

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 9, 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, Raeanne Danielowski, Seth Hansen, and Mike Wallen. Council Member Nick Christenson arrived at 6:35 p.m. Also present: Finance Director Jessica Green, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, City Attorney Soren Mattick from Campbell Knutson, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**4. OPEN FORUM**

Mayor Danielowski opened the Open Forum at 6:01 p.m. Mayor Danielowski closed the Open Forum at 6:02 p.m.

**5. PROPOSED AGENDA**

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

**6. CONSENT AGENDA**

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Hansen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of September 25, 2013, 6B) Approve Employment Status Change for Building Official, and 6C) Approve 2014 Police Union Contract with LELS.

**7. BUSINESS**

**7A. Debt Management Study/Financial Management Plan Presentation – Northland Securities**

Jessica Green reviewed Council direction to engage Northland Strategies, a special projects group within Northland Securities, to provide the City with a Debt Management Study and Financial Management Plan. Tammy Omdal from Northland Securities presented the study findings. Omdal reviewed conclusions and recommendations, sources of revenue for debt service, and provided a guide on-going financial management of debt. Omdal presented recommendations including 1) the tax levy for debt service needs to be set annually at an amount sufficient to cover annual debt payments, 2) a repayment schedule for the Interfund loans should be adopted, 3) annual special assessment collections should be monitored and annual adjustment to finance plans for the debt service funds made, including adjustments to tax levy projections, 4) tax levy support should be provided for the TIF Bonds in order to eliminate internal borrowing, and 5) enterprise fees and charges should continue to be set at a level sufficient to cover operations, capital, and debt service. Omdal noted that the debt study assumes 3 years of tax levy increases in order to meet debt service and to repay Interfund loans within 9 years. Council discussed the need to use this study as a tool to responsibly address our existing debt.

**7B. PROCLAMATION – Manufacturer’s Week October 20<sup>th</sup> – 26<sup>th</sup>**

Mayor Danielowski read aloud a proclamation proclaiming October 20<sup>th</sup> – 26<sup>th</sup> as Manufacturer’s Week.

Council Member Backlund motioned to approve Resolution No. 2013-70 proclaiming October 20 – 26, 2013 as Manufacturer’s Week. Seconded by Council Member Hansen, unanimous ayes, motion carried.

**7C. DONATION – Big Lake American Legion Post #147**

Joel Scharf reviewed the donation made by the Big Lake American Legion Post 147 towards the Big Lake Police Department, noting that the \$1,000 cash donation is to be used towards the purchase of police officer badges. Scharf thanked the American Legion for the donation, and Council stated their appreciation for the donation and their continued commitment to the Big Lake Community.

Council Member Hansen motioned to approve Resolution No. 2013-71 accepting a \$1,000 cash donation from the Big Lake American Legion Post 147 towards the Big Lake Police Department for the purchase of police officer badges. Seconded by Council Member Wallen, unanimous ayes, motion carried.

## **7D. Department Updates**

### Fire Department

Seth Hansen discussed recent activities of the Fire Department. Hansen also reviewed the Fire Department Open House event that was held last weekend. Hansen informed Council that the Department will be engaged in Fire Prevention education opportunities this coming week. Council thanked the fire department personnel for their efforts in organizing the open house and thanked Pete Ahrens for his donation of pumpkins.

### Police Department

Joel Scharf updated Council on police statistics and calls for service. Scharf noted that crash activities are on the rise, and that the department is participating in the Click It/Ticket campaign. Scharf also noted that the police department has been participating in a disaster drill with Sherburne County Emergency Management, discussed recent car break-ins, provided a Police Reserve update, and informed Council of literature being distributed to local retail businesses regarding recent robbery situations. Discussion was also held on efforts of the department to increase safety along Eagle Lake Road North.

### Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also discussed trimming along streets and sidewalks, flowing hydrants, lead/copper testing, the water service break on Ormsbee, and prep work for the winter season. Goebel also noted that most parks have been shut down for the season, and that irrigations have been winterized.

Council discussed the accident that occurred by 172<sup>nd</sup> Street and asked if this accident affects the warrants for the proposed stoplight at 168<sup>th</sup> Street. Brad DeWolf explained that warrants are specific to an intersection over a 5-year period.

## **8. LIST OF CLAIMS**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65540 through Check No. 65627. Seconded by Council Member Christenson, unanimous ayes, motion carried.

**9. ADMINISTRATOR'S REPORT**

Gina Wolbeck reviewed a sign permit fee waiver request submitted by the Sherburne County Area United Way for their fundraiser being held on October 22<sup>nd</sup>.

Council Member Hansen motioned to approve a temporary sign permit fee waiver for the Sherburne County Area United Way fundraiser being held on October 22, 2013. Seconded by Council Member Backlund, unanimous ayes, motion carried.

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

Council Member Backlund: Reviewed the 3<sup>rd</sup> Quarter Fire Board Meeting and the October Big Lake Community Lake Association Meeting. Council Member Backlund also thanked the fire department for their efforts during the fire department open house.

Council Member Christenson: Discussed the October Community Education Meeting.

Mayor Danielowski: Reviewed the Fire Board Meeting held on October 3<sup>rd</sup>. Mayor Danielowski reviewed community events recently held along with upcoming events. Mayor Danielowski also thanked the fire department for their efforts during the open house.

Council Member Wallen: Thanked the Fire Department for hosting the fire prevention open house event.

**11. OTHER**

Council Member Hansen motioned to recess the regular session at 6:55 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 Wallen, unanimous ayes, motion carried.

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

Council Member Backlund motioned to open the Closed Session at 6:59 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

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

Soren Mattick 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 Hansen motioned to close the Closed Session and reconvene the regular meeting at 8:06 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

**13. ADJOURN**

Council Member Wallen motioned to adjourn at 8:06 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 10/23/13