

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 13, 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, Economic Development Manager Heidi Steinmetz, Fire Chief Paul Nemes, City Attorney Soren Mattick from Campbell Knutson, 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 Wallen motioned to adopt the proposed Agenda with the removal of item 7A.i. due to the applicant withdrawing their application. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Wallen motioned to approve the Consent Agenda with the removal of item 6D for separate consideration. Seconded by Council Member Christenson, unanimous ayes,

consent agenda approved. The Consent Agenda consists of: 6A) Approve Budget Workshop Minutes of July 22, 2014, 6B) Approve Council Meeting Minutes of July 23, 2014, 6C) Approve Ordinance No. 2014-09 Repealing Chapter 3, Section 330 (Taxicabs) and approve Summary Publication Resolution No. 2014-43, 6E) Approve Sherburne County Snowmobile Trail Permit, and 6F) Set Council Budget Workshop on Tuesday, August 19, 2014 at 5:00 p.m. in the City Council Chamber

6D) Approve Sale of Tax Forfeited Lands

Jessica Green reviewed the parcels identified in the Sherburne County list of tax forfeited properties. Green noted that staff is recommending Council approve the sale of three of the parcels listed and to pull one of the parcels from the sale to further review if the parcel could be retained by the City for a public purpose or public use. Green noted that the City would have six months to determine if the parcel is useful as a public purpose or use. If we decide that we do not want to retain the parcel, it could be sold at a later date by the County.

Council Member Christenson motioned to approve the sale of tax forfeited parcels identified as 65-402-0130, 65-435-0020 and 65-565-0105, and to remove parcel no. 65-120-1401 from the tax forfeiture sale for the City to retain for a possible public purpose or use. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**7. BUSINESS**

**7A. 1591 Hiawatha Avenue**

**7A.i. Variance Application – Front Yard Setback** – Applicant has withdrawn their application. Item was removed from the Agenda.

**7A.ii. PUBLIC HEARING – Alley Vacation (Part of Block 4, Lane J. Thomas Lakeview Addition)**

Soren Mattick discussed the proposed Alley Vacation for part of Block 4, Lane J. Thomas Lakeview Addition. Staff has reviewed this area and has determined that there is no current and/or anticipated future public need to retain this part of the alley. Mattick noted that adjacent property owners will split the vacated area 50/50, and discussed the possibility of the City vacating the entire alley area in the future. Mattick also discussed the need for an easement in the vacation area in case any underlying utilities exist. Mike Goebel noted that he has inspected the area and there are no City utilities existing in the alley vacation area. Mattick suggested that Council retain a utility easement in case there are other utilities that may exist in the alley vacation area.

Mayor Danielowski opened the public hearing at 6:08 p.m.

Dena Krei, 1541 Kasota Street – Noted that there is no access to this alley and feels that the whole alleyway should be vacated. Krei clarified that she is requesting that the City vacate the entire alley along Kasota and Hiawatha Avenue.

Terry Carlson 1511 Kasota Street – Questioned how much further back the structure will be located from where it is now. Mattick noted that the structure will be placed at least 20 feet back from Kasota as required by City Code. Carlson stated that he is not in favor of granting approval of the alley vacation until he can see where the building will be placed in relation to Kasota Street.

Council Member Seth Hansen clarified that no variance will be required for the property owner to build the garage once the alley is vacated as long as the structure is placed at least 20 feet back from Kasota. Mattick concurred with this clarification.

Mayor Danielowski closed the public hearing at 6:12 p.m.

Mayor Danielowski stated that she does agree that the entire alley should be vacated in the future if there is no public purpose for the City to keep the alley. Council Member Hansen stated that if the City chooses not to vacate it, then he would propose that we put in an alley. Discussion was held that the City needs to research if there are underlying utilities in this area. Council directed staff to research vacating the entire alley way area along Kasota and Hiawatha to determine if there is a public need to retain this area, or vacate it to the adjacent property owners.

Council Member Hansen motioned to approve Resolution No. 2014-44 providing for the Vacation of part of the alley located within Block 4 of the Lane J. Thomas Lakeview Addition with reserving a utility easement. Seconded by Council Member Wallen, unanimous ayes, motion carried.

