

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 12, 2011**

**1. CALL TO ORDER**

Mayor Lori Kampa 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, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Fire Chief Randy Miller, City Attorney Soren Mattick of Campbell Knutson, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**4. OPEN FORUM**

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

**5. PROPOSED AGENDA**

Council Member Danielowski motioned to adopt the proposed Agenda with moving item 7G to be discussed first under the Business Items, move item 7H to be discussed before item 7E and adding item 7I - County Road 5 Trail Extension. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

**6. CONSENT AGENDA**

Council Member Danielowski motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The

Consent Agenda consists of: 6A) Approve Committee Meeting Minutes of December 7, 2010, 6B) Approve Regular Council Meeting Minutes of December 8, 2010, 6C) Approve Council Workshop Meeting Minutes of December 15, 2010, 6D) Approve Re-Appointment of Katrine Nau as the Parks Advisory Board Chair, 6E) Approve Reimbursement Resolution No. 2011-01, 6F) Approve Resolution No. 2011-02 approving an Interfund Loan for the Big Lake Industrial Park East Expansion, 6G) Approve NSP Grant Transfer for Administration Activities, 6H) Approve 2011 General Fund Budget Adjustments, 6I) Approve Taxi Plus, Inc. d/b/a Orange Cab 2011 Taxi License Renewal, 6J) Approve Storm Damage Capital Project Fund Transfer, 6K) Approve Appointment of Reserve Officer Nicholas Simon, and 6L) Approve Certification Statement.

**7. BUSINESS**

**7G. Finance Director Resignation and Recruitment to Fill Position** (item moved to be discussed first under Business Items)

Scott Johnson informed Council that Finance Director Corey Boyer has submitted his resignation. Johnson discussed the possibility of advertising for the position, and short term solutions until the position can be filled. Johnson recommended moving the Accounting Clerk position back to full-time hours temporarily which would be offset by the open Finance Director position. Johnson also suggested contracting with Abdo, Eick, and Meyers, LLC for financial management and accounting services that will help during the transition and potentially on a permanent basis. Johnson also noted that the Finance Assistant position may be asked to take on a more active roll in finance and might be providing less assistance at the front counter. Phone calls to City Hall will not always be answered and sometimes will be forwarded to the automated system due to staff cut backs. Johnson also informed Council that Boyer has agreed to provide help with audit and NSP questions as needed.

Don Kreyes from Abdo, Eick, and Meyers provided information on their firm and stated that they are capable and willing to provide Finance Director duties for the City. Their intent is to spend 1 – 2 days per week in the office and also perform tasks remotely as needed. They would first focus on the 2010 audit and required state reporting. Mr. Kreyes introduced Brad Falteysek who will be their designated staff person to work in Big Lake.

Council Members discussed the benefit of taking a step back to re-evaluate the need for the Finance Director position. By hiring a financial management firm in the interim, it would give the City time to make an informed decision. Council thanked Boyer for his years of service to the City of Big Lake and wished him well in his new employment.

Council Member Danielowski motioned to accept the resignation of Finance Director Corey Boyer, authorize moving the Accounting Clerk position back to full-time hours temporarily, and authorize the Mayor to enter into a Contract with Abdo, Eick, and Meyers, LLC to

provide financial management and accounting services. Seconded by Council Member Wallen, unanimous ayes, motion carried.

#### **7A. December 15, 2010 Council Workshop Update**

Scott Johnson reviewed the December 15, 2010 City Council Workshop.

#### **7B. Big Lake Bullet Snowmobile Race Request**

Scott Johnson reviewed the Big Lake Bullet Snowmobile applications submitted for the race event scheduled on January 22<sup>nd</sup> and 23<sup>rd</sup>. The event is being sponsored by Spud Fest, Inc, McPete's, and Tootsie's Tavern and in future years a non-profit will be established which will benefit the Big Lake Community. Oval Racers Alliance has agreed to coordinate the snowmobile race and the event organizers are required to provide a \$1,000 escrow deposit to ensure cleanup of the lake, Lakeside Park, and control of garbage removal. Johnson reviewed approvals requested from Council: 1) Approval of use of Lakeside Park and waiver of parking fees on January 22 – 23, 2011 for the 2011 Big Lake Bullet Snowmobile Race event contingent upon submittal of Insurance Certificate listing the City of Big Lake as additional insured, submittal of \$1,000 escrow deposit, and submittal of verification of MN-DNR approval of the races to be held on Big Lake, 2) Authorize public works to provide snowplowing of necessary areas at Lakeside Park at no charge, 3) Approval of a 1-4 Day Temporary On-Sale Liquor License to Big Lake Spud Fest, Inc. on January 22 – 23, 2011 and authorize waiving City liquor license fees contingent upon submittal of required liquor insurance certificate, and 4) Authorize a fee waiver for Spud Fest, Inc./ORA for the required temporary use and building permit fees.

Geoff Randall from Spud Fest, Inc. reviewed the sponsorship of the event and informed Council that their organization will monitor all funds for the event until a new non-profit organization is set up. Randall explained that these types of events are about our businesses supporting our community, and our community supporting our businesses.

