

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 12, 2008**

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: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, EDA Assistant Sandy Petrowski, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Liquor Store Manager Jan Kostrzewski, City Attorney Soren Mattick 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.

Kristy O'Dowd of 105 Leighton Circle introduced herself, distributed information to the City Council, and stated that she was proposing to run for Mayor of Big Lake in November.

Mayor Orrock closed the Open Forum at 7:03 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Kampa motioned to approve the Consent Agenda as presented. Seconded by Council Member Heitz, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of February 27, 2008, 6B) Approve 2008 Liquor License Renewal Resolution No. 2008-17, 6C) Set a Special Council Gathering on May 3, 2008 for the 2008 Clean-Up Day Event, 6D) Approve Skate Park Rules and Regulations Ordinance No. 2008-03 and Summary Resolution No. 2008-18, 6E) Authorize Mayor to execute Active Lifestyles Grant Letter, 6F) Set Council Gathering Date for FEMA Grant Presentation at the Big Lake Fire Hall at 2:15 p.m. on Thursday, March 27, 2008, 6G) Approve Purchase of Police Vehicle, 6H) Approve Resolution No. 2008-19 Requesting Extended Library Hours, 6I) Approve Resolution No. 2008-20 Stating City Support for Improvements to the Highway 10/25 Intersection, and 6J) Approve Change Order No. 1 for the Public Works Building Expansion Project.

7. BUSINESS

7A. Introduction of New Police Officers

Police Chief Sean Rifenberick introduced Todd Siebert and Eric Sonnenburg, who both recently started as Big Lake Police Officers. The Council welcomed them to the City.

Police Chief Rifenberick noted that the new Canine Officer, "Major", is in the process of completing obedience training with Officer Cullen Czech and that Major would be introduced to the Council at a later meeting.

7B. Lake Treatment Discussion

Corey Boyer discussed the recent request from the Big Lake Community Lake Association for a \$15,000 City contribution to the treatment of Big and Mitchell Lakes. Mr. Boyer indicated that Council had discussed using \$10,000 from the reserve fund to assist with Lake Treatment costs. He asked for clarification on the amount the Council wishes contribute to this project. Mr. Boyer informed Council that staff will monitor the impact that the recently approved lakeside park vehicle trailer pass increase will have on the overall revenues and determine if there will be dollars to allocate toward lake treatments in future years.

Council Member Heitz motioned to approve an amendment to the 2008 General Fund Budget to utilize existing reserves to fund \$15,000.00 towards lake treatment costs in 2008. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7C. Establishment of Voting Precinct No. 3

Scott Johnson reviewed the report on establishing a 3rd voting precinct. Staff has periodically looked at the need for a 3rd Precinct. The current totals of registered voters exceed the State guidelines and staff feels now is an appropriate time to establish this Precinct. The proposed site is located at Saron Lutheran Church which, according to mapping done by Sherburne County Public Works, is within the 3,000 foot distance of the 3rd Precinct boundary line. The Saron Lutheran Church Council voted unanimously to authorize the City to use their facility through the 2012 elections and staff is recommending Council approval of the Site Use Agreement for this facility.

Council Member Heitz discussed his concern with an area of Precinct 2 (located on the north side of Hwy 10) which he suggested should be included within the Precinct 1 boundaries as it may cause confusion to voters as to where they are to vote in relation to neighboring property owners.

Mr. Johnson stated that staff has worked with Sherburne County officials in determining the Precinct boundaries on the basis of current population and the future growth issues that the City faces but that these boundaries could be revisited. Mayor Orrock requested that the Council be provided with a breakdown of population per Precinct. It was the consensus of the Council to discuss the precinct boundaries again at a future meeting, with staff providing population numbers and boundary options at that time as well.

Council Member Kampa motioned to approve Resolution No. 2008-21 approving the establishment of a third voting precinct in the City of Big Lake and designating election precinct polling locations, and approving the Site Use Agreement with Saron Lutheran Church for use of their facility as Precinct 3. Council Member May, unanimous ayes, motion carried.

7D. Police Department Outside Employment Policy

Sean Rifenberick discussed the Police Department Manual's Outside Employment Policy, noting his specific concern with the wording in Item #3. He believes this policy may cause a significant conflict of interest should an Officer, during his/her personal time, choose to either provide a service for which he/she has been specifically trained (i.e., photography, DJ, etc.) or to serve in a volunteer capacity in any of the environments listed in the Policy. He further noted that the wording in this Policy is being discussed with Council due to the recent e-mails that have been received regarding his participation in volunteer organizations/events and he is asking for the Council's feedback on any potential changes to the Policy. Council Member Backlund stated that this issue has been brought forward due to comments/concerns that he has received from citizen(s).

