

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
DECEMBER 10, 2014**

**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: Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Economic Development Manager Heidi Steinmetz, 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 Christenson motioned to adopt the proposed Agenda. Seconded by Council Member Hansen, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Backlund motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Council Meeting Minutes of November 12, 2014, 6B) Approve Special Council Meeting Minutes of November 18, 2014, 6C) Approve Council Workshop Minutes of

November 19, 2014, 6D) Approve Special Council Meeting Minutes of November 25, 2014, 6E) Approve Budget/Levy Input Hearing Minutes of November 25, 2014, 6F) Approve Committee Workshop Minutes of December 2, 2014, 6G) Accept Resignation from Public Works Employee Dan Lindula, 6H) Set Council Gathering at 4:00 p.m. on Thursday, December 11, 2014 at the property located at 210 Powell Street for a Central MN Habitat for Humanity Home Dedication celebration, 6I) Set Special Council Meeting at 5:00 p.m. on Thursday, December 11, 2014 in the City Council Chambers for the adoption of the 2015 Budget/Levy and the 2015 City Fee Schedule, 6J) Set Council Gathering at 12:00 p.m. on Friday, December 12, 2014 in the Big Lake Senior Activity Center for Outgoing City Administrator/Finance Director Recognition Event, 6K) Set Council Gathering at 12:00 p.m. on Monday, December 22, 2014 in the Big Lake Senior Activity Center for the City Hall Holiday Celebration, 6L) Set Joint Meeting at 6:00 p.m. on January 15, 2015 in the Council Chambers to discuss plans for the upcoming year, 6M) Approve Ordinance No. 2014-11 Amending Chapter 1025 to allow for barbed wire fencing at rail car storage areas, and Approve Summary Publication Resolution No. 2014-77, 6N) Approve Appointment of Planning Commissioners, 6O) Approve Resolution No. 2014-78 Authorizing Execution of the Amended and Restated Development Agreement with Northern Star Apartments, LLC for Tax Increment Financing District 1-7, 6P) Approve Resolution No. 2014-79 Authorizing an Interfund Loan for Costs in Connection with Tax Increment Financing District 1-7, 6Q) Approve Resolution No. 2014-80 Committing Special Revenue Sources, 6R) Approve Employment Agreement and Appointment of Interim City Administrator Matt Hysten, 6S) Approve Resolution No. 2014-81 Authorizing submittal of a Computer Grant Application to the Office of Traffic Safety, 6T) Authorize submittal of a Transportation Alternatives Program Grant Application and Approve Resolution No. 2014-82 agreement to maintain facility and Approve Resolution No. 2014-83 stating support from sponsoring agency, 6U) Approve Request from the Big Lake Lions Club to hold the 13th Annual Little Hole on Big Lake Ice Fishing Contest on Big Lake on February 7, 2015, and 6V) Approve Resolution No. 2014-84 approving Worker's Compensation Coverage for all elected and appointed officials

## **7. BUSINESS**

### **7A. RECOGNITION – Council Member Dick Backlund's Years of Service**

Mayor and Council Members thanked Council Member Backlund for his years of service to the City of Big Lake and Mayor Danielowski read aloud a recognition resolution.

Council Member Hansen motioned to approve Resolution No. 2014-85 expressing appreciation to Council Member Dick Backlund for his years of service to the City of Big Lake as a Big Lake City Council Member. Seconded by Council Member Wallen, unanimous ayes, motion carried.

**7B. PUBLIC HEARING – Block 4 of the Lane J. Thomas Lakeview Addition Alley Vacation**

Ben Wikstrom reviewed the planners report for the proposed Alley Vacation within the platted Block 4 of the Lane J. Thomas Lakeview Addition. Wikstrom explained that this public hearing was originally held on October 22, 2014, and that due to a publication error the hearing had to be republished and reheld.

Wikstrom noted that the Public Works Department has reviewed the vacation area and did not find a reason for the City to keep the alley. Wikstrom reviewed how the alley area will be divided amongst all adjacent property owners 50/50. Mayor Danielowski noted that the taxes will be minimal on this size of area.

