

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
SEPTEMBER 25, 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, Seth Hansen, and Mike Wallen. Also present: City Administrator Todd Bodem, Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Consultant City Planner Ben Wikstrom, 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 Hansen motioned to adopt the proposed Agenda. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Christenson 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 Council Meeting Minutes of September 11, 2013,

6B) Approve Special Council Meeting Minutes of September 18, 2013, 6C) Approve Council Workshop Minutes of September 18, 2013, 6D) Set Special Council Meeting on November 25, 2013 at 6:00 p.m. in the City Council Chamber for the 2014 Budget and Levy Input Hearing, 6E) Approve Use of Lakeside Park for the 12th Annual Big Lake Area Jaycee's Ice Fishing Tournament on February 22, 2014, 6F) Approve Temporary Sign Permit Fee Waiver for the 2013 Spud Spookular Community Event, and 6G) Approve Temporary Sign Permit Fee Waiver for the Lord of Glory Lutheran Church Pumpkin Fest Community Event.

7. BUSINESS

7A. September 18, 2013 Council Workshop Update

Todd Bodem reviewed discussions held at the September 18, 2013 City Council Workshop.

7B. Zoning Ordinance Amendment – Section 1041.06 (Deck Setbacks for Collector Streets)

Ben Wikstrom reviewed the planners report for the zoning amendment relating to allowing decks backing to collector streets to have a reduced setback. Wikstrom noted that this item was introduced at the August and September Planning Commission Meetings and that the Planning Commission opted to not change setbacks for arterial streets, but felt a rear yard 10 foot encroachment for deck construction along collector streets was warranted.

Council Member Hansen motioned to approve Ordinance No. 2013-03 amending Chapter 10, Section 1041.06 approving changes to deck setbacks from collector streets, and approve Resolution No. 2013-69 authorizing summary publication for ordinance no. 2013-03. Seconded by Council Member Backlund, 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 discussed the Duffy Development Project, the Northern Star Apartments project, reviewed the status of the Lake Shopping Center 4th Addition project, discussed the CR 43 road project, the status of the Marketplace Completion project, and noted that the Dill Dental construction is moving along. Council questioned how long will we need to wait for the railroad to complete their improvements to the CR 43 crossing. DeWolf reviewed the process the railroad follows for completing projects in our region and indicated that they could possibly relocate infrastructure during the winter months if the frost isn't too deep. DeWolf explained that the City is still hoping that the railroad construction will be completed this fall.

Mick Kaehler provided building permit information for the month of August through September 23rd. Kaehler also noted that the City has issued permits year to date totaling \$9,581,557.78 in property valuation. Council discussed the need for staff to start looking at selling City properties that we don't have a need to keep.

Jessica Green provided an update on activities in the Finance Department. Green noted that payroll will be brought back in house sometime in November and that the software staff will be using is companion software to our Banyon Financial software. Green also explained that our Sales Tax Audit process is near completion and indicated that the City will owe into the State approximately \$12,000 which will be offset from a claim we have into the State which is owed to the City in the amount of \$20,000. Green also reviewed the delinquent water bill assessment process and noted that the public hearing for these assessments will be held on November 13th.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the upcoming Beer Fest and Fall Wine Fest, and informed Council that she will be participating in the Jaycees wine tasting fundraiser. The liquor store is also reviewing carpeting and counter top quotes and will be checking into additional security at the store. The store will be conducting a wine inventory reset in October sorting wines by type rather than brands. Muehlbauer also informed Council that the KQRS radio station will be at the liquor store on October 25th through a Dahlheimer promotion. Council questioned if the mall association has thought about security cameras at the mall. Muehlbauer indicated that the City is gearing up for the purchase of additional security cameras in 2014 and 2015, and that the mall association is also looking at increasing the lighting in the parking lot.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65518 through Check No. 65539 with the exception of Check No. 65535 for separate consideration. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Bob's Towing and Recovery Payment in the Amount of \$117.56

Council Member Hansen motioned to approve payment of Check No. 65535 in the amount of \$117.56 payable to Bob's Towing and Recovery. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Hansen, and Wallen voting aye and Council Member Christenson abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Todd Bodem discussed the Sherburne County United Way fundraiser that was held recently.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Reviewed the Movie in the Park and Hometown JamFest held on September 13th. Mayor Danielowski reviewed upcoming community events including the Big Lake Farmer's Market, Lake Liquors Beer Fest, the Big Lake Sno-Cruisers Summer Hummer fundraiser, the Jaycee's wine and beer tasting event, the anti-bullying seminar at Big Lake High School, the 20th Annual Fall Wildlife Festival, the Lion's Club 40th Anniversary open house, the Fire Department annual open house, the Big Lake Community Food Shelf Bike Run, and the Sherburne History Center Harvest Moon Gala.

Council Member Hansen: Reviewed the September Planning Commission Meeting.

11. OTHER

Council Member Hansen motioned to recess the regular session at 6:37 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 Backlund, 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 6:43 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: City Administrator Todd Bodem, City Finance Director Jessica Green, and City Clerk Gina Wolbeck.

Todd Bodem discussed the potential purchase of parcels 65-462-0230, 65-462-0240, and 65-462-0250.

No action was taken by Council during Closed Session.

Council Member Backlund motioned to close the Closed Session at 7:05 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Council Member Hansen motioned to reconvene the regular meeting at 7:05 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

13. ADJOURN

Council Member Wallen motioned to adjourn at 7:06 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 10/09/13