

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
NOVEMBER 13, 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, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, and Assistant City Engineer Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski opened the Open Forum at 6:01p.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 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 Meeting Minutes of October 23, 2013, 6B) Approve Resolution No. 2013-75 approving a Snow and Ice Control Policy with Big Lake Township, 6C)

Call for a Public Hearing at 6:00 p.m. on December 11, 2013 in the Big Lake City Council Chamber for the Adoption of the 2014 City of Big Lake Fee Schedule, 6D) Approve Resolution No. 2013-76 approving the 2014 Tobacco License Renewals, 6E) Approve Resolution No. 2013-77 approving the 2014 Therapeutic Massage License Renewals, 6F) Approve 2014 Taxi Cab Operator License Renewal, 6G) Approve 2014 Ground Lease Agreement with Mary of the Visitation Catholic Church, 6H) Award 2014/2015 Vehicle Maintenance Quote to Autostop, Inc., 6I) Accept Resignation from Parks Advisory Board Member Eugene Earney and authorize advertising to fill the position, 6J) Set a Special Council Gathering on December 2, 2013 from 6:30 p.m. to 8:00 p.m. at the ice skating rinks located behind City Hall for the Legacy Foundation Sponsored Tree Lighting Ceremony, and 6K) Set a Special Council Gathering on December 8, 2013 from 4:00 p.m. to 6:00 p.m. at the Big Lake High School Auditorium for the Legacy Foundation Sponsored Blenders Concert.

7. BUSINESS

7A. Call for the Sale of \$2,525,000 Taxable G.O. Tax Abatement Bonds, Series 2013B

Stacie Kvilvang from Ehler's and Associates presented the pre-sale report for calling for the sale of \$2,525,000 in Taxable General Obligation Tax Abatement Bonds, Series 2013B. Kvilvang explained that this proposed bond issue includes a current refinancing of the City's Economic Development Authority Lease Revenue Bonds, Series 2008, and for the acquisition of property to be used in part for a library. Kvilvang also noted that the City will be holding a public hearing for the property tax abatement and the public purpose it serves which is scheduled for December 3, 2013 at 5:00 p.m. in the City Council Chambers. Kvilvang also discussed the option for a three year or a five year call. If the City feels that significant land sale proceeds will be realized in the next several years, a three year call would be appropriate. If the City feels the land sales will take longer, then a five year call would be more appropriate. The general consensus of the Council was to proceed with a three year call.

Council Member Wallen motioned to approve Resolution No. 2013-78 providing for the Sale of \$2,525,000 Taxable General Obligation Tax Abatement Bonds, Series 2013B. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Wallen motioned to approve Resolution No. 2013-79 calling for a Public Hearing on proposed Property Tax Abatement Bonds and setting a special Council Meeting on Tuesday, December 3, 2013 at 5:00 p.m. in the City Council Chambers. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7B. PUBLIC HEARING – Certification of Delinquent Utility Charges

Jessica Green reviewed the procedure for assessing past due utility charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office. The Assessment amount has decreased significantly since the assessment notice was sent out to delinquent accounts and is expected to continue to drop up until the deadline date of November 15, 2013. Council questioned the City's process for keeping these delinquencies at a minimum. Green noted that the shut off process is being planned to start back up in May 2014.

Mayor Danielowski opened the Public Hearing at 6:21 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:22 p.m.

Council Member Christenson motioned to approve Resolution No. 2013-80 certifying past due utilities to Sherburne County for collection with the 2014 property taxes. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7C. PUBLIC HEARING – Certification of Delinquent Weed/Grass/Snow Removal Invoices

Jessica Green reviewed the procedure for assessing past due weed, grass, and snow removal charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office.

Mayor Danielowski opened the Public Hearing at 6:25 p.m. No one came forward. Mayor Danielowski closed the public hearing at 5:26 p.m.

Council Member Backlund motioned to approve Resolution No. 2013-81 certifying past due weed, grass and snow removal invoices to Sherburne County for collection with 2014 property taxes. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. 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 for the purchase of police officer badges. Scharf thanked the American Legion for the donation and Council stated their appreciation for the donation and commitment to the Big Lake Community.

