

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
AUGUST 27, 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, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**4. OPEN FORUM**

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

Nicole Schendel – 901 Eagle Lake Road North; Ms. Schendel explained that she lives right across from the High School access and stated her concern with the new right only turn from the High School parking lot. Schendel noted that a 3 foot bicycle lane is too small and that we should get rid of the center turn lane, close the entrance to high school and put the cross walks back in place. Mayor Danielowski explained that CR 5 is owned and controlled by Sherburne County and noted that staff would forward her comments to County staff.

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

**5. PROPOSED AGENDA**

Council Member Christenson motioned to adopt the proposed Agenda. 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 Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of August 13, 2014, 6B) Approve Budget Workshop Minutes of August 19, 2014, 6C) Approve Parcel No. 65-430-0420 Reimbursement Agreement, 6D) Approve League of MN Cities Insurance Liability Coverage Waiver, 6E) Approve Reconfirming Removal of 2013 Tax Forfeited Parcels from County Sale, 6F) Approve Appointment of Police Reserve Officers, 6G) Approve Appointment of Fire Fighter, and 6H) Approve Bill of Sale for Nextel Antenna Lease Building.

**7. BUSINESS**

**7A. Lupulin Brewing Conditional Use Permit Application**

Ben Wikstrom reviewed the planner's report for the Conditional Use Permit application submitted by Lupulin Brewing LLC. The applicant is proposing to open a microbrewery and taproom in the B-3 zoning district which would require a Conditional Use Permit. The site is located in a retail multi-tenant building located at 570 Humboldt Drive. Wikstrom noted that the Planning Commission discussed hours of operation and parking requirements which is based on each tenant's type of use. Wikstrom noted that it appears the applicant will meet the current parking requirements, but recommended that the site be monitored over time.

Council Member Hansen motioned to approve Resolution No. 2014-47 approving a Conditional Use Permit for Lupulin Brewing LLC at 570 Humboldt Drive. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**7B. Big Lake Ambassador Program Update**

Gina Wolbeck invited representatives from the Big Lake Ambassador Program to present information on their organization. 2013/14 Ambassador Emily Hansen and Junior Ambassadors Kaitlyn Smith and Lauren Yanta reviewed community events they assisted with throughout their year of service. Newly crowned 2014/15 Ambassadors Hailey Lahr, Samantha Moench, and Kailyn Johnson, along with Junior Ambassadors Madison Fritel and Raina White, introduced themselves and discussed events they have participated in since their coronation in June.

Mayor Danielowski thanked past and current Ambassadors for their service to the Community.

#### **7C. Big Lake Spud Fest Lawful Gambling Application**

Gina Wolbeck reviewed the Lawful Gambling Application submitted by the Big Lake Spud Fest Organization to operate charitable gambling at Tootsie's Tavern located at 110 Jefferson Blvd. The organization is applying to operate 6 of the 9 types of lawful gambling including pull-tabs, bingo, bar bingo, tipboards, paddlewheel, and paddlewheel w/table. Wolbeck explained that all forms of charitable gambling are regulated by the Minnesota Gambling Control Board. The Elk River Lions Club currently holds a charitable gambling permit at this establishment which will expire on September 30<sup>th</sup>. The owners of Tootsies Tavern have notified the City that they will not be renewing their lease. Staff has had discussions with representatives with the Spud Fest Gambling Manager to discuss the 75% Trade Area Ordinance requirements. 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.

Don Orrock from the Spud Fest Organization reviewed their goals for donating in the Big Lake area, and noted that they intent to donate a good portion of their proceeds towards youth activities and recreation in Big Lake. Mayor Danielowski explained that she would be abstaining from the vote as she is a Spud Fest Board Member.

Council Member Christenson motioned to approve Resolution No. 2014-48 approving a charitable gambling license to the Big Lake Spud Fest Organization at Tootsies Tavern located at 110 Jefferson Blvd contingent upon all required documentation/fees, and completion of a satisfactory background investigation. Seconded by Council Member Backlund, vote passed with a vote of 4:1 with Council Members Backlund, Christenson, Hansen, and Wallen voting aye, and Mayor Danielowski abstaining. Motion carried.

#### **7D. DONATION – Big Lake Night Out 2014 Community Picnic**

Joel Scharf reviewed donations received for the 2014 Police Department Community Picnic. Council thanked all businesses and organizations who donated for the Community Picnic.

Council Member Backlund motioned to approve Resolution No. 2014-49 accepting donations of cash and prizes for the 2014 Police Department Community Picnic. Seconded by Council Member Wallen, unanimous ayes, motion carried.

**7E. DONATION – Elk River Lions Club**

Joel Scharf reviewed the \$4,000 cash donation from the Elk River Lions Club to the Police Department towards the purchase of a 2014 Yamaha Viking ATV. Council thanked the Elk River Lions Club for the generous donation.

Council Member Hansen motioned to approve Resolution No. 2014-50 accepting a \$4,000 cash donation from the Elk River Lions Club to the Police Department towards the purchase of a 2014 Yamaha Viking ATV. Seconded by Council Member Christenson, unanimous ayes, motion carried.