Ken Warner from the Big Lake Community Lake Association discussed the importance that no machine maintenance be allowed on the ice and that all items be removed from the ice immediately after the event. Warner also asked that the organizers keep as many vehicles off the ice as possible.

Al Poach, 920 Lakeshore Drive informed Council that the DNR will evaluate the ice conditions prior to the event and will determine what will be allowed on the ice. Mr. Poach indicated that the general public will not be allowed to park on the ice.

Council Member Backlund motioned to approve the requests identified above submitted by Spud Fest, Inc, McPete's, and Tootsie's Tavern for the 2011 Big Lake Bullet Snowmobile Race event at Lakeside Park/Big Lake scheduled on January 22 – 23, 2011. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**7C.i. \$1,500 Donation to BLFD – Walmart Corporation**

Council thanked the Walmart Corporation for their donations of \$1,000 and \$500.

Council Member Backlund motioned to approve Resolution No. 2011-03 accepting a \$1,000 donation and \$500 donation from Walmart Corporation to be used for unbudgeted items. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**7C.ii. \$100 Donation to BLFD – Schmit Family/RMS “Building Your Community” Program**

Council thanked Ryan Schmit who selected the BLFD to be the beneficiary of a “Build Your Community” donation associated with Residential Mortgage Group's loan closing program.

Council Member Backlund motioned to approve Resolution No. 2011-04 accepting a \$100 donation from the Schmit Family to the Big Lake Fire Department to be used for firefighter rehab equipment. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**7C.iii. \$100 Donation to BLPD – Hartman Family/RMS “Building Your Community” Program**

Sean Rifenberick thanked Adam and Kari Hartman who selected the BLPD to be the beneficiary of a “Build Your Community” donation associated with Residential Mortgage Group's loan closing program.

Council Member Backlund motioned to approve Resolution No. 2011-05 accepting a \$100 donation from the Hartman Family to the Big Lake Police Department to be used for the reserve program. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**7C.iv. \$300 Donation to BLPD – Milton Werner/Corporate Connection**

Sean Rifenberick thanked Milton Werner from Corporate Connection for the donation of seven safety jackets valued at \$300.

Council Member Backlund motioned to approve Resolution No. 2011-06 accepting a donation of seven safety jackets valued at \$300 from Milton Werner from Corporate Connection to be used towards the reserve program equipment. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Rifenberick reviewed the reserve program and informed Council that the reserves put in 5,326 hours of service in 2010 which is the equivalent of 2 full-time employees.

#### **7D. Community Emergency Response Team Grant**

Sean Rifenberick informed Council that the City has been awarded a \$3,760 Community Emergency Response Team (CERT) Grant which will be used to establish a new program in the community. CERT's are generally formed by members of a neighborhood or workplace, who want to be better prepared for the hazards that threaten their communities. The CERT program educates people about disaster preparedness for hazards that may impact their area and train them in basic disaster response skills such as fire safety, light search and rescue, team organization, and disaster medical operations. Council directed staff to provide updates on this program.

Council Member Wallen motioned to accept and authorize the Mayor and City Clerk to sign the Community Emergency Response Team Grant Award. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7H. Vacant BLEDA Seat Recommendation** (item moved to be discussed before item 7E)

Jim Thares informed Council that the BLEDA Board recommended the appointment of Chuck Heitz to the BLEDA vacant seat formerly held by Robert Eddy. The vacant seat is Seat E which is a 6 year term set to expire December 31, 2012. Thares also discussed the possibility of Phil Rondeau serving as a non-voting, unpaid liaison on the BLEDA Board.

Council Member Danielowski motioned to appoint Chuck Heitz to the BLEDA Board for the remainder of Robert Eddy's seat set to expire December 31, 2012. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7E. 2011 Official City Council Appointments**

Scott Johnson discussed the various committee appointments being recommended by the Mayor. Jim Thares noted that the BLEDA Board has recommended appointing Chuck Heitz to the vacant BLEDA Seat formerly held by Robert Eddy, and noted a change to the BLEDA Officers which should have had Council Member Backlund being appointed to the Board instead of Council Member Wallen. Mayor Kampa noted that Council Member Backlund had been listed under both the BLEDA and the Parks Board but that these

meetings occur on the same evening. Mayor Kampa recommended that Council Member Backlund serve on the BLEDA Board and Council Member Wallen serve on the Parks Board.