Mayor Danielowski opened the public hearing at 6:11 p.m. No one came forward. Mayor Danielowski closed the public hearing at 6:12 p.m.

Council Member Wallen motioned to Rescind Resolution No. 2014-64 approved on October 22, 2014 and Approve Resolution No. 2014-86 providing for the Vacation of the alleys lying within Block 4, as delineated and dedicated on the Plat of Lane J. Thomas Lakeview Addition. Seconded by Council Member Backlund, unanimous ayes, motion carried.

**7C. Design and Site Plan Review – 401 Jefferson Blvd (A. Ahmed)**

Planning Consultant Ben Wikstrom reviewed the Planner's Report on the design and site plan review application submitted by Abraham Ahmed for the operation of an auto repair business at 401 Jefferson Boulevard. Wikstrom noted that the applicant previously received Conditional Use Permit approval to operate the business, and that the applicant is also required to obtain site plan and design approval. Wikstrom explained that the applicant is proposing to utilize the existing building with a small expansion on the north side to use the old car wash and the expansion area as a paint booth. The grassy area on the northeast corner of the property will be paved and enclosed to store vehicles that are to be repaired. The applicant is also proposing to sell a few vehicles on the site as well. Wikstrom noted that per the Design Review Standards, the proposed addition would be required to take on characteristics of the existing building. The applicant's proposal included renderings of the proposed building façade. Wikstrom noted that the Planning Commission recommended approval of the design and site plan review with the following conditions: 1) the addition of a six-foot vinyl, opaque fence; 2) the addition of a minimum of two additional parallel parking spaces along the north side of the building; 3) the installation of brick on the canopy stanchions (minimum of 6-feet high); 4) color scheme to be variations of earth tones (2-tone) influenced by other projects in the area; and 5) provide the City Council with material samples showing the proposed siding, brick, and roof materials.

The applicant Abraham Ahmed presented building material samples for the roof and canopy stanchions, and noted that he would like to start construction as soon as weather permits.

Council Member Hansen motioned to approve Resolution No. 2014-87 approving the Site Plan and Building Design for Abraham Ahmed at 401 Jefferson Boulevard. Seconded by Council Member Christenson, unanimous ayes, motion carried.

#### **7D. Presentation – Sherburne National Wildlife Refuge**

Steve Karel from the Sherburne National Wildlife Refuge (SNWR) provided information on their organization. Karel noted that the SNWR was established in 1965 and consists of 30,700 acres of land dedicated to wildlife and wildlife-related recreation. The site lies in five different Townships which covers almost 11% of Sherburne County. The SNWR is 48 square miles, 5 miles wide and 8 miles long. Karel discussed habitat management, public use areas, environmental education opportunities, and wildlife sanctuaries. Karel also noted that Prairie's Edge Wildlife Drive is a 7.3 loop that hosts approximately 30,000 visitors annually. The SNWR also has hiking trails, cross country skiing/snowshoeing, fishing/canoeing on the St. Francis River, and hunting opportunities. Special events during the year include the Wildlife Festival held in the fall, Winterfest, and Migratory Bird Day held each spring. Karel also discussed volunteer opportunities and reviewed activities of the Friends of the Sherburne National Wildlife Refuge non-profit organization. Council thanked Mr. Karel for providing information on their organization.

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

Paul Nemes reviewed the \$250 cash donation from the Big Lake Spud Fest Organization to the Fire Department towards non-budgeted capital items. Council thanked the Spud Fest Organization for the generous donation.

Council Member Backlund motioned to approve Resolution No. 2014-88 accepting a \$250 cash donation from the Big Lake Spud Fest Organization to the Fire Department towards non-budgeted capital items. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7F. 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 Christenson motioned to approve Resolution No. 2014-89 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 Hansen, unanimous ayes, motion carried.