**7F. DONATION – Sherburne County Agricultural Society**

Paul Nemes discussed the cash donation provided by the Sherburne County Agricultural Society in the amount of \$1,000 to the Big Lake Fire Department towards the purchase of non-budgeted capital items. Council thanked the Sherburne County Agricultural Society for the generous donation.

Council Member Hansen motioned to approve Resolution No. 2014-51 accepting a \$1,000 cash donation to the Big Lake Fire Department from the Sherburne County Agricultural Society towards non-budgeted capital items. Seconded by Council Member Christenson, unanimous ayes, motion carried.

**7G. Chapter 10 Ordinance Amendment – Allowing Occasional Sales in I-1 District**

Ben Wikstrom reviewed the Ordinance Amendment request submitted by Roberta Yepma to allow occasional sales in the I-1 zoning district. The applicant requested to allow for sales that could be limited to one weekend per month, with the main use of the property being warehouse and storage. The Planning Commission determined that occasional sales should be allowed in the industrial park be limited to four days of sales per month, two of which must be weekend days (Saturday and/or Sunday). The Planning Commission also recommended that occasional sales be administratively reviewed through a permit application process.

Council Member Wallen motioned to approve Ordinance No. 2014-10 amending Chapter 10 of the Big Lake City Code regarding Occasional Sales in the Industrial Park, and approve Resolution No. 2014-52 authorizing Summary Publication. Seconded by Council Member Christenson, unanimous ayes, motion carried.

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

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the status of the phosphorus grant application, the Northern Star Apartment project, the quotes for the quiet zone railroad crossing improvements at CR 43 and Eagle Lake Road South, and noted that they have a meeting scheduled with BNSF to discuss the crossings and the possibility of the addition of a second rail within the Big Lake corridor.

Jessica Green provided the monthly finance update. Green noted that Council and staff have been busy working on the 2015 budgeting process and noted that the Preliminary Levy will be brought to Council at the next meeting. Green also reported that staff has been working on 2014 TIF reports, and informed Council that the EDA lease revenue bonds are now considered callable.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed July sales figures, discussed the addition of security cameras and a backup power supply, reviewed the recent Mall Association Meeting, and discussed the \$200 award granted to Lake Liquor from the MN Municipal Beverage Association for their participation in the "Support Our Troops" campaign. Muehlbauer noted that the award funds will be donated to the Big Lake American Legion to help service members in the area. Muehlbauer also discussed vendor auction items that have provided \$1,200 to the Big Lake Food Shelf, the upcoming Beer Fest event on September 26<sup>th</sup>, and reminded the public to vote for Big Lake in the Michelob Golden Draft "Celebrate Your Lake" grant program.

Jessica Green provided building permit information for the month of July/August. Green also noted that the City has issued permits year to date totaling \$5,539,800.75 in property valuation.

## **8. LIST OF CLAIMS**

### **8A. Consider List of Claims**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 67441 through Check No. 67582 with the removal of voided check no. 67470 and the removal of check no. 67570 for separate consideration, Electronic Payments #2436E to #2449E, and Payroll Transaction No. 17. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$5,769.50

Council Member Hansen motioned to approve payment of Check No. 67570 in the amount of \$5,769.50 payable to Audio Communications. Seconded by Council Member Wallen, 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 provided information on the NSP Program and the audit that was recently conducted. Green informed Council that there is another delay with Tri-CAP and a new deed date has been set for September 8<sup>th</sup>. Green also reminded the public that Regular City Council Workshops will start up again in September and will be held the 3<sup>rd</sup> Wednesday of the month.

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

Council Member Christenson: Reviewed the Parks Board Meeting that was held at River Oaks Park.

Mayor Danielowski: Reviewed upcoming community events including the Chamber of Commerce Block Party and the City/Township Dog Vaccination Clinic on September 6<sup>th</sup>, the upcoming Autumn Lights Gala, and the September 12<sup>th</sup> Movie in the Park event. Mayor Danielowski also reviewed community events and meetings she recently attended.

Council Member Hansen: Reviewed the August Planning Commission Meeting.

Council Member Wallen: The Legacy Foundation has postponed this week's Music in the Park event and Brat Pack Radio will be rescheduled for next Thursday.

**11. OTHER**

Council Member Wallen motioned to recess the regular meeting at 6:56 p.m. to go to Closed Session to hold a six month Performance Evaluation for Interim City Administrator Jessica Green. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**12. CLOSED SESSION – Six Month Performance Evaluation for Interim City Administrator Jessica Green**

Council Member Christenson motioned to open the Closed Session at 7:07 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Members present: Dick Backlund, Nick Christenson, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Also present: Interim City Administrator Jessica Green.

The City Council conducted a six month job performance evaluation on Interim City Administrator Jessica Green. No action was taken by Council.

Council Member Hansen motioned to close the Closed Session and reconvene the regular meeting at 8:23 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**13. ADJOURN**

Council Member Wallen motioned to adjourn at 8:23 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 09/10/14