

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 24, 2016**

**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: Raeanne Danielowski, Seth Hansen, Duane Langsdorf, Scott Marotz and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Community Development Director Hanna Klimmek, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, City Planner Michael Healy, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, and Assistant City Engineer Jared Voge of Bolton & Menk, Inc.

**4. OPEN FORUM**

Mayor Danielowski opened the Open Forum at 6:01 p.m.

Donald Vierimaa (149 Hill Street) – Discussed concern with the City’s requirements that all residential properties be required to have a garage and a hard pavement driveway. Vierimaa also asked where the 50% credit for pavers comes from. Council directed staff to work with Vierimaa on addressing his concerns.

Mayor Danielowski closed the Open Forum at 6:03 p.m.

**5. PROPOSED AGENDA**

Council Member Wallen motioned to adopt the proposed Agenda with the addition of item no. 71 - Big Lake Community Room Use Policy. Seconded by Council Member Marotz, unanimous ayes, agenda adopted.

## **6. CONSENT AGENDA**

Council Member Hansen motioned to approve the Consent Agenda with the removal of item no. 6I for separate consideration. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Workshop Minutes of August 10, 2016, 6B) Approve Regular Council Meeting Minutes of August 10, 2016, 6C) Accept Resignation from Police Officer Cindy Finch, 6D) Approve Construction of Remote Control Car Track on City Park Property located in the Sanford Select Acres Development, 6E) Approve Ordinance No. 2016-16 to Opt-Out of State Statute 462.3593 that Regulates Temporary Family Health Care Dwellings and Approve Summary Publication Resolution No. 2016-71, 6F) Approve League of MN Cities Liability Waiver Form, 6G) Approve Cleaning Quote from Sara Freiday, and 6H) Set Council and Planning Commission Gathering on Monday, September 12, 2016 at 6:00 p.m. in the City Council Chambers for the Big Lake Housing Study Presentation.

### **6I) Approve Palmer Wireless Lease Agreement**

Hanna Klimmek reviewed the Palmer Wireless Lease Agreement. Palmer Wireless is proposing to install equipment on City Water Tower #3 to provide high-speed wireless internet service to the Industrial Park. Klimmek noted that Palmer Wireless has agreed to provide their service on a speculative basis to fill a need that the City has. Due to this situation, the City is offering a sliding fee scale for this lease agreement. Klimmek also explained that approval of the agreement should be contingent upon review by the City Attorney.

Council Member Wallen motioned to approve the Lease Agreement between Palmer Wireless and the City of Big Lake contingent upon review by the City Attorney. Seconded by Council Member Marotz, unanimous ayes, motion carried.

## **7. BUSINESS**

### **7A. PUBLIC HEARING – Lake Dental Care (Simple Subdivision, Site Plan Review and Development Agreement)**

Michael Healy reviewed the Planners Report for the Lake Dental Care Simple Subdivision application submitted by Primus Companies. The applicant is proposing to construct a 5,730 square foot building to serve as a new dental office located east of the KleinBank building located at 19943 CR 43. Healy noted that the site is currently unplatted and the applicant is proposing to subdivide the lot and construct the facility on the southern half of a newly platted lot consisting of 1.57 acres. This would also create a 3.77 acre Outlot which will continue to be held by the sites current owner for future development. Healy also discussed that the garage remaining on the site sits on the new property line and will need to be removed as part of the development process. It was also noted that a second

building is envisioned to be built on the northern half of the site in the future. The new lot and the Outlot will receive their access from the extension of Martin Avenue which will be built according to city street and sidewalk specifications. Council discussed the need for the lighting plan to include adequate parking lot lighting.

Mayor Danielowski opened the public hearing at 6:15 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:16 p.m.

Council Member Hansen motioned to approve the draft Development Agreement for Lake Dental and authorize the City Attorney to finalize the Agreement prior to signature. Seconded by Council Member Langsdorf, motion passed with a vote of 4:1 with Council Members Danielowski, Hansen, Langsdorf and Wallen voting aye, and Council Member Marotz abstaining.

