

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 23, 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.

Mayor Danielowski welcomed Big Lake Girl Scout Junior Troop #157.

**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, 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 Wallen motioned to adopt the proposed Agenda. Seconded by Council Member Hansen, 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 Joint City/Township Meeting Minutes of October 7, 2013, 6B) Approve Council Meeting Minutes of October 9, 2013, 6C) Approve Council Workshop Minutes

of October 16, 2013, and 6D) Approve Appointment of Heidi Steinmetz as the Economic Development Manager.

**7. BUSINESS**

**7A. October 16<sup>th</sup> Council Workshop Update**

Todd Bodem provided an update on discussions held at the October 16, 2013 Council Workshop.

**7B. DONATION – Elk River Lion’s Club**

Staff reviewed the donations made by the Elk River Lion’s Club towards the Big Lake Police and Fire Departments. Police Chief Joel Scharf explained that the \$7,000 cash donation to the Police Department is to be used towards patrol rifles and rapid response bags. Fire Chief Randy Miller explained that the \$9,000 cash donation to the Fire Department is to be used towards non-budgeted capital items such as thermal imaging equipment or a snowmobile. Scharf and Miller thanked the Elk River Lion’s Club for the donations.

Council Member Christenson motioned to approve Resolution No. 2013-72 accepting cash donations from the Elk River Lion’s Club towards the Big Lake Police Department for the purchase of patrol rifles and rapid response bags, and towards the Fire Department for non-budgeted capital items such as thermal imaging equipment or a snowmobile. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**7C. DONATION – Truck’s Unlimited**

Joel Scharf reviewed a donation of labor services received from Truck’s Unlimited valued at \$500.00 for the assembly and installation of a hitch on the 2014 Ford Explorer police vehicle. Council thanked Truck’s Unlimited for their generous donation.

Council Member Hansen motioned to approve Resolution No. 2013-73 accepting a service donation valued at \$500 from Trucks Unlimited for the assembly and installation of a hitch on the 2014 Ford Explorer police vehicle. Seconded by Council Member Christenson, unanimous ayes, motion carried.

**7D. Department Updates**

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf informed Council that the City has been awarded up to a \$3M grant from the MPCA for phosphorus removal. DeWolf also discussed the

Northern Star Apartment project, the Lake Shopping Center 4<sup>th</sup> Addition project, informed Council that staff has met with BNSF Railroad and has been informed that the railroad crossing upgrades will be installed in the spring, discussed the Marketplace completion projection, and noted that the wellhead protection plan and the MS4 permit are both in process. Mayor Danielowski asked if the punch list items on WWTP project are complete. DeWolf explained that the contractor is still working through a few programming issues on the dryer. Council Member Wallen asked if there is a specific reason that the City was awarded the \$3M grant over other applications. DeWolf explained that the grant application was so successful because of mandated requirements to remove phosphorus base from our sewer product.

Mick Kaehler provided building permit information for the month of September through October 21<sup>th</sup>. Kaehler also noted that the City has issued permits year to date totaling \$10,156,982.37 in property valuation. Kaehler also informed Council that staff will be gearing up for the rental registration program, and will be meeting with the Police Department to work through future processes for junk and blight issues.

Jessica Green provided an update on activities in the Finance Department, and provided a 3<sup>rd</sup> quarter financial update.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the upcoming Fall Wine Fest, the annual MN Municipal Food Drive, the KQRS personality that will be at the store on the 26<sup>th</sup>, and informed Council that additional security cameras have been installed in the store and in the parking lot. Muehlbauer also noted that new lighting will be installed in the parking lot area.

Mike Goebel updated Council on recent activities in the Public Works Department. Goebel also presented Council with a donation Resolution to accept a donation of labor services from Big Lake Resident George Quinn towards the Parks Department for the painting of the Hockey Rinks. Goebel noted that Quinn donated a total of 73 hours of volunteer time on the painting project. George Quinn reviewed other volunteers that helped with the project.

Council Member Hansen motioned to approve Resolution No. 2013-74 accepting a labor services donation from Big Lake Resident George Quinn for the repainting of the Big Lake Hockey Rinks. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Goebel also informed Council that the City has been awarded an \$8,000 to be used towards the Legacy Foundations Music in the Park concerts. Mike Wallen thanked Mike Goebel for taking the time to apply for the grant and thanked the entire Public Works Department for their time and effort to assist the Legacy Foundation with the Music in the Park events.

**8. LIST OF CLAIMS**

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65628 through Check No. 65709 with the exception of Check No. 65708 for separate consideration. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$6,659.33

Council Member Hansen motioned to approve payment of Check No. 65708 in the amount of \$6,659.33 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**

Todd Bodem informed Council of the 2<sup>nd</sup> Annual "Soup Off" fundraiser for the Sherburne County Area United Way. The event is scheduled to start at 12:00 p.m. on October 31, 2013 in the Senior Activity Center.

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

Council Member Christenson: Discussed the October Parks Advisory Board Meeting.

Mayor Danielowski: Discussed the October BLEDA Meeting and provided information on upcoming community events.

**11. OTHER – No other.**

**12. ADJOURN**

Council Member Christenson motioned to adjourn at 6:43 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 11/13/13