

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JULY 23, 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 Lieutenant Sam Olson, 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. No one came forward. Mayor Danielowski closed the Open Forum at 6:02 p.m.

5. PROPOSED AGENDA

Council Member Backlund motioned to adopt the proposed Agenda with the addition of Item No. 7F. Rear Yard Setback Variance for 401 Lakeshore Drive. 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 Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of July 9, 2014, and 6B) Approve

Resolution No. 2014-39 Authorizing Submittal of a Point Source Implementation Grant Application.

7. BUSINESS

7A. Initiative Foundation Presentation

Sandy Voigt and Eric Stommes provided information on the Initiative Foundation which was founded in 1986 by the McKnight Foundation. Since their inception, the Initiative Foundation has awarded \$25 M in grants to nonprofits, \$42.3 M in business financing loans, \$258 M in private leverage, awarded 701 scholarships, and has trained over 5,000 community leaders. Voigt also identified their service area, previous grants awarded to the City of Big Lake, reviewed services available to businesses, discussed the Thriving Communities Initiative, the Thriving Organizations Partnership, Economic and Business Financing Loan Programs, and Early Childhood Coalitions. Voigt discussed how the Initiative Foundation is funded and explained that for every local dollar contributed, they have invested \$5.72 back into Sherburne County. Voigt also noted that all endowment contributions are matched by the McKnight Foundation. Stommes discussed philanthropy and local giving contributions and funds.

7B. DONATION – Shield Services LLC

Sam Olson reviewed the equipment donation to the Police Department Reserve Unit from Shield Services LLC. The equipment donated included service leather equipment, and safety equipment. Council thanked Shield Services for their generous donation.

Council Member Hansen motioned to approve Resolution No. 2014-40 accepting equipment donations to the Big Lake Police Department Reserve Unit from Shield Services LLC. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. DONATION – Monticello RV

Sam Olson reviewed the donation of use of a camper travel trailer for use by the Big Lake Police Department during the 2014 Big Lake Spud Fest event. The trailer was used as a command post and a first aid station. Council thanked Monticello RV for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2014-41 accepting the donation of a camper travel trailer for use by the Big Lake Police Department during the 2014 Big Lake Spud Fest event. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7D. DONATION – Smart Signs MN

Sam Olson reviewed the donation of graphics used to identify and advertise the Prescription Drug Drop-off Box. The box has been installed in the lobby area at City Hall and will be used to securely collect unused and unneeded prescription drugs. The drugs collected will be properly destroyed by the Big Lake Police Department in partnership with the MN Pollution Control Agency. Council thanked Smart Signs MN for their generous donation.

Council Member Backlund motioned to approve Resolution No. 2014-42 accepting the donation of graphics on the Prescription Drug Drop-off Box located at City Hall. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7E. Monthly Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the phosphorus grant project, the Northern Star Apartment project, the quotes for the railroad crossing improvements at CR 43, and discussed the quote process for the Eagle Lake Road South quiet zone crossing improvements that will be brought back to Council for completion later this year.

Jessica Green provided the monthly finance update and reviewed year to date budget totals. Green noted that Council and staff have been busy working on the 2015 budgeting process.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed June sales figures and discussed recent donations made by liquor store vendors for community events, noted that Lakeside Park pass sales have increased this year, and that the Mall Association will be looking at improvements to the mall parking lot and lighting. Muehlbauer also informed Council that the liquor store staff passed the Sherburne County tobacco sales compliance check recently conducted.

Mick Kaehler provided building permit information for the month of June/July. Kaehler also noted that the City has issued permits year to date totaling \$4,945,534.75 in property valuation. Kaehler updated Council on the status of the Northern Star Apartments project, and provided a code enforcement update.

7F. Rear Yard Setback Variance for 401 Lakeshore Drive

Ben Wikstrom reviewed the planners report for the variance application submitted by Joe Fowler for the property located at 401 Lakeshore Drive. The applicant is proposing to construct a detached garage that will not meet the rear yard setback requirement of 5 feet.

The proposed location of the structure is 4 feet from the rear yard property line. The proposed garage is a 32' x 30' detached structure which will replace an existing 12' x 14' structure that sits at the same 4 foot distance from the alley as is being applied for. The garage will have a 12/12 pitched roof with a loft area. A second shed on the property will be removed if the garage location is approved. Wikstrom noted that a public hearing for this item was held by the Planning Commission and they unanimously voted to recommend approval with the following conditions: 1) The current impervious surface percentage on the site must be maintained or reduced with inspections performed by City staff to ensure compliance, 2) A building permit must be re-applied for, with elevations showing the average height of the structure to be no more than 17', and 3) Both sheds existing on the site must be removed upon completion of the structure or within 6 months of commencement of construction, whichever is sooner. Wikstrom also reviewed how elevation height is measured to the mid-point of the gable, and noted that the practical difficulty that should be considered for this variance application is the limited space available on the lot.

Council Member Hansen motioned to approve Resolution No. 2014-38 approving a rear yard accessory structure setback Variance for the property located at 401 Lakeshore Drive. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 67232 through Check No. 67322 with the exception of Check No's. 67252, 67256 and 67274 for separate consideration, Electronic Payments #2409E to #2421E, and Payroll #14. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider Bob's Towing and Recovery Payment in the Amount of \$175.00

Council Member Hansen motioned to approve payment of Check No. 67256 in the amount of \$175.00 payable to Bob's Towing and Recovery. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Hansen, and Wallen voting aye and Council Member Christenson abstaining. Motion carried.

8C. Consider Audio Communications Payment in the Amount of \$150.00 and \$982.50

Council Member Hansen motioned to approve payment of Check No. 67252 in the amount of \$150.00 and Check No. 67274 in the amount of \$982.50 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

Jessica Green reviewed the 3rd Quarter Fire Board Meeting and reminded the public of the upcoming Night to Unite Police Community Picnic. Green also reviewed the recent budget meeting and noted that the next budget workshop will be held mid-August.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Reviewed discussions held at the 3rd Quarter Fire Board Meeting. Council Member Backlund also discussed the most recent Big Lake Community Lakes Association Meeting.

Council Member Christenson: Discussed the July Parks Advisory Committee Meeting.

Mayor Danielowski: Reviewed the July BLEDA Meeting and the recent Fire Board Meeting. Mayor Danielowski also provided information on upcoming community events and events held recently, and thanked law enforcement for their continued efforts.

Council Member Wallen: Thanked Reserve Sergeant Gassman and Investigator Berg for coordinating the Heroes' Behind the Badge movie showing held last Friday. Council Member Wallen also reminded the public of tomorrow night's Music in the Park event and the sale of Gwashy's Subs.

11. OTHER – Gina Wolbeck reminded the public of the upcoming Primary Election and that Council Member filings open next week.

12. ADJOURN

Council Member Wallen motioned to adjourn at 7:08 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 08/13/14