## **7B. Monticello Youth Hockey Program, Inc. Lawful Gambling Application**

Gina Wolbeck reviewed the Lawful Gambling Application submitted by the Monticello Youth Hockey Program, Inc. to operate charitable gambling at Lily's Bar located at 47 Lake Street South. The organization is applying to operate 4 of the 9 types of lawful gambling including pull-tabs, bar bingo, tipboards, and paddlewheel. Wolbeck explained that all forms of charitable gambling are regulated by the Minnesota Gambling Control Board. The Big Lake Knights of Columbus previously held a charitable gambling permit at Lily's Bar and have willingly vacated the premise effective July 31, 2014. Staff has had discussions with the Monticello Youth Hockey Program Gambling Manager to discuss the 75% Trade Area Ordinance the City has adopted. Wolbeck noted that the Applicant is aware that they are required to expend 75% of its lawful purpose expenditures in the Big Lake Trade Area and

that the 75% must be donated directly within the boundaries of the City of Big Lake and Big Lake Township. Wolbeck also reviewed procedures that will be required from the Organization in relation to annual reporting and the process that will be followed if the Organization does not meet their 75% requirement.

Jim Preusse, Gambling Manager for the Monticello Hockey Program, stated that they understand the 75% Trade Area requirement, and noted that they hope to include parents of local youth organizations to staff raffle events with the profits going to those particular organizations. Preusse also informed Council that they currently operate lawful gambling at 3 locations and previously held a 4<sup>th</sup> at the Station Bar and Grill.

Council Member Christenson motioned to approve Resolution No. 2014-45 approving a charitable gambling license to the Monticello Youth Hockey Program, Inc. at Lily's Bar located at 47 Lake Street South contingent upon all required documentation/fees, and completion of a satisfactory background investigation. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7C. Award Contract for the CR 43 Quiet Zone Improvements**

Brad DeWolf reviewed the quotes received for the County Road 43 Quiet Zone Improvements. Schedule A includes concrete improvements and Schedule B includes bituminous improvements. Quotes were submitted with the low quote being submitted by Hardrives, Inc. from Rogers, MN for Schedule A in the amount of \$84,398.72 and Schedule B in the amount of \$90,712.37. DeWolf also noted that the low quotes submitted came within \$1,000 of the original cooperative agreement with the County.

Council Member Wallen motioned to accept quotes and award Contracts for Schedule A in the amount of \$84,398.72, and Schedule B in the amount of \$90,712.37 to Hardrives, Inc. from Rogers, MN for the CR 43 Railroad Quiet Zone Improvements. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7D. Award Contract for the Eagle Lake Road South Quiet Zone Improvements**

Brad DeWolf reviewed the quotes received for the Eagle Lake Road South Quiet Zone Improvements. Two quotes were submitted with the low quote being submitted by Kuechle Underground, Inc. from Kimball, MN in the amount of \$44,854.00. DeWolf noted that the low quote came in slightly above the estimate which was done about a year ago. Discussion was also held on the need for staff to continue working with the railroad regarding the possibility of a 2<sup>nd</sup> rail along this corridor. Council also discussed the importance of completing these projects this year, and that if a delay is necessary due to a BNSF delay, it will be important to inform the public of the delay and the reasons for the delay.

Discussion was held on the quote amount being over the budgeted amount, and that it doesn't include the potential engineering costs. Council questioned if timeframe affects pricing on bids and quotes. DeWolf noted that the quotes appear to be reasonable and in line with other quotes they have been seeing, and noted that prices have been increasing.

Council Member Wallen motioned to accept quotes and award Contract in the amount of \$44,854.00 to Kuechle Underground, Inc. from Kimball, MN for the Eagle Lake Road South Quiet Zone Improvements. Seconded by Council Member Backlund, vote passed with a vote of 4: 1 with Council Members Backlund, Christenson, Danielowski and Wallen voting aye, and Council Member Hansen voting nay, motion carried.

Mike Wallen excused himself from the meeting at 6:35 p.m.

#### **7E. DONATION – Audio Communications**

Joel Scharf reviewed the donation from Audio Communications of a digital video recorder and installation to be used for video surveillance at the Prescription Drug Drop-off Box area. Council thanked Audio Communications for their generous donation.

Council Member Christenson motioned to approve Resolution No. 2014-46 accepting the donation of a digital video recorder and installation for surveillance of the Prescription Drug Drop-off Box site located at City Hall. Seconded by Council Member Hansen, vote passed with a vote of 3 to 0 with 1 abstention with Council Members Christenson, Danielowski, and Hansen, voting aye and Council Member Backlund abstaining. Motion carried.

