

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
DECEMBER 17, 2014**

1. CALL TO ORDER

Mayor Danielowski called the meeting to order at 6:00 p.m.

2. 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, and City Clerk Gina Wolbeck.

3. PROPOSED AGENDA

Council Member Wallen motioned to adopt the proposed Agenda with the removal of item no. 4A (River Oaks Park – Master Plan Review) and the addition of item no. 4A (Interim City Administrator Discussion). Seconded by Council Member Christenson, unanimous ayes, agenda adopted.

4. BUSINESS

4A. Interim City Administrator Discussion

Council discussed the resignation submitted by Interim City Administrator Matt Hylan and reviewed the process for hiring a professional firm to conduct an Executive Search for a City Administrator and a Finance Director.

Council Member Wallen motioned to accept the resignation of Interim City Administrator Matt Hylan effective December 26, 2014. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Wallen motioned to appoint Joel Scharf as City of Big Lake Interim City Administrator effective immediately. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Wallen motioned to authorize staff to proceed with processing a Request for Proposal seeking a professional firm to conduct an Executive Search for a City Administrator and a Finance Director. Seconded by Council Member Hansen, unanimous ayes, motion carried.

4B. Junk and Blight Ordinance Discussion

Joel Scharf discussed the City's current junk and blight complaint process. Scharf noted that while most instances are resolved with citizen compliance, some have been referred to the Sherburne County Attorney's Office for prosecution. Scharf discussed comments received from the Sherburne County Attorney that our Junk and Blight Ordinance is outdated and that it should be reviewed and amended. Council directed staff to bring the Code into compliance to meet recommendations from the County Attorney's Office.

4C. 121 Lake Street North Property Discussion

Joel Scharf discussed the city owned commercial property that formerly housed the police department located at 121 Lake Street North. The Department is currently assuming responsibility and upkeep of the building which has been on the market for the past two years. Scharf noted that due to the large amount of items stored in the garage bays by the Big Lake Ambassador program, navigating the area has become a hindrance to marketing the building. Council directed staff to communicate an April 1st deadline date for removal of items from the building. Council also directed staff to proceed with obtaining a new competitive market analysis to determine a realistic price for the property.

5. OTHER

Council Member Backlund discussed the School District and Vision Transportations shared radio system which needs a space on one of the area water towers. Council asked that the School District and Vision Transportation submit a written proposal identifying their needs and what assistance they are requesting from the City.

6. ADJOURN

Council Member Hansen motioned to adjourn at 6:30 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Recorder

01/14/15
Date Approved by Council