are estimated to be \$37,839 and the costs associated with the concrete sidewalk and required pedestrian mazes are estimated to be \$20,000 to \$32,000 which could result in the project being over budget by about \$10,000. DeWolf clarified that project costs for the sidewalk improvements is unknown at this time as quotes have not yet been received for these improvements. Staff recommended Council authorize the City Administrator to execute the Crossing Surface Installation Agreement contingent on review by the City Attorney so that the Eagle Lake Road railroad crossing surface can be installed as part of the BNSF 2nd track project. Staff also recommended that quotes be obtained for the concrete sidewalk and required pedestrian mazes. DeWolf noted that if the quotes come in over budget, Council would have the option to approve a budget adjustment, or do the improvements at a later date.

Council Member Christenson motioned to authorize the City Administrator to execute the Crossing Surface Installation Agreement contingent upon review of the City Attorney, and to authorize staff to obtain quotes for the concrete sidewalk at the Eagle Lake Road South crossing and the required pedestrian mazes. Seconded by Council Member Langsdorf, vote passed with a vote of 4:1 with Council Members Christenson, Danielowski, Langsdorf, and Wallen voting ayes, and Council Member Hansen voting nay. Motion carried.

7E. Monthly Department Updates

Fire Department – Ken Halverson discussed recent activities of the Fire Department. The department has received the new personal protective turnout gear, and training this month will include pumps and aerial ladders. Halverson reminded the public of the upcoming Fire Department dance scheduled on August 1, 2015.

Police Department – Joel Scharf updated Council on police statistics and calls for service for the month of June. Scharf also reviewed law enforcement support provided at the Spud Fest community festival, provided an update on junk and blight efforts, informed Council that Investigator Rich Berg has received a Department Citation of Commendation for his recent life-saving efforts while off duty, and discussed recent methamphetamine arrests. Scharf also discussed the crowds at Lakeside Park during the 4th of July holiday, the new video system that is now up and running at Lakeside Park, body camera testing being done by the department, and reminded the public of the upcoming August 4th Big Lake Night to Unite Community Picnic at Lakeside Park.

Engineering Department – Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the status of the Wastewater Treatment Plant Phosphorus Project, informed Council that the Biosolids project has some punchlist items due and staff will work with a private company to complete the projects and collect from escrow being held. DeWolf also discussed the Northern Star Apartments project, the Kwik Trip Project, the MS4 Stormwater permit, noted that Briggs Apartment construction plans are complete, the CR 5 trail and pathway plans are complete, discussed the antenna tower project, and discussed the Cargill Kitchens consultant review.

Public Works Department – Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed replacement of wood chips at the Wright's Crossing Park, improvements at the restrooms at Lakeside Park, brush pile grinding at the compost site, improvements to the Powell Playground, the recent install of disk golf equipment at River Oaks Park, reviewed sign reflectivity testing currently underway, and noted that lake overflow levels are at 926.48. Goebel also discussed the River Oaks Grant status, and notified the Council that the City was awarded \$25,000+ to update the master park plan. Goebel noted that swimmer's itch complaints have subsided.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 69593 through Check No. 69722 with the exception of Check No. 69505 for separate consideration, Electronic Payments #2745E to #2755E, and payroll no. 13. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

8B. Consider Auto Stop Payment in the Amount of \$1,213.61

Council Member Hansen motioned to approve payment of Check No. 69505 in the amount of \$1,213.61 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

Administrator Wilfahrt discussed the LMC Annual Conference that he attended with Mayor Danielowski, noted that new Accounting Clerk Amy Stangler has started employment, and informed Council that Xcel Energy will be making routine line improvements. Mayor Danielowski discussed the possibility of updating street lights with LED lighting.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed the Special EDA Meeting held this evening, and reviewed the LMC Annual Conference. Mayor Danielowski also discussed upcoming community events including Big Lake Farmer's Market, Music in the Park events, the Summer Butterfly Tour at the Sherburne National Wildlife Refuge, the upcoming Lions Club Golf Tournament, and the Sherburne County Fair scheduled from July 16th through the 19th.

Council Member Hansen: Discussed the July 1st Planning Commission Meeting.

Council Member Langsdorf: Reviewed the Big Lake Community Lake Association Meeting.

Council Member Wallen: Discussed the Special EDA Meeting held earlier this evening. Wallen left the meeting at 6:48 p.m.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:55 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 07/22/15