#### **7G. DONATION – CentraCare Heart and Vascular Center**

Joel Scharf reviewed a donation of 5 AED batteries received from CentraCare Heart and Vascular Center valued at \$1,500.00 to the Big Lake Police Department. Suzi Osaki, Program Manager from the “Take Heart” program discussed CPR training opportunities and provided information on sudden cardiac arrest. Council thanked CentraCare Heart and Vascular Center for their generous donation.

Council Member Hansen motioned to approve Resolution No. 2014-90 accepting a donation of 5 AED batteries received from CentraCare Heart and Vascular Center valued at \$1,500.00 to the Big Lake Police Department Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7H. Monthly Department Updates**

Paul Nemes discussed recent activities of the Fire Department. Nemes also discussed upcoming training.

Joel Scharf updated Council on police statistics and calls for service year to date. Scharf also provided information on the new department patch, alcohol compliance checks that were recently conducted, the Wreckless Driving lease space that the department will assume on December 15<sup>th</sup>, the Safe Routes to School program walking audit, Mid-States Organized Crime Information Center designation, and new North Dakota oil regulations requiring removal of light hydrocarbons before oil is shipped. Scharf also discussed programs the department has participated in including Shop with a Cop, Coborn’s Holiday Kick-Off, and the Salvation Army Kettle Campaign.

Heidi Steinmetz reviewed efforts of the Economic Development Department. Steinmetz discussed projects completed in 2014 and recognized new businesses that opened in Big Lake in 2014.

Ben Wikstrom reviewed activities in the Planning Department including discussions held regarding amendments to the City’s Sign Ordinance, the recently approved site plan for Abraham Ahmed, and fencing ordinance amendments.

Mike Goebel reviewed activities in the Public Works Department. Goebel informed Council that the ice rinks and warming house are close to being ready for use, discussed lift station

issues, and discussed the 26 acre parcel along Hwy 25 that could be used as a solar garden through a lease with Xcel Energy. Goebel has also had discussions with Vonco on a lease by the Waste Water Treatment Plant, noted that Cargill's wastewater agreement will need revisions, informed Council that public works staff put up the winter banners, and that the department has purchased a used pick up. Goebel also noted that repairs were need on the Lakeside Park fishing pier, and noted that the annual fishing contest is scheduled the same day as Winterfest.

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the Quiet Zone implementation process and they are waiting for comments back from the railroad authority at which time they will have 21 days to establish the quiet zone. DeWolf also discussed the status of the phosphorus removal program and the MS4 permit process, and discussed the BNSF 2<sup>nd</sup> rail process.

Mick Kaehler provided building permit information from November to December 10<sup>th</sup>. Kaehler also noted that the City has issued permits year to date totaling \$9,902,394.20 in property valuation. Kaehler thanked Inspectron and Scott Jensen for covering building inspection services in his absence.

Jan Muehlbauer provided a liquor store update. Muehlbauer reviewed November sales figures, discussed the Fall Wine Fest held on November 14<sup>th</sup> and reviewed holiday hours for Christmas and New Year's. Muehlbauer also informed Council that their store inventory will be underway at the end of the year and congratulated her staff for passing the recent alcohol compliance checks conducted by Sherburne County.

## **8. LIST OF CLAIMS**

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

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 68098 through Check No. 68302 with the exception of Check No's. 68052 and 68265 for separate consideration, Electronic Payments #2516E to #2561E, and payroll no. 23. Seconded by Council Member Christenson, unanimous ayes, motion carried.

### **8B. Consider Audio Communications Payments**

Council Member Hansen motioned to approve payment of Check No. 68052 in the amount of \$697.80 and Check No. 68265 in the amount of \$3,420.40 payable to Audio Communications. 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 Backlund abstaining. Motion carried.

9. **ADMINISTRATOR'S REPORT** No report given.

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

Council Member Christenson: Reviewed the December Parks Advisory Board Meeting.

Mayor Danielowski: Discussed the NCDA meeting.

Council Member Wallen: Discussed the Powell Street Habitat for Humanity property.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Wallen motioned to adjourn at 7:27 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 01/14/15