

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 11, 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, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Clerk Gina Wolbeck, Building Official Mick Kaehler, Assistant Fire Chief Paul Nemes, Liquor Store Manager Jan Muehlbauer, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Danielowski welcomed scouts from Big Lake Boy Scout Troop 93 who are working towards getting their citizenship in the community merit badge. Scouts introduced included Michael Perovich, Nicholas Perovich, Patrick Lieble, Parker Lieble, and Mason Krause.

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 Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Hansen 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 November 13, 2013, 6B) Approve Council Workshop Minutes of November 20, 2013, 6C) Approve Budget/Levy Input Hearing Minutes of November 25, 2013, 6D) Approve Special Council Meeting Minutes of December 3, 2013, 6E) Approve Committee Workshop Minutes of December 3, 2013, 6F) Set Council Gathering at 12:00 p.m. on Thursday, December 19, 2013 in the Big Lake Senior Activity Center for the City Hall Holiday Celebration, 6G) Approve Planning Commissioner Re-Appointments, 6H) Approve Annual Commitment of Special Revenue Funds Resolution No. 2013-85, 6I) Approve Declaration of Official Intent, 6J) Approve Ordinance No. 2013-04 Amending Chapter 4, Section 400.02 identifying the types of businesses that can be issued a liquor license and defining a restaurant in the City of Big Lake, and approving Summary Publication Resolution No. 2013-86, 6K) Approve Sand Creek Group Employee Assistance Program Renewal, 6L) Approve Street Light Utility Ordinance No. 2013-05 and Summary Publication Resolution No. 2013-87, 6M) Approve NSP1 Development Gap Funding Agreement, 6N) Approve NSP1 Right of Entry Agreement with Tri-CAP, and 6O) Approve Change in Employment Status for Finance Director.

7. BUSINESS

7A. Issuance and Sale of \$2,220,000 Taxable G.O. Tax Abatement Bonds, Series 2013B

Stacie Kvilvang from Ehler's and Associates reviewed the Sale of \$2,220,000 Taxable General Obligation Tax Abatement Bonds, Series 2013B. The low bid was submitted by Baird from Milwaukee, Wisconsin at an interest rate of 3.7316%.

Kvilvang noted that the issuance will be used for the current refinancing of the City's Economic Development Authority Lease Revenue Bond, Series 2008 dated March 13, 2008 and the acquisition of a building to be used in part for a library. The City's portion of the bonds is \$1,615,000 and the Township portion is \$605,000. Kvilvang also informed Council that Standard & Poor's Ratings Services has upgraded the City's rating to stable AA-. Kvilvang noted that the rating upgrade is due to the City's strong reserves, cash liquidity, strong management with good financial policies in place, adequate budget and levy amounts, and rapid amortization of debt. Staff also clarified that the finalized resolution should have any references to the Amended Joint Powers Agreement removed.

Council Member Wallen motioned to approve Resolution No. 2013-88 providing for the issuance and sale of \$2,220,000.00 Taxable General Obligation Tax Abatement Bonds, Series 2013B, and levying a tax for the security and payment thereof with the changes as discussed. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7B. Final 2014 Tax Levy, General Fund Budget and 5-Year Capital Improvement Plan

Jessica Green reviewed discussions held at budget workshops and at the Budget and Levy Hearing held on November 25th. The proposed 2014 levy reflects an increase of \$309,737 over the 2013 property tax levy. Green also 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. Mayor Danielowski reiterated that the City is very conservative, and that we will continue to operate in a fiscally responsible manner.

Council Member Hansen motioned to approve Resolution No. 2013-89 adopting the final 2014 Tax Levy and General Fund Budget as presented. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7C. PUBLIC HEARING – 2014 Fee Schedule Ordinance

Jessica Green reviewed proposed changes to the City Fee Schedule. Proposed changes include building department fees, water shut off fees, various water, sewer, and storm sewer fees, establishing a street utility fee, and reductions in residential variance and conditional use permit fees.

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

Council Member Christenson motioned to approve Ordinance No. 2013-06 adopting the 2014 City Fee Schedule, and approving Summary Publication Resolution No. 2013-90. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7D. Big Lake High School Presentation – Street Name Change Request

High School Principal Bob Dockendorf, Assistant Principal Angie Folch, and School Board Members Tom Pieterzak and Mark Hedstrom introduced members from the Student Council including April Harrison, Shelby Kline, and Maddy Zinken. Maddy Zinken read aloud a letter asking for Council to consider changing the MN Avenue street name from CR 43 to Eagle Lake Road North to "Hornet Way". School representatives explained that the name change would help promote school spirit. Council discussed their concern with changing a street name due to the affect it would have on addressing of adjacent properties. Council directed the Student Council to continue their research on the possibility of changing the street name and how this type of impact would affect adjacent property owners. Mayor Danielowski also discussed the benefit of establishing a Student liaison to the City Council.