Council Member Wallen motioned to approve Resolution No. 2016-72 approving the Lake Dental Simple Subdivision Plat. Seconded by Council Member Langsdorf, motion passed with a vote of 4:1 with Council Members Danielowski, Hansen, Langsdorf and Wallen voting aye, and Council Member Marotz abstaining.

#### **7B. Northern Star Apartments LLC Special Assessment Agreement**

Deb Wegeleben reviewed the draft Special Assessment Agreement requested by Northern Star Apartments LLC for the SAC/WAC fees associated with the completion of Phase II of their project. Wegeleben noted that the City Council has directed staff to implement an interest rate of 3% on this Agreement.

Council Member Hansen motioned to approve Resolution No. 2016-73 adopting the Special Assessment and the Public Improvement and Special Assessment Agreement with a 3% interest rate with Northern Star Apartments LLC. Seconded by Council Member Marotz, unanimous ayes, motion carried.

#### **7C. PRESENTATION – Strategic Plan**

Phil Barnes from WSB and Associates, Inc. presented the final draft of the Strategic Plan. Barnes noted that the Council and staff held a visioning session on June 4<sup>th</sup>. The Strategic Plan includes a Vision statement, quality of life initiatives, and identifies 8 strategic goals including 1) Market Big Lake's Business Friendly Environment, 2) Remove Barriers and Develop the Rail Park, 3) Study and Develop a Destination, 4) Partner to Leverage Transportation Strengths, 5) Collaborative Approach with School District, 6) Allocate Resources for Summer Activity, 7) Leverage Parks and Natural Resources, and 8) Drive Technology Advancements. Barnes also noted that the Plan is generally usable for a few years.

**7D. 2016 Compost Site Improvement Project – Receive Bids, Award Contract, and Change Order No. 1**

Brad DeWolf reviewed the bid opening for the 2016 Compost Site Improvement Project which four bids were received. The original budget amount for the project was \$250,000 and with the low bid amount coming in at \$233,597 plus \$55,000 in administrative, engineering, testing and permitting costs expected, the project came in \$38,597 over budget. DeWolf noted that as a result of the projected costs, staff has identified 5 areas to be removed from the project. The removal of these areas results in a reduction in the construction cost of approximately \$28,000. DeWolf also noted that the City has received a grant in the amount of \$50,000 from Sherburne County and staff has opened up discussions with Big Lake and Orrock Township officials asking for their participation in funding the project. Knife River has asked for an extension on the deadline date along with addressing their concerns with early cold weather. Clay Wilfahrt discussed participation of the two Townships. Council is appreciative that the area Townships have shown an interest in participating in some of the costs.

Council Member Langsdorf motioned to approve Resolution No. 2016-74 receiving bids and awarding the Contract to Knife River Corporation of Sauk Rapids, MN for the base bid and alternate 1 totaling \$233,597, and approve change order no. 1 in the amount of \$27,991.43 contingent upon staff approval. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7E. DONATION – 2016 Big Lake Night Out Community Picnic**

Joel Scharf reviewed donations received for the 2016 Police Department Community Picnic. Council thanked all businesses and organizations who donated for the Community Picnic.

Council Member Hansen motioned to approve Resolution No. 2016-75 accepting donations of cash and prizes for the 2016 Police Department Community Picnic. Seconded by Council Member Marotz, unanimous ayes, motion carried.

**7F. DONATION – Kwik Trip**

Joel Scharf reviewed a \$1,000 cash donation received from Kwik Trip towards the Police Department for the purchase of equipment utilized to locate missing and vulnerable adults. Council thanked Kwik Trip for their generous donation.

Council Member Hansen motioned to approve Resolution No. 2016-76 accepting a \$1,000 cash donation from Kwik Trip towards the Big Lake Police Department for the purchase of equipment utilized to locate missing and vulnerable adults. Seconded by Council Member Wallen, unanimous ayes, motion carried.

## **7G. DONATION – Xcel Energy**

Joel Scharf reviewed a \$2,500 cash donation received from Xcel Energy towards the Police Department for the purchase of two portable radios for emergency management. Council thanked Xcel Energy for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2016-77 accepting a \$2,500 cash donation from Xcel Energy towards the Big Lake Police Department for the purchase of two portable radios for emergency management. Seconded by Council Member Marotz, unanimous ayes, motion carried.

