

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 9, 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, Community Development Director Hanna Klimmek, Police Chief Joel Scharf, Public Works Director Mike Goebel, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Liquor Store Manager Jan Muehlbauer, Administrative Assistant Tamara Lantz, Assistant Fire Chief Ken Halverson, 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 Christenson 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 Council Workshop Minutes of November 12, 2015, 6B) Approve Council Meeting Minutes of November 12, 2015, 6C) Approve Budget/Levy Input Hearing Minutes of November 30, 2015, 6D) Approve Committee Workshop Minutes of December 1, 2015, 6E) Approve Ice Rink Lease Agreement with Mary of the Visitation Church, 6F) Approve Snow and Ice Removal Agreement Resolution No. 2015-83 with Big Lake Township, 6G) Approve Appointment of Tamara Lantz as Accounting Clerk/Deputy City Clerk, 6H) Approve Temporary Personnel Policy Variance, 6I) Set Council Gathering at 12:00 p.m. on Monday, December 17, 2015 at the Big Lake Police Station located at 790 MN Avenue for the City Hall Holiday Celebration, 6J) Approve Ordinance No. 2015-12 Amending Section 530.01 Allowing Hunting on Private Property and Approve summary publication Resolution No. 2015-84, 6K) Accept Resignation from Police Officer E. Sonnenberg, 6L) Approve Appointment of Police Officer Joseph Kalla, 6M) Approve Purchase of Police Vehicles in the 2016 Budget Year, 6N) Approve MN Housing Finance Community Homeownership Impact Fund Grant Agreement, and 6O) Approve Job Classification Change for Julie Rathmanner to Finance Assistant.

7. BUSINESS

7A. PUBLIC HEARING – 2016 Fee Schedule Ordinance

Deb Wegeleben discussed the proposed fee schedule changes and the new format for the 2016 fee schedule. Wegeleben reviewed specific changes including implementation of an event fee, changes to staff/equipment billing rates and updates to the planning/zoning fees. Wegeleben also explained that changes to the water and sewer fees will be reviewed by staff and Council at a later date and a fee schedule amendment will be brought to Council for future consideration.

Mayor Danielowski opened the public hearing at 6:07 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:07 p.m.

Council Member Wallen motioned to approve Ordinance No. 2015-13 adopting the 2016 Fee Schedule effective January 1, 2015, and approve summary publication Resolution No. 2015-85. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7B. PUBLIC HEARING – Wellhead Protection Plan Part 2

Leslee Storlie from WSB & Associates, Inc. reviewed the City's requirement to complete a Wellhead Protection Plan (WHPP) every ten years. Storlie explained that the Plan is divided into two parts. Part 1 included an aquifer test plan, delineated and identified the drinking water supply management area (DWSMA), and assessed the level of vulnerability of the DWSMA for potential contamination. Plan was approved by the MN Department of Health in December 2014. Part 2 of the WHPP assesses the physical environment,

existing and future land uses, identifies future water quantity needs, summarizes existing water quality, and identifies a plan of action for protecting the aquifer into the future. Storlie indicated that the Plan is now ready to be sent to the MN Department of Health for approval.

Mayor Danielowski opened the public hearing at 6:14 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:14 p.m.

Council Member Langsdorf motioned to approve Resolution No. 2015-86 accepting Part 2 of the City of Big Lake Wellhead Protection Plan for submission to the Minnesota Department of Health. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7C. Final 2016 Tax Levy, General Fund Budget and 5-Year Capital Improvement Plan

Deb Wegeleben reviewed discussions held at budget workshops and at the Budget and Levy Hearing held on November 30th. The proposed 2016 levy reflects an increase of 2.69% over the 2015 property tax levy. Wegeleben provided a summary of the General Fund Budget which incorporates all the changes that have been discussed at previous workshops and discussed the City's 5-year capital improvement plan. Wegeleben also reviewed the 2016 Economic Development Authority Levy. Mayor Danielowski reiterated that the City is very conservative, and that we will continue to operate in a fiscally responsible manner. Mayor Danielowski recognized that Liquor Store profits have continuously benefited the general fund and will contribute \$280,000 to the County Road 5 sidewalk improvement project in 2016.