#### **7F. Meeting Date Changes and Cancellations**

Jessica Green reviewed meeting date changes and cancellations for the remainder of 2014. Meeting cancellations included the 2<sup>nd</sup> meetings in November and December, setting a Committee Workshop on Tuesday, December 2<sup>nd</sup> at 6:00 p.m. and closing City Hall offices the day after Thanksgiving and Christmas to allow employees additional time for travel and events over the two holidays. Green noted that employees would be required to use comp, flex, or vacation time, or would be required to take the time off as unpaid.

Motion by Council Member Hansen to approve setting and or cancelling meetings/closings as discussed. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7G. Monthly Department Updates**

Fire Department – Paul Nemes discussed recent activities of the Fire Department. Nemes also discussed upcoming training to be conducted by the Department, an upcoming new

hire to replace a new fire fighter who has been put on inactive status due to moving out of the area, acknowledged fire fighter Mike Rolento and a Police Reserve for attending the funeral of fallen police officer Scott Patrick, and discussed the Fireman's Dance that was held on August 2<sup>nd</sup>. Nemes also informed Council that the Department's 100<sup>th</sup> Anniversary is coming up next year and fire staff will be working on planning a special event for this landmark.

Police Department – Joel Scharf updated Council on police statistics and calls for service for the month of July. Scharf also discussed the striping recently done on County Road 5 by the Sherburne County Public Works Department, and read aloud a letter from Sherburne County Sheriff Brott, discussed the Safe Routes to School grant process, and noted that a Part-time officer will be designated to patrol this area at a minimum of the first week of school. Scharf also discussed the Police Department's new Twitter feed, a recent handgun incident at a local establishment, thanked police and fire representatives that attended Officer Scott Patrick's Funeral, and discussed a water donation from a citizen.

Economic Development/Planning Department - Heidi Steinmetz reviewed efforts of the Economic Development Department. Steinmetz discussed public communications including the 4 official Social Media sites that are operated by the City, the City Website, and the newly reinstated newsletter. Citizens are also welcome to call the City to talk directly with a staff member with questions or concerns. Steinmetz also discussed the recent Lupulin Brewing article in the West Sherburne Tribune, discussed the Becker/Big Lake Ice Association's efforts to build an ice arena, reviewed a possible prospect for a commercial EDA owned property, discussed industrial prospects interested in expanding in the City and a possible relocation into Big Lake, and noted that she attended the Chamber of Commerce ribbon cutting/grand opening at Fudgin' Delicious and Home Décor. Ben Wikstrom reviewed activities in the Planning Department. Wikstrom noted that staff has been reviewing variance applications, an occasional sales ordinance amendment, two conditional use permit Applications, discussed the Flour City Vending site plan administrative review, and TOD area restrictions.

Public Works Department - Mike Goebel updated Council on recent activities in the Public Works Department. Goebel noted that Lakeside Park activities have been extremely busy with community events, reviewed the Graniteman event, noted that the August Park Board Meeting has been changed to August 18<sup>th</sup> at River Oaks Park, and that the Jaycee's 5K fundraiser has been changed to September 20<sup>th</sup>. Goebel also discussed the ramp being built at the Compost site and new composting standards and practices. Goebel reminded the public to watch for vandalism and graffiti as this has become an ever increasing problem over the summer.

**8. LIST OF CLAIMS**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 67323 through Check No. 67440, Electronic Payments #2422E to #2435E and payrolls 15 and 16. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**9. ADMINISTRATOR'S REPORT**

Jessica Green provided a Regional Transportation Meeting Update, discussed staffing in the Building Department, and reminded Council of the Budget Workshop scheduled next Tuesday. Gina Wolbeck provided an Election Update and informed Council that there will be three candidates on the November Ballot running for the two open City Council seats.

**10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Mayor Danielowski: Reviewed the August EDA Meeting and recent community events. Mayor Danielowski reminded the public that there are nine Farmer's Market events remaining this year, that Music in the Park has 3 concerns left, that the Big Lake Ambassador car wash will be held at the old KleinBank building on August 16<sup>th</sup>, and discussed the upcoming Big Lake Block Party and City/Township Dog Vaccination Clinic scheduled on September 6<sup>th</sup>.

Council Member Hansen: Discussed the August Planning Commission Meeting.

**11. OTHER** – No other.

**12. ADJOURN**

Council Member Backlund motioned to adjourn at 7:31 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 08/27/14