

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

JULY 10, 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, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Council Members absent: Nick Christenson. Also present: City Administrator Todd Bodem, Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, Fire Captain Nick Fiester, and Administrative Assistant Sandy Petrowski.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 6:01 p.m. No one came forward for comment. Mayor Danielowski closed the Open Forum at 6:01 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 Hansen motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of June 12, 2013, 6B) Set Budget Workshop on Wednesday, July 31, 2013 at 6:00 p.m. in the Big Lake City Council Chambers, 6C) Set Council Gathering on Thursday, August 8, 2013 at 5:00 p.m. for the City Employee Appreciation Picnic being held at Lakeside Park, 6D) Approve Appointment of Deborah Wegeleben to the Vacant Accounting Clerk Position, and 6E) Approve Appointment of Big Lake Fire Fighters.

7. BUSINESS

7A. AT&T ANTENNA LEASE DISCUSSION

Mike Goebel reviewed discussions he has had with AT&T to establish an agreement to locate cell antennas on the water tower located at Lakeside Park, or on various other water towers within the City. Goebel noted that installation would include an additional building under the tower, antennas would be located on the handrails, and cables would be run up the tower legs. Goebel discussed potential rental fees that AT&T would be required to pay which is estimated at \$1,500 per month with a 3% annual increase with a 5 year renewing term. Escrow dollars will be required to be paid which would pay for attorney, inspection, and engineering fees and any other costs incurred by the City. Staff is seeking Council direction on if they want staff to continue with discussions with AT&T.

Council Member Backlund motioned to authorize staff to continue the process of locating cell antennas with AT&T on a Big Lake Water Tower. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7B. DONATIONS – VARNER FAMILY, BIG LAKE AREA JAYCEES, AND BIG LAKE AMERICAN LEGION POST #147

Joel Scharf reviewed cash donations received by the Big Lake Police Department. The Cal and Debra Varner Family donated \$100 to be used as needed; the Big Lake Area Jaycee's donated \$100 to be used as needed, as a thank you for the Police Department's assistance at the Little Hole on Big Lake Ice Fishing Tournament; and the Big Lake American Legion Post 147 donated \$1,000 to be used towards the Big Lake Night Out Community Picnic event scheduled on August 6th at Lakeside Park. Council thanked the Varner's, the Jaycee's, and the American Legion for their generous donations.

Council Member Wallen motioned to approve Resolution No. 2013-50 accepting cash donations from the Cal and Debra Varner Family, the Big Lake Area Jaycee's, and the Big Lake American Legion Post 147 towards the Big Lake Police Department. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7C. DEPARTMENT UPDATES

Fire Department

Nick Fiester, of Big Lake Fire Department, discussed the following: 1)the Big Lake Fire Department will host their annual dance on Saturday, August 10, 2013; 2) new extrication equipment should be received sometime in August, 2013; and 3) The four (4) newly hired firefighters are: Kyle Breffle, Benjamin Garrison, Laura Hayes, and Michael Valento. Three of the four new firefighters are attending school and will soon be on the job.

Police Department

Police Chief Joel Scharf reported on the following:

- **Calls for Service**: There were a total of 625 calls for service in June 2013 (up from 571 calls in June 2012).
- **Current Investigations**: There are currently eighteen (18) open cases being handled by the department.
- **Reserve Program**: The Reserve Officers have worked a total of 650 hours in June 2013; with the total number of 2013 hours to-date of 3,710. The Department is going to be adding to the Reserve program as there have been a couple vacancies over the summer, including Reserve Sergeant Follmer, who will be leaving for a position with the Aberdeen Police Department.
- **Emergency Operation Center (EOC)**: cleaned out the center which is located at the Fire Station (excess medical supplies donated to the Big Lake Schools, some items donated to the Food Shelf, and some items going to auction or being disposed of).
- **Spud Fest Event**: Officers and Reserves worked the Spud Fest weekend.
- **July 4th Holiday**: With the large crowds at Lakeside Park over this weekend, the Chief complimented the Lakeside Park staff for their diligence in not allowing traffic to line up along Highway 10. There were issues with non-authorized parking on the former A&W lot; staff is working on finding a resolution to this problem. It was also noted that the City does not receive any fees for the unauthorized parking at this site.