7E. November 20th Council Workshop Update

Todd Bodem reviewed discussions held at the November 20th City Council Workshop.

7F. DONATION – Big Lake American Legion Post #147

Mike Goebel reviewed the donation made by the Big Lake American Legion Post 147 towards the Big Lake Public Works Department for the purchase of unbudgeted capital items. Goebel thanked the American Legion for the donation and Council stated their appreciation for the donation and commitment to the Big Lake Community.

Council Member Backlund motioned to approve Resolution No. 2013-91 accepting a cash donation from the Big Lake American Legion Post 147 towards the Big Lake Public Works Department for the purchase of unbudgeted capital items. Seconded by Council Member Christenson, unanimous ayes, motion carried.

7G. Department Updates

Paul Nemes discussed recent activities of the Fire Department. Nemes also discussed a recent apartment fire in Elk River, the new snowmobile purchase, and a request to City residents to “adopt a hydrant” if it is visible from their home and to keep the hydrant clear from snow accumulation.

Joel Scharf updated Council on police statistics and calls for service year to date. Scharf also provided information on winter driving conditions, reserve program statistics, quarterly training in defensive tactics, Salvation Army bell ringing, the “shop with a cop” program, and reminded citizens of winter parking restrictions. Scharf also discussed upcoming donations, and reviewed plans for moving part of the police department into the 790 Minnesota Avenue commercial building.

Heidi Steinmetz reviewed efforts of the Community Development Department. Steinmetz also discussed an action plan the EDA will be working towards for 2014. The BLEDA will be determining land price for EDA owned properties, focusing on business retention efforts, meeting with interested parties on the proposed Rail Park concept, and finalizing an available property listing. Steinmetz also discussed the upcoming Broker’s Meeting scheduled on Thursday, December 12th and provided an update on the Planning Commission’s efforts to potentially relax Industrial Park building standards in the future.

Mike Goebel reviewed activities in the Public Works Department. Goebel also reviewed the department’s winter road maintenance efforts and informed Council that the ice rinks and warming house will officially open this weekend. Goebel thanked the Sherburne County Sentence to Serve crew for assisting with the ice rink preparation. Goebel also discuss lift

station issues, and reminded residents that winter parking regulations are in effect from 12:00 a.m. to 8:00 a.m. daily.

Brad DeWolf from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. DeWolf discussed the phosphorus grant that will be coming to Council in January, discussed the Marketplace Completion Project, the Big Lake Homes project, the Northern Star Apartments project, Lake Shopping Center 4th Addition, the CR 43 improvement project, and noted that the wellhead protection plan and the MS4 permit are both in process.

Mick Kaehler provided building permit information for year end 2014. Kaehler also noted that the City has issued permits year to date totaling \$10,338,297.87 in property valuation, issued 365 permits in 2013, and conducted 840+ inspections throughout the year.

Jessica Green provided the monthly finance update. Green also discussed the recent bond issuance, the building purchase of 790 Minnesota Avenue which is scheduled for closing December 18th, finalization of the 2014 Budget/Levy, the Standard and Poor's upgrading to AA-, noted that delinquent utilities are substantially down from the original assessment amount, and informed Council that the finance department has started ramping up for year end and have started audit preparation. Green also noted that in-house payroll is on track to start January 1st, and that staff has started to review various merchant service products that could help streamline some of the tasks within the Finance Department.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer also discussed the Black Friday sale held this year, the parking lot lighting project, tile work being done by the tasting bar, and informed Council that a full store inventory will be completed on December 29th.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Hansen motioned to approve the List of Claims ranging from Check No. 65882 through Check No. 665962 with the exception of Check No's. 65886 and 65907 for separate consideration, and Electronic Payments #2172E to #2194E. Seconded by Council Member Christenson, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment

Council Member Hansen motioned to approve payment of Check No. 65886 in the amount of \$1,335.94 and Check No. 65907 in the amount of \$985.92 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 that Dill Dental will be moving into their new building by year end.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Christenson: Discussed the December Parks Advisory Board Meeting. Mike Goebel reviewed the upcoming Get Outdoors Day event scheduled on February 8th.

Mayor Danielowski: Reviewed the NCDA Meeting held on December 5th, and the December BLEDA Meeting. Mayor Danielowski also reviewed upcoming community events.

11. OTHER – No other.

12. ADJOURN

Council Member Wallen motioned to adjourn at 7:26 p.m. Seconded by Council Member Christenson, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 01/08/14