

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 22, 2012**

1. CALL TO ORDER

Mayor Lori Kampa called the meeting to order at 5:03 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, Finance Director Paula Mastey, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Joel Scharf, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, City Engineer Brad DeWolf of Bolton & Menk, Inc., and Building Inspector Mick Kaehler from Inspectron, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:03 p.m. No one came forward. Mayor Kampa closed the Open Forum at 5:04 p.m.

5. PROPOSED AGENDA

Council Member Langsdorf motioned to adopt the proposed Agenda. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski 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 August 8, 2012, 6B) Approve Resolution No. 2012-53 authorizing the opening of a KleinBank Bank Account, 6C) Accept an Exempt Raffle Permit from Big Lake Lions Club to be held on October 27, 2012 at McPete's Sports Bar and Lanes, 6D) Approve League of MN Cities Insurance Trust Tort Liability Coverage Waiver, 6E) Approve Sale of Seized and Forfeited Vehicles at Hiller Auction, and 6F) Approve Big Lake Chamber of Commerce Fee Waivers for the 2012 Block Party Community Event.

7. BUSINESS

7A. PUBLIC HEARING – Drainage and Utility Easement Vacation – Lake Shopping Center 4th Addition

Katie Larsen reviewed the request submitted by J&K Holding Company, LLC to vacate a second drainage and utility easement relating to the plat of Lake Shopping Center 4th Addition. This plat will house a retail center development proposed at 751 Rose Drive. Upon approval of the vacation, the final plat will be revised to show a 15 foot wide drainage and utility easement along the south side of the property to accommodate existing utilities.

Mayor Kampa opened up the public hearing at 5:07 p.m. No one came forward. Mayor Kampa closed the public hearing at 5:08 p.m.

Council Member Wallen motioned to approve Resolution No. 2012-54 approving the Vacation of Drainage and Utility Easement as it relates to the Plat of Lake Shopping Center Fourth Addition. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7B. Marketplace Development Completion Project - Receive Bids and Award Contract

Brad DeWolf reviewed the bids received on the Marketplace Development Completion project. Four bids were received with submittal of the low bid from Kuechle Underground, Inc. from Kimball, MN in the amount of \$444,764.80. DeWolf noted that the project will be funded from use of dollars received from the City drawing on the developers letter of credit. Discussion was held on the engineering cost estimate which includes preparing bid documents and on-site inspections. Council directed the City Engineer to provide a project schedule.

Council Member Danielowski motioned to approve Resolution No. 2012-55 receiving bids and awarding the contract on the Marketplace Development Completion Project to Kuechle Underground, Inc. from Kimball, MN in the amount of \$444,764.80. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf informed Council that the CR 43 project will start construction on September 4th, that KleinBank broke ground this week, reviewed the Big Lake Homes project, Northern Star Apartments, the Marketplace Development Completion Project, and the Lake Shopping Center 4th Addition.

Mick Kaehler from Inspectron, Inc. provided a building department update and noted the year to date total of new single-family home construction is six. Council asked Kaehler to start providing building valuation reports to Council again.

Paula Mastey provided the monthly finance update. Mastey explained that the in-house utility billing conversion went live on August 1st and that the August bills will be sent out a little late due to the conversion. Mastey informed Council that the City has experienced a fraud issue recently where a fraudulent City of Big Lake check was cashed in Stearns County. Mastey also discussed the Budget Meeting that was held prior to the regular meeting and noted that the Preliminary Budget and levy will be presented to Council at the September 12th meeting at a 6% increase.

Jan Muehlbauer provided a liquor store update to Council and reported on sales for the month which increased from last year's sales. Muehlbauer discussed the Miller Lite "Show Your Horns" fundraiser that will help raise dollars for the MN Vikings Children's Fund. Muehlbauer also discussed the status of the LED Lighting to be installed in the coolers next week, the September 28th Fall Beer Fest, and the November 9th Wine Tasting event.

8. LIST OF CLAIMS

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 63296 through Check No. 63331, and Electronic Payments #1792E to #1804E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem reviewed the BLEDA vacancy that exists on that Board. As of the deadline date, only one letter of interest had been submitted. As a quorum of BLEDA members were not present at the last two meetings, staff polled each BLEDA Member via e-mail to request their input as to the possible appointment of Greg Green to the BLEDA Board to Seat "B" for the remaining term through December 31, 2014.

Council Member Danielowski motioned to appoint Greg Green to Seat "B" on the Big Lake Economic Development Authority Board effective September 1, 2012 through December

31, 2014. Seconded by Council Member Wallen, unanimous ayes, motion carried. Bodem also discussed the completion of Public Works Employee David Sperling's six month probationary period which ended on August 13, 2012.

Council Member Danielowski motioned to approve that David Sperling be put on regular employee status effective August 14, 2012. Seconded by Council Member Backlund, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided an update on the August Parks Advisory Board Meeting.

Mayor Kampa: Discussed her meeting with representatives from Michelle Bachman's Office.

Council Member Langsdorf: Reviewed the Big Lake Community Lake Association Annual Meeting held on August 11th and Langsdorf informed Council that that Association membership voted down the No-Wake Zone Ordinance.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 5:25 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 09/12/12