Council Member Hansen motioned to approve Resolution No. 2013-82 accepting a 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 Christenson, unanimous ayes, motion carried.

7E. Department Updates

Randy Miller discussed recent activities of the Fire Department. Miller also discussed call volumes, training refreshers, the new snowmobile purchase, and the thermal imager purchase coming up in January.

Joel Scharf updated Council on police statistics and calls for service year to date. Scharf also provided information on quarterly training at the St. Cloud range, the salvation army bell ringing program, the police services reimbursement request at Big Lake Township for jointly owned properties/developments, safety concerns on Eagle Lake Road North, and the addition of flashing warning lights at Hiawatha Avenue and near the school campus utilizing traffic safety funds to purchase the signs.

Todd Bodem reviewed efforts of the Community Development Department. Bodem also introduced the new Economic Development Manager Heidi Steinmetz and discussed the CGI online video that will show on the City Website. Bodem noted that the Dill Dental construction is going well, that the Northern Star Apartments project will be capped by the end of the year, and that the Lake Shopping Center 4th Addition building has their first tenant.

Todd Bodem provided building permit information for the end of October to November 12th. Bodem also noted that the City has issued permits year to date totaling \$10,243,731.47 in property valuation.

Jared Voge from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. Voge also discussed the completion of punch list items on the Big Lake Homes project, provided a status update on the Northern Star Apartment project, the Lake Shopping Center 4th 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 what the process will be to upgrade the Eagle Lake Road South crossing to become compliant for the quiet zone. Voge noted that the main decision on the upgrade is if a sidewalk will be included in the project. Mayor Danielowski questioned if it would be in the best interest of the City to process the agreement now so that this crossing can be completed at the same time as the CR 43 crossing. Council directed staff to bring this item to a future meeting for continued discussion.

Jessica Green provided the monthly finance update. Green also discussed the review of the upcoming 2014 fee schedule.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer also discussed the Fall Wine Fest held on November 14th, the annual MN Municipal Food Drive, upcoming tastings scheduled every Friday and Saturday during the holiday season, and reviewed holiday hours for Thanksgiving. Muehlbauer also informed Council that their store inventory will be underway at the end of the year, that their alarm recently malfunctioned and has been repaired, that their carpets have been cleaned and holiday displays are being built, and that the Liquor Store will be having Black Friday specials the day after Thanksgiving.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65710 through Check No. 65881 with the exception of Check No. 65865 for separate consideration, and Electronic Payments #2046E to #2171E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$176.11

Council Member Hansen motioned to approve payment of Check No. 65865 in the amount of \$176.11 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 reviewed the purchase agreement for the property located at 790 Minnesota Avenue. The closing date is tentatively scheduled for December 18th.

Council Member Wallen motioned to approve Resolution No. 2013-83 dispensing with statutory requirements for review by the Planning Commission for acquisition of property, and approving a purchase agreement for the purchase of the property located at 790 Minnesota Avenue. Seconded by Council Member Backlund, motion passed with a vote of 4:1 with Council Members Backlund, Christenson, Danielowski and Hansen voting aye, and Council Member Hansen voting nay.

Administrator Bodem and Police Chief Scharf excused themselves from the meeting at 6:55 p.m. to attend the Big Lake Township Meeting.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided an update on the November Big Lake Community Lakes Association Meeting.

Council Member Christenson: Reviewed the November Parks Advisory Board Meeting and the recent Big Lake Community Education Advisory Board Meeting.

Mayor Danielowski: Discussed the November BLEDA Meeting and reviewed recent and upcoming community events. Mayor Danielowski also recognized the passing of former Mayor Steve Heath and recognized him for his years of service to the City of Big Lake.

Council Member Wallen: Reviewed discussions held at the November BLEDA Meeting, and also discussed the Veteran's Day walk and flag dedication held on November 10th.

11. OTHER – No other.

12. ADJOURN

Council Member Hansen motioned to adjourn at 7:07p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 12/11/13