Council Member Wallen motioned to approve Resolution No. 2015-87 adopting the final 2016 Tax Levy and General Fund Budget as presented. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution No. 2015-88 adopting the final 2016 Economic Development Authority Levy as presented. Seconded by Council Member Hansen, unanimous ayes, motion carried.

7D. DONATION – Sherburne County Agriculture Society

Ken Halverson discussed the cash donation provided by the Sherburne County Agricultural Society in the amount of \$2,000 to the Big Lake Fire Department towards the purchase of non-budgeted capital items. Halverson also thanked Fire Fighter Nick Christenson for coordinating the department's contribution at the Sherburne County Fair. Council thanked the Sherburne County Agricultural Society for the generous donation.

Council Member Christenson motioned to approve Resolution No. 2015-89 accepting a \$2,000 cash donation to the Big Lake Fire Department from the Sherburne County Agricultural Society towards non-budgeted capital items. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. Reformatted City Personnel Policy

Deb Wegeleben reviewed proposed changes to the City Personnel Policy and the 2016 Pay Plan. Wegeleben noted that a League of MN Cities template was used to create a new format for the policy along with input from the Personnel Committee, Department Directors, and the City Attorney. Wegeleben also presented updated job descriptions for each City position.

Council Member Wallen motioned to approve the 2016 Personnel Policy along with the 2016 Pay Plan and job descriptions. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7F. Police Vehicle Maintenance Quote

Clay Wilfahrt reviewed the quote process for maintenance services for police vehicles. Quote requests were sent to the two local vendors located in the City limits. Both parties were asked to provide quotes for shop rates, oil changes, and removal, mounting and balancing of tires. Staff received one quote back from Auto Stop. Staff recommended approval of the quote submitted by Auto Stop for vehicle maintenance on police vehicles for 2016 and 2017.

Council Member Hansen motioned to authorize staff to use Auto Stop for non-warranty vehicle maintenance on City of Big Lake Police vehicles for 2016 and 2017. Seconded by Council Member Christenson, vote passed with a vote of 4:0 with Council Members Christenson, Danielowski, Hansen, and Wallen voting aye, and Council Member Langsdorf abstaining. Motion carried.

7G. Monthly Department Reports

Mike Goebel reviewed activities in the various areas of the Public Works Department. Goebel discussed changes to the compost site, discussed lake levels which have created issues with the Kellerwood Storm Sewer, the Beaudry Lake Overflow, Browns Pond, storm sewers flowing into the lakes, and the Mitchell Lake Overflow, discussed the Lift Station 6 fire, reviewed vandalism at the Shores of Lake Mitchell playground, and updated Council on holiday decorating. Goebel suggested the Council look at updating our holiday decorations as they are over 30 years old.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer reviewed the fall wine fest held in November, recent alcohol awareness training at Sherburne County, upcoming inventory counts, and reviewed the store's holiday schedule.

Hanna Klimmek provided the monthly Community Development update. Klimmek discussed the open City Planner position, hiring for the Administrative Assistant position, networking efforts, and the Business Retention and Expansion program. Mick Kaehler provided building permit information for the months of October and November. Kaehler also noted that the City has issued permits year to date totaling \$10,338,562.00 in property valuation.

8. LIST OF CLAIMS

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 70467 through Check No. 70634, Electronic Payments #2887E to #2921E, and payroll no's. 22 and 23. Seconded by Council Member Christenson, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Clay Wilfahrt reviewed carport ordinance violations that are in process, recent ice arena meetings, and staffs efforts to finalize the water rate structure. Wilfahrt also reminded residents that our new electronic billing payment system will take effect January 1, 2016, and discussed the final draft of the Anheuser-Busch Celebrate Your Lake grant plan.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Danielowski: Discussed the recent Community Tree Lighting Ceremony and thanked Ron and Joyce Hayes for donating a tree for the event. Mayor Danielowski also discussed the Big Lake Beyond the Yellow Ribbon's efforts to send care packages to overseas active military.

Council Member Hansen: Discussed the December Planning Commission Meeting.

Council Member Langsdorf: Reviewed the December Big Lake Community Lakes Association Meeting.

Council Member Wallen: Discussed the Joint Committee Workshop held last week.

11. OTHER – No other.