Council Member Langsdorf motioned to approve Resolution No. 2011-07 adopting the 2011 Official City Appointments as discussed. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

#### **7F. ORDINANCE – Consider Meeting Time Changes**

Scott Johnson discussed meeting time changes for the City Council, BLEDA, and Planning Commission meetings. Council Member Backlund previously asked for Council consideration on changing the Council Meeting start times from 7:00 p.m. to 5:00 p.m. as the City of Becker had recently changed their start time to 5:00 p.m. At the December Workshop, Council directed staff to proceed with drafting an Ordinance to change meeting start times for all Boards based on each Boards recommended start times. Johnson indicated that the Planning Commission recommended a 6:30 p.m. start time as some of their Board Members could not make it to the meetings until that time, and the BLEDA Board has recommended a 6:00 p.m. start time. The Ordinance also addresses establishing monthly Workshop meetings the third Wednesday of each month with the exception of May, June, July, and August. Johnson noted that the Chapter 2 Ordinance amendment also includes housekeeping changes under Section 230 which should have been changed when the Fire Department adopted their Policy for Appointment of Big Lake Fire Department Officers back in 2006. Staff is also recommending Council remove monthly Joint City/Township meetings from the City Calendar until the need arises to include them again.

Council Member Danielowski discussed the need to re-evaluate the earlier meeting time if the City receives too many complaints from residents.

Council Member Backlund motioned to approve Ordinance No. 2011-01 amending Chapter 2 of the Big Lake City Code changing Council Meeting start times to 5:00 p.m. effective with the January 26, 2011 Council Meeting and various other housekeeping changes, and Approve Resolution No. 2011-08 authorizing summary publication of Ordinance 2011-01. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Backlund motioned to approve Resolution No. 2011-09 modifying Section IV, C.2 of the Big Lake Economic Development Authority Enabling Resolution to change the monthly BLEDA meeting time from 7:00 p.m. to 6:00 p.m. effective with the February 2011 meeting. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Backlund motioned to approve an amendment to the Planning Commission Rules of Procedure to change the monthly Planning Commission meeting start time from 7:00 p.m. to 6:30 p.m. effective with the February 2011 meeting. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**7I. County Road 5 Trail Expansion** (Item was added to the Agenda)

Brad DeWolf informed Council that the MN Department of Transportation is currently soliciting Transportation Enhancement Funding applications for State Fiscal Year 2015. DeWolf noted that the proposed County Road 5 Trail Extension provides a connection between the City's existing trail system and Lions Park in Big Lake Township. The improvements would also provide an important connection to the schools within the City for children who walk and bike to school. Sherburne County will be replacing the County Road 5 bridge over the Elk River during the 2011 construction season. The Federal Funding associated with the project provides up to 80% of the construction costs of the improvements. DeWolf noted that if Council wishes to pursue Federal Funding for the construction of the County Road 5 Trail Extension Improvements a resolution of support and Agreement to maintain facility would be needed.

Council Member Danielowski motioned to approve Resolution No. 2011-10 stating support from sponsoring agency and Agreement to maintain facility for the County Road 5 Trail Extension Improvement Project. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

**8. LIST OF CLAIMS**

**8A. Consider List of Claims**

Council Member Backlund discussed the need to re-evaluate other options for processing the City's payroll. The costs the City is incurring with the current contract seem too high and explained that now would be the time to work with the new financial management company to determine what the best options are for the City. Council directed staff to look into other options for payroll services.

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 59962 through Check No. 60117 with the exception of Check No's. 60072, 60109, and 60110 for separate consideration, and Electronic Payments #1247E to #1276E. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$1,829.26

Council Member Backlund motioned to approve payment of Check No. 60110 in the amount of \$1,829.26 payable to AutoStop, Inc. Seconded by Council Member Wallen, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Kampa, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

8C. Consider Audio Communications Payment in the Amount of \$3,381.97

Council Member Langsdorf motioned to approve payment of Check No. 60072 in the amount of \$1,667.25 and Check No. 60109 in the amount of \$1,714.72 payable to Audio Communications. Seconded by Council Member Wallen, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

**9. ADMINISTRATOR'S REPORT**

Scott Johnson discussed the Hudson Woods Letter of Credit status and informed Council that the closing has been pushed back to January 31, 2011. The sub-committee has met and discussed the need to allow the developer to continue to work at finalizing the closing. Johnson informed Council that the January 19, 2011 Council Workshop has been cancelled due to a lack of Agenda Items. Johnson noted that the next Workshop will be held on February 16, 2011. Johnson also discussed the upcoming Police Officer testing and Public Works position interview schedule.

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

Council Member Backlund: Discussed the January Parks Advisory Board Meeting and informed Council that the Graniteman event scheduled at Lakeside Park is still on schedule for August 6<sup>th</sup>. Council Member Backlund also discussed the \$15,000 grant the City was awarded for the planting of 60+ trees. Mike Goebel indicated that the City will be looking for volunteers to help with the plantings.

Council Member Danielowski: Reviewed the January EDA Meeting and the Community Education Committee Meeting. Council Member Danielowski also discussed the BR&E committee site visits to McPete's Sports Bar and Lanes and Cargill Kitchen Solutions.

Mayor Kampa: Reviewed the 1<sup>st</sup> Quarter Fire Board Meeting. Mayor Kampa also welcomed new Council Member Mike Wallen.

Council Member Langsdorf: Discussed the January Planning Commission Meeting,

11. **OTHER** – Council directed staff to provide information on community events where volunteer opportunities are available.

12. **ADJOURN**

Council Member Backlund motioned to adjourn at 8:19 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 01/26/2011