City Attorney Soren Mattick discussed the issue and suggested that the Policy could be revised to include exceptions that relate to public service by listing out events/circumstances that an Officer might be associated. The revised Policy will be brought back to Council for further review. Council Member Kampa suggested that a revision be more encompassing so that the issue would not need to be revisited each time a different/new circumstance arises.

It was the consensus of the Council to direct the City Attorney to draft a revision to the Police Department Manual's Outside Employment Policy as discussed and bring it back to a future meeting for the Council's review.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Kampa motioned to approve the List of Claims ranging from Check No. 53091 through Check No. 53207 with the exception of Check No. 53173. Seconded by Mayor Orrock, unanimous ayes, motion carried.

8B. Consider Audio Communications Payment in the Amount of \$3,325.95

Council Member Heitz motioned to approve payment of Check No. 53173, in the amount of \$3,325.95, payable to Audio Communications. Seconded by Council Member Kampa, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Heitz, Kampa, May, and Orrock voting aye and Council Member Backlund abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Scott Johnson informed the Council of the upcoming Big Lake Business Round Table Breakfast event which is taking place on March 19th at 7:30 a.m. and, as a quorum of Council Members may be in attendance, he asked that the Council call for a special gathering for this event.

Council Member Heitz motioned to call a special gathering of the City Council at the Big Lake Business Round Table Breakfast event scheduled for Wednesday, March 19, 2008, at 7:30 a.m. at Russell's On The Lake (111 Jefferson Blvd). Seconded by Council Member Kampa, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Updated the Council on the recent Northstar Committee meeting discussions which included: 1) the passage of a resolution to support a train stop in Ramsey; 2) coach bus service from St. Cloud to Big Lake (with plans for Park and Ride lots in St. Joseph, Clearwater, and Clear Lake); and 3) the contract for the construction of the tracks to the Big Lake maintenance building has been let (to begin in April).

He also provided an update on the March 10th BLEDA meeting, including: 1) Doug Hayes was reappointed as EDA President; 2) discussion with County on a proposed County EDA (consisting of two County Commissioners and seven at-large Commissioners); 3) possible relocation of the Library to the east end of Lake Shopping Center, with the Food Shelf and Big Lake Seniors Group sharing the current Library space; 4) plans for demolition of 210 and 300 Eagle Lake Road North as well as a request made by the Big Lake Jaycees to move the home from the 300 Eagle Lake Road North property; and 5) staff is working with the Developer on the retail/office project at the corner of Hwy 10/Eagle Lake Road North.

Council Member Kampa: Reported on the recent Library Committee meeting and the proposal to not relocate the Library at the former Options building on Minnesota Avenue but at the Lake Shopping Center; the Committee's feedback was presented to the BLEDA.

Mayor Orrock: No report.

Council Member May: Reported that the Parks Advisory Committee has received three or four letters of application to fill the open Committee position, noting that the letters will be brought to the Council at a future meeting for consideration and appointment. She also stated that Planning Commissioner David Schreiber attended the recent Parks Committee meeting to discuss the Adopt A Highway and Adopt A River Projects and he indicated that he will be addressing the different Boards to request that they consider involvement in the projects.

Council Member Backlund: Reported that the proposal to move the Library to the vacant space at the east end of the Lake Shopping Center and to relocate the Big Lake Seniors group to a portion of the current Library space was well received by the Seniors group.

11. OTHER

Mayor Orrock recessed the regular session at 7:43 p.m. to go to Closed Session for attorney/client privilege allowed under MN Statute 13D.05, subd.3b and cleared the Council Chambers, noting that after the Closed Session, the Council will reconvene to adjourn the regular Council meeting.

12. CLOSED SESSION – Attorney Client Privilege (MS 13D.05, subd. 3b)

Mayor Orrock opened the Closed Session at 7:47 p.m. Council Members present: Dick Backlund, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Economic Development Director Jim Thares, City Attorney Soren Mattick of Campbell Knutson, and City Engineer Brad DeWolf of Bolton & Menk.

Soren Mattick updated Council on the acquisition of parcel no. 65-019-411 and the relocation of the current tenant.

Council Member Kampa motioned to close the Closed Session and reconvene the regular meeting at 8:14 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

13. ADJOURN

Council Member May motioned to adjourn the regular meeting at 8:15 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 03/26/08