

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 28, 2013**

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, and Seth Hansen. Council Member Mike Wallen arrived at 6:19 p.m. Also present: City Administrator Todd Bodem, Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 5:01 p.m. No one came forward. Mayor Danielowski closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Backlund motioned to approve the Consent Agenda with the removal of item 6E for separate consideration. Seconded by Council Member Hansen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of August 14, 2013, 6B) Approve Budget Workshop Minutes of August 20,

2013, 6C) Approve League of MN Cities Insurance Trust Tort Liability Coverage Waiver, 6D) Approve Parks Advisory Board Appointments, 6F) Approve Temporary Sign Permit Fee Waiver for the 5K Walk/Run for Hope Fundraising Event, 6G) Approve Temporary Sign Permit Fee Waiver for the Sherburne History Center Fundraising Event, 6H) Set a Council Gathering for the Xcel Energy Civic and Business Leader Meeting on Wednesday, September 25, 2013 at the Monticello Community Center, and 6I) Approve Cargill Kitchens Conditional Use Permit Resolution No. 2013-60.

6E) Approve Personnel Policy Changes

Council discussed various changes to the Personnel Policy and asked that section 11.2 amendments be removed from the changes.

Council Member Hansen motioned to approve changes to the Personnel Policy as presented with the removal of section 11.2 amendments. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7. BUSINESS

7A. Lifesave Award Recognition

Joel Scharf presented Lifesave recognitions to police officers, paramedics and a family member of John Ackerman who suffered a cardiac arrest in February 2013. Due to the efforts of Ackerman's son Mark Boeckman, police officers Jesse Gilbertson, Eric Sonnenberg, and Chris Hoard, along with CentraCare Paramedics Zac Hogan and Casey Pflueger, Ackerman regained a heartbeat and pulse and made a full recovery. Scharf noted that the Big Lake Police Department, as well as CentraCare Health Monticello, wished to recognize all involved for their immediate response and lifesaving actions.

7B. DONATIONS – Big Lake Police 2013 Community Picnic

Joel Scharf reviewed donations received for the 2013 Police Department Community Picnic.

Council Member Christenson motioned to approve Resolution No. 2013-61 recognizing and accepting donations of cash, prizes, time, and talent for the 2013 Police Department Community Picnic. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. DONATIONS – Big Lake American Legion Post #147

Staff reviewed the donations made by the Big Lake American Legion Post 147 towards the Big Lake Fire Department and the City. Fire Chief Randy Miller explained that the \$1,500

cash donation is to be used towards thermal imaging equipment, and Mike Goebel explained that the \$1,500 cash donation is to be used towards the Parks Department for non-budgeted capital items. Miller and Goebel thanked the American Legion for the donation and Council stated their appreciation for the donation.

Council Member Hansen motioned to approve Resolution No. 2013-62 accepting cash donations from the Big Lake American Legion Post 147 towards the Big Lake Fire Department for thermal imaging equipment and the Parks Department towards non-budgeted capital items. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7D. Donation – Big Lake Knight’s of Columbus

Randy Miller reviewed a donation made by the Big Lake Knight’s of Columbus towards the Big Lake Fire Department. Miller noted that the \$2,000 cash donation is to be used towards the Jaws of Life Extrication Equipment. Miller and the City Council thanked the Knight’s of Columbus for their generous donation.

Council Member Wallen motioned to approve Resolution No. 2013-63 accepting a cash donation from the Big Lake Knight’s of Columbus towards the Big Lake Fire Department for the purchase of Jaws of Life Extrication Equipment. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7E. Department Updates

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the Northern Star Apartments project, the completion of the KleinBank project, reviewed the status of the Lake Shopping Center 4th Addition project, discussed the finalizing of the bituminous wear course on the CR 43 road project, discussed the status of the Marketplace Completion project, and noted that the Dill Dental construction is underway. Mayor Danielowski asked about replacement of the CR 43 bituminous on the north side of the tracks. DeWolf noted that he will check into it and informed Council that the railroad improvements will be completed according to Burlington Northern Railroad’s schedule. Discussion was also held on if there is train whistle protocol during night hours? DeWolf explained that whistle usage is based on the conductors opinion of safety and/or hazards at intersections.

Todd Bodem provided building permit information for the month of July through August 27th. Bodem also noted that the City has issued permits year to date totaling \$8,419,940.78 in property valuation.

Jessica Green provided an update on activities in the Finance Department. Green noted that Deb Wegeleben has been doing a great job getting adjusted in her position of Accounting Clerk. Green also informed Council that staff is possibly looking at bringing payroll back in-house, and that the Sales Tax Audit will be wrapped up soon. Green also discussed the new sales tax legislation and explained that staff can only estimate what savings the City will experience from the new exemption law.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the upcoming Beer Fest and Fall Wine Fest, the Lions Golf Tournament donation recognition the store received, the Vikings Show your Horns fundraiser underway, and the stores participation in the upcoming Food Shelf drive in October. Muehlbauer also informed Council that the store will be open on Labor Day.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65393 through Check No. 65421. Seconded by Council Member Wallen, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT – No report given.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Reviewed upcoming community events including the Farmer's Market, Music in the Park, the Animal Vaccination Clinic, the Big Lake Chamber of Commerce Block Party, and the upcoming Movie in the Park event.

Council Member Wallen: Provided an update on the August EDA Meeting. Council Member Wallen also reminded the public of the year end Music in the Park event scheduled on Thursday, August 29th.

11. OTHER

Council Member Hansen motioned to recess the regular session at 6:41 p.m. to go to Closed Session for item 12. Acquisition of Property identified as parcels 65-462-0230, 65-462-0240, and 65-462-0250 allowed under MN Statute 13D.05, subd. 3c3. Seconded by Council Member Christenson, unanimous ayes, motion carried.

12. CLOSED SESSION – Acquisition of Property (MS 13D.05, subd. 3c3)

Council Member Christenson motioned to open the Closed Session at 6:49 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Members present: Dick Backlund, Nick Christenson, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Also present: City Administrator Todd Bodem, City Finance Director Jessica Green, City Clerk Gina Wolbeck, and City Attorney Soren Mattick of Campbell Knutson.

Soren Mattick discussed the potential purchase of parcels 65-462-0230, 65-462-0240, and 65-462-0250.

Council Member Mike Wallen excused himself from the meeting at 7:38 p.m.

No action was taken by Council during Closed Session.

Council Member Backlund motioned to close the Closed Session at 7:47 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Council Member Hansen motioned to reconvene the regular meeting at 7:47 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

13. ADJOURN

Council Member Christenson motioned to adjourn at 7:48 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 09/11/13