Council Member Wallen reported that the Legacy Foundation has obtained permission from the property owners of the former A&W site to use their parking lot as overflow parking during the 2013 Music In The Park events but not as general parking for Lakeside Park attendees.

- **Night to Unite Event**: Will be held on Tuesday, August 6, 2013, from 6:30-8:30 p.m. at Lakeside Park, with the Big Lake Police Department, Big Lake Fire Department, EMS, and Sherburne County Sheriff's office participating. There will be music, games, bungee jumping, large prizes and food. Everyone is invited to attend.

Community Development Department

Todd Bodem reviewed efforts of the Community Development Department listed in the July 2013 Project/Prospect Status Report, including:

- Business and Retention Expansion (BR&E): visits that have been taking place with area businesses.
- Community Tour Book: staff is working with CGI Communications to create (at no cost to the City) a series of three (3) videos that will showcase the community.
- Highway 10 & CR 5 Redevelopment Corner: the Dill Dental facility project to be located on this site is progressing, with the closing on the property taking place in the near future followed by the issuance of the building permit.
- Big Lake Regional Rail Project: the City did not receive TED grant funding but is still waiting to hear if Tiger V funding will awarded for the project.
- Neighborhood Stabilization Program: the City is working with Tri-Cap, Inc. and Central Minnesota Habitat for Humanity to develop the eight (8) remaining lots.

Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department, including:

Parks Advisory Committee: Letters are being accepted of individuals interested in filling two (2) openings on the Parks Advisory Committee; letters of interest should be submitted to Mike Goebel at City Hall.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65118 through Check No. 65219. Seconded by Council Member Backlund, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Administrator Bodem reported that Mr. George Quinn is coordinating a group to paint the hockey rinks located on the north side of City Hall and to replace some of the boards as well. Mayor Danielowski asked why the boards are being replaced at the rinks but benches are not being installed at the City parks which have ball fields. Public Works Director Goebel stated the rink work is being funded by grant funds and that, at the time of the construction of the ball fields in the City's parks, they were meant to be neighborhood parks so that type of work has not been done. In the future there will be benches and additional fences installed in neighborhood parks, however, as the issue was only recently brought to the City's attention, and it will take time to complete.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: There was no update on the recent Big Lake Community Lakes Association meeting as he was unable to attend. He participated with other Council and staff in working at this year's Spud Fest Bingo tent.

Council Member Hansen: He did not have a report on the July 3rd Planning Commission meeting as it was cancelled.

Council Member Wallen: He had no report on the June 8th BLEDA meeting as he was unable to attend. He participated with staff and other Council at the Bingo tent at Spud Fest. Reported that the entertainment for the July 11th Music In The Park will be 1 Mile Final.

Mayor Danielowski: Reported also working at the Bingo tent during Spud Fest as well as being one of the two commentators of this year's Spud Fest Parade, along with former Mayor Don Orrock. Attended the July Spud Fest Committee meeting; a report from the Committee will be brought to a future Council meeting. Reported on the July BLEDA meeting where they received an update from CentraSota, who is contracted to market the Big Lake Industrial Park Phase 2 project.

Mayor Danielowski also reminded everyone of the Big Lake Farmer's Market which is held every Thursday from 3:00-7:00 p.m. at Lakeside Park through October 10, 2013 and the Music in the Park events taking place every Thursday from 7-8:30 p.m. at Lakeside Park through August 29, 2013.

Mayor Danielowski extended congratulations to the newly crowned Big Lake Senior Ambassadors (Maddy Zinken, Baylee Jacobs, Emily Hansen, and Autumn Clyde) and the Big Lake Junior Ambassadors (Kaitlyn Smith and Lauryn Yanta).

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Wallen motioned to adjourn at 6:43 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 07/24/13