

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
AUGUST 24, 2005**

1. CALL TO ORDER

Mayor Don Orrock called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Chuck Heitz, Lori Kampa, Duane Langsdorf, Patricia May, and Don Orrock. Also present: City Administrator Patrick Wussow, Assistant City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, City Attorney Matthew Brokl of Campbell Knutson, and City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Orrock opened the Open Forum at 7:01 p.m. No one came forward. Mayor Orrock closed the Open Forum at 7:02 p.m.

5. PROPOSED AGENDA

Council Member Heitz motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Kampa, unanimous ayes, Consent Agenda approved. The Consent Agenda consists of: 6A) Approve Regular Meeting Minutes of August 10, 2005; 6B) Approve Budget Workshop Meeting Minutes of August 10, 2005; 6C) Approve List of Claims; 6D) Left Blank

Intentionally; 6E) Approve Safe & Sober Grant Application Resolution #2005-119; 6F) Call for a Council Gathering on August 31, 2005 at 5:00 p.m. in the Council Chambers for an Extra-Territorial Land Use Open House; 6G) Transfers To The General Fund To Cover Staff Administration of Tax Increment Financing Districts; 6H) Transfers To Cover Deficit In Tax Increment Financing District 2-1; 6I) Employee Assistance Program Proposals, and 6J) Assessments For Utility Service.

7. BUSINESS

7A. Unpaved Driveway Follow-up – Assistant City Administrator, Scott Johnson

Assistant City Administrator Johnson reviewed the current status of the unpaved driveway survey conducted by staff and asked for Council authorization on providing CEE Financials home fix-up loan information to all residents identified in the survey. Council also discussed possible loan programs for residents who fall above the income ranges.

Council Member Heitz motioned to authorize staff to provide CEE Financials home fix-up loan information to all residents identified in the unpaved driveway survey and to direct staff to investigate further loan programs for residents who fall above the income range set forth in the CEE Financials home fix-up loan program. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. Esplanade Project – City Engineer

Brad DeWolf reviewed the Preliminary Engineering Report for the proposed Esplanade Project and discussed MNDOT permits that will be required. Pedestrian safety has been the driving factor in this project as well as aesthetics. Mr. DeWolf also identified the differences between Option 1 and Option 2. Discussion was also held on combining the two options and potential MNDOT issues with Option 2.

Administrator Wussow identified that the Esplanade Project is not in the 5-Year Capital Improvement Plan. Council discussed if Park funds be used towards this project. Corey Boyer identified that there are Park funds designated towards the Esplanade project but they will not cover the entire project.

Council Member Heitz motioned to authorize ordering Improvements and directing preparation of Final Plans and Specifications for the Option 2 Esplanade Project. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7C. Project Status Report – City Engineer

Brad DeWolf answered questions of Council on the August 17, 2005 Engineers Report.

7D. Shoreacres Drive and Idaho Avenue Intersection – City Engineer

Brad DeWolf discussed the ownership of parcels located adjacent to the Shoreacres Drive/Idaho Avenue intersection. Mr. DeWolf indicated that a wooden fence exists approximately 2 feet east of the centerline of vacated Shoreacres Drive. When the street was vacated, the adjacent property owners each received 10 feet of the vacated area. To complete the intersection, the existing wooden fence should be relocated 10 feet west of the vacated centerline of Shoreacres Drive and the removal of an oak tree would also be necessary.

The general consensus of Council was to direct staff to move forward on the issue and report back to Council on negotiations with the property owner.

7E. Policy for Completion of Punch-List Items – Finance Director

Corey Boyer reviewed the proposed punch-list policy pertaining to the completion of punch list items for city projects and private developments. Staff is recommending Council implement this type of policy to ensure the outstanding punch-list items are completed in a timely manner. Council directed staff to include wording that the deadline for completing punch-list items would be during the construction season.

Council Member Heitz motioned to approve the Punch-List Policy pertaining to the completion of punch list items for projects/developments. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7F. Update on Remnant Parcel Sales – Finance Director

Corey Boyer reviewed the status of the sale of remnant parcels left over after land acquisitions for the Martin Avenue and the South Highway 10 Frontage Road projects. Paragon has presented an offer of \$13,933.10 for the purchase of an 8,649 square foot parcel of land in this area.

Council Member Kampa motioned to authorize the sale of the 8,649 square foot remnant parcel to Paragon in the amount of \$13,933.10. Seconded by Council Member May, unanimous ayes, motion carried.

8. ADMINISTRATOR'S REPORT

Council Member Langsdorf motioned to approve the sale of a forfeited maroon 1992 Subaru Legacy vehicle, and a forfeited red 1991 Dodge Shadow vehicle at the Anoka-Big Lake Auctions located at 17020 Highway 10 E, Big Lake. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Council Member Kampa motioned to approve the Big Lake Police Department use of the forfeited Glock 9 mm handgun. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Reviewed the EDA Meeting

Council Member Langsdorf: Reviewed the Planning Commission Meeting

10. OTHER

No other.

11. ADJOURN

Council Member Langsdorf motioned to adjourn at 7:40 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 09/14/05