

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
OCTOBER 10, 2012**

1. CALL TO ORDER

Mayor Lori Kampa called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, Finance Director Paula Mastey, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Joel Scharf, Assistant Fire Chief Paul Nemes, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m.

Jeanine Horton, 1587 Grace Drive – Questioned Council on why they aren't able to balance the budget. Mayor Kampa reviewed the budget process and discussions held at numerous budget workshops. Horton also discussed increased utility fees. Paula Mastey reviewed governmental accounting procedures and explained that utility rates are set to cover costs, and that revenue generated from these fees are mandated to only be used to cover enterprise expenses.

Mayor Kampa closed the Open Forum at 5:05 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Budget Workshop Minutes of September 25, 2012, 6B) Approve Regular Council Meeting Minutes of September 26, 2012, 6C) Approve Budget Workshop Minutes of October 3, 2012, 6D) Approve Resolution No. 2012-62 Appointing Election Judges for the November 6, 2012 General Election, and 6E) Accept Neighborhood Stabilization Program Demo Bids and Award Contract to Carlson Construction in the amount of \$6,700.

7. BUSINESS

7A. Living with Lupus & Fighting Together Event Request

Molly Schroeder presented information on the Living with Lupus & Fighting Together fundraising event that is planned at Lakeside Park on May 18th to help raise funds for services to support those living with Lupus, and to raise public awareness of the chronic life threatening auto-immune disease. Schroeder asked for permission from Council for use of Lakeside Park and a waiver of the parking fees for the event. Schroeder also asked for a waiver of the sign permit fee.

Council Member Wallen motioned to approve the Living with Lupus and Fighting Together fundraising event on May 18, 2013 at Lakeside Park, and to waive the parking fees for attendees, and to waive the sign application permit fee for the event. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7B. PROCLAMATION – MN Manufacturer’s Week

Todd Bodem reviewed the Manufacturer’s Week events scheduled the week of October 22 – 28, 2012 in recognition of promoting MN Manufacturer’s Week activities. Bodem explained that this week is designed to showcase Minnesota’s manufacturing industries and to increase legislative and public awareness of this sectors importance in providing high-wage, highly skilled jobs for our community.

Council Member Danielowski motioned to approve Resolution No. 2012-63 proclaiming October 22 – 28, 2012 to be Manufacturer's Week. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. County Road 43 Railroad Crossing Agreement

Brad DeWolf reviewed the County Road 43 Improvement project which was approved by Council at the July 25, 2012 Council Meeting. DeWolf explained that BNSF Railroad has submitted a Grade Crossing Construction and Maintenance Agreement for the signal and crossing surface improvements required at the CR 43 railroad crossing. The improvements are required to advance the City's goal of establishing a railroad quiet zone. DeWolf noted that the estimated construction costs associated with the crossing improvements were prepared by BNSF which total \$254,471 and are State Aid eligible. DeWolf clarified that Sherburne County owns all of County Road 43, and staff will be asking them to become the Agent of the City's Agreement.

Council Member Wallen motioned to approve the County Road 43 Railroad Crossing Construction and Maintenance Agreement and authorize the City Administrator to execute the Agreement contingent upon Sherburne County becoming the Agent of the Agreement at the completion of construction. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. Department Updates

Fire Department

Assistant Fire Chief Paul Nemes discussed a recent structure fire and the benefits of utilizing mutual aid from surrounding departments. Nemes also provided an update on the Fire Department's upcoming open house scheduled on October 14th from 11:00 a.m. to 2:00 p.m. Nemes also thanked Pete Ahrens for his donation of pumpkins which will be given out to attendees.

Police Department

Joel Scharf updated Council on police statistics and calls for service in September. Scharf also provided staffing numbers for the month and efforts of the department to work with Monticello Animal Control to bring those costs down. Scharf also noted that the Traffic Safety Program has gone live and classes have been scheduled through March 2013. Scharf also reviewed how the program will work from the time the violation occurs to when the classroom instruction is completed. Scharf informed Council that the department will be moving into the City Hall offices in the next couple of weeks. Scharf also expressed gratitude to the Fire Department personnel for their efforts and response time in the recent structure fire.

Community Development Department

Todd Bodem reviewed efforts of the Community Development Department. Bodem recently attended a Sherburne County Manufacturer's Connection Meeting and provided an update on the NSP Program. Bodem also discussed the KleinBank project which is moving along on the construction of their new facility at the corner of Hwy 10 and CR 43, the status of the Lake Shopping Center 4th Addition project, the Northern Star Apartments project, and the status of the Friendly Buffalo remodel project.

Public Works Department

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel asked Council to set a special gathering on November 14, 2012 beginning at 3:00 p.m. to allow an opportunity for Council to tour the new Waste Water Treatment Plant addition.

Council Member Danielowski motioned to set a special gathering on Wednesday, November 14, 2012 at 3:00 p.m. to conduct a tour of the Waste Water Treatment Facility. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 63609 through Check No. 63698 with the exception of Check No's. 63610, 63654 and 63696 for separate consideration, and Electronic Payments #1824E to #1841E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider AutoStop Payments

Council Member Wallen motioned to approve payment of Check No. 63610 in the amount of \$175.27, and Check No. 63654 in the amount of \$797.82 payable to AutoStop, Inc. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Kampa, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

8C. Consider Audio Communications Payment

Council Member Wallen motioned to approve payment of Check No. 63696 in the amount of \$2,619.08 payable to Audio Communications. Seconded by Council Member Danielowski, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Joel Scharf discussed the appointment of new Volunteer Police Reserve Officers Nicholas Sellman and Michael Stenberg.

Council Member Wallen motioned to appoint Nicholas Sellman and Michael Stenberg as Volunteer Police Reserve Officers. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Todd Bodem discussed the upcoming move of the Police Department into the City Hall building. Bodem noted that Public Works staff will begin moving cabinets and equipment this week with the move to be completed within the next couple of weeks. Bodem also informed Council that he will be conducting interviews for an office worker from the Workforce Center.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Discussed the October EDA Meeting. Danielowski also reviewed upcoming Manufacturer's week activities.

Council Member Langsdorf: Reviewed the October BLCLA Meeting and informed residents of the upcoming Watershed Cleanup Day event at Lion's Park on October 13th.

Council Member Wallen: Discussed the October EDA Meeting.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 5:40 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 10/24/12