## **7H. Monthly Department Updates**

Deb Wegeleben provided an update on the Finance Department reviewing revenues and expenditures year to date and provided information on the City's Enterprise Funds.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the LED lighting rebate received totaling \$1,086, noted that the video system and Facebook helped nab a shoplifter, noted that the donation bins in the parking lot will be removed tomorrow, informed Council that the Mall Association will be cleaning the parking lot, and discussed the upcoming Eagle Lake Association fundraiser and fall wine fest at the Friendly Buffalo. Muehlbauer also presented the most recent publication of the MN Beverage Association magazine that showcases the City on the front page.

Hannah Klimmek provided an update on activities in the Community Development Department. Klimmek reviewed business retention and expansion visits to various companies in the community, discussed the 2016 Farmer's Market, and reviewed code enforcement efforts. Klimmek also discussed building permit information for the month of July noting that the City has issued permits year to date totaling \$ 14,340,604.35 in property valuation. Klimmek also expressed that the Community Development Department is excited for the Lake Dental expansion and to be working with their team. Council thanked Farmer's Market Coordinator Intern Corrie Scott for her efforts to improve the Farmer's Market.

## **7I. Big Lake Community Room Use Policy**

Clay Wilfahrt discussed the current structure for usage of the community room at the Community Services Building. Wilfahrt reviewed the Big Lake Public Library Program Use Policy adopted by Council in 2010 which was approved when the Library shared the building with a Church tenant. The policy states the rules for the room and who controls use and access which are currently administered by the library. Wilfahrt noted this format made sense when the library was the primary tenant and the church and Police

Department were there in limited capacities with few or no administrative personnel. Wilfahrt noted that now that the Police Department now has the largest presence in the building which has led to an increase in need for the community room by the police department. Wilfahrt also discussed that the current name of the room "The Cargill Room" has led to some confusion. Parties intending to attend an event at the Cargill Room have gone to Cargill's industrial plant in error. Due to this confusion, staff is recommending changing the room name to the Big Lake Community Room. Staff is also recommending the Police Department personnel be the main contact for use of the room which will greatly increase the availability of the room and the times available to schedule the room. Wilfahrt has had discussions with the library staff who appear to be on board with the changes, and noted that the library will have precedence in using the room for library programming needs.

Council Member Wallen motioned to rescind the Big Lake Public Library Program Use Policy and approve the Big Lake Community Room Use Policy. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **8. LIST OF CLAIMS**

Council Member Hansen motioned to approve the List of Claims paid from August 9, 2016 through August 18, 2016 and payroll no. 15. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **9. ADMINISTRATOR'S REPORT**

Clay Wilfahrt provided a "Celebrate Your Lake" grant update noting that we are still working towards our original goals set with an extended timeframe. Wilfahrt also provided an update on the SolarStone lease, and discussed the Hwy 25 Corridor Joint Powers Board who are looking to complete a comprehensive traffic plan to address another bridge crossing.

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

Mayor Danielowski: Discussed upcoming Community events including Farmer's Market events that are held each Wednesday through September, Music in the Park events on Thursday evenings through August, Coffee with the Mayor on September 10<sup>th</sup> at Coborn's Deli from 9:00 a.m. to 11:00 a.m., the Movie in the Park event scheduled on August 26<sup>th</sup>, the Chamber Block Party at McPete's on September 10<sup>th</sup> starting at 11:00 a.m. and the City and Township Dog Vaccination Clinic on September 10<sup>th</sup> at Lion's Park from 9:00 a.m. to noon.

Council Member Hansen: Reviewed the recent Planning Commission Meeting.

Council Member Wallen: Announced that Brat Pack Radio will play at the next Music in the Park event. Council Member Wallen also encouraged the person who keeps vandalizing his campaign signs to come and talk to him so whatever issue they have can be resolved.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Hansen motioned to adjourn at 7:30p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 09/14/16