

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 28, 2015**

**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: Nick Christenson, Raeanne Danielowski, Seth Hansen, Duane Langsdorf and Mike Wallen. Also present: City Administrator Clay Wilfahrt, Finance Director Deb Wegeleben, Police Chief Joel Scharf, Public Works Director Mike Goebel, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Fire Chief Paul Nemes, 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 with the addition of item 7E. CentraCare Lease Agreement. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Wallen motioned to approve the Consent Agenda as presented. Seconded by Council Member Christenson, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Workshop Minutes of October 14, 2015, 6B) Approve

Regular Council Meeting Minutes of October 14, 2015, 6C) Approve Community Development Director Offer of Employment to Hanna Klimmek, 6D) Approve Resolution No. 2015-74 approving an Interfund Loan between TIF District 1-3 and the Sewer Fund, 6E) Approve Interfund Transfer from the General Fund to Fund 250 and 401, and 6F) Approve Interfund Transfers between TIF Project and the Debt Service Fund.

## **7. BUSINESS**

### **7A. Eagle Scout Presentation – Logan VanHofwegen**

Life Scout Logan VanHofwegen from Big Lake Troop 93 provided an update on the completion of this Eagle Scout project that will be constructed in 2015. Council thanked VanHofwegen for his dedication to the project.

### **7B. Payment Service Network Contract**

Deb Wegeleben discussed the proposed agreement between Payment Service Network (PSN) and the City. Wegeleben explained that PSN would replace the city's current online vendor RevTrack for all online payments. Wegeleben reviewed the lower transaction rates and monthly savings to the City, and noted that citizens will have the availability to receive their utility bills via email which our current vendor does not offer.

Council Member Hansen motioned to approve a three-year agreement with Payment Service Network as the City's online payment vendor. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7C. DONATION – Big Lake Spud Fest Organization**

Joel Scharf reviewed a \$1,000 cash donation provided by the Big Lake Spud Fest Organization towards the purchase of police professional uniform items. Council thanked Spud Fest for their generous donation.

Council Member Hansen motioned to Approve Resolution No. 2015-75 accepting a \$1,000 cash donation from the Big Lake Spud Fest Organization towards the purchase of police professional uniform items. Seconded by Council Member Christenson, unanimous ayes, motion carried.

### **7D. Monthly Department Updates**

Deb Wegeleben provided a year to date update on the 2015 budget. Wegeleben also noted that the Impact Fund received \$100,000 towards NSP Projects.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed the upcoming fall wine fest that will be held November 18<sup>th</sup> at the Friendly Buffalo.

Mick Kaehler provided building permit information for the month of September. Kaehler also noted that the City has issued permits year to date totaling \$7,091,561.00 in property valuation. Kaehler informed Council that staff recently issued five new construction permits and is in the process of reviewing four more.

Clay Wilfahrt provided the Planning and Economic Development reports for the month of September, reviewing various applications that staff has been working on. Wilfahrt informed Council that the November 4<sup>th</sup> Planning Commission Meeting has been cancelled due to a lack of business items.

#### **7E. CentraCare Health Lease Agreement**

Clay Wilfahrt reviewed the status of the CentraCare Health purchase of the former Police Department building located at 121 Lake Street North. Wilfahrt noted that due to some title issues with the property, the closing might not occur in November as originally expected. Wilfahrt discussed a lease agreement that would allow CentraCare to move into the site until the title work can be completed.

Council Member Wallen motioned to approve a Lease Agreement with CentraCare Health for the property located at 121 Lake Street North. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **8. LIST OF CLAIMS**

##### **8A. Consider List of Claims**

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 70275 through Check No. 70329 with the exception of Check No. 70288 for separate consideration, Electronic Payments #2861E to #2872E, and payroll transaction no. 20. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

##### **8B. Consider Auto Stop Payment in the Amount of \$711.23**

Council Member Hansen motioned to approve payment of Check No. 70288 in the amount of \$711.23 payable to Auto Stop. Seconded by Council Member Christenson, 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 Langsdorf abstaining. Motion carried.

**9. ADMINISTRATOR'S REPORT**

Clay Wilfahrt reviewed the survey recently conducted on the use of the Michelob Golden Draft Light "Celebrate Your Lake" funds. Public Input will continue to be taken in the next 3 to 5 weeks. Wilfahrt also informed Council that he is continuing to work with the FCC to determine what actions the City can take at a federal level to help improve Broadband and internet services in Big Lake.

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

Mayor Danielowski: Discussed needs of the Big Lake Food Shelf during the holiday season, reminded voters of the school election coming up on November 3, 2015, encouraged residents to volunteer with the Big Lake Senior Dining Meals on Wheels program, and discussed the upcoming Beyond the Yellow Ribbon Proclamation Presentation scheduled on November 2, 2015 at the High School Auditorium.

**11. OTHER** – No other.

**12. ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:45 p.m. Seconded by Council Member Hansen, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 11/12/15