

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 11, 2006**

**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 Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, Police Chief Sean Rifenberick, Police Officer Deb Hanssen, Accountant Clerk Dawn Rolfhus, City Attorney Matthew Brokl of Campbell Knutson, and Assistant City Engineer 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.

Corey Boyer introduced the new Accounting Clerk, Dawn Rolfhus and Chief Rifenberick introduced the new Police Officer, Deb Hanssen. Council welcomed Ms. Rolfhus and Ms. Hanssen to the City of Big Lake.

**5. PROPOSED AGENDA**

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

## **6. CONSENT AGENDA**

Council Member Heitz 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 Council Workshop Minutes of October 4, 2006, 6B) Approve Regular Council Meeting Minutes of September 27, 2006, 6C) Approve List of Claims, 6D) Approve Resolution No. 2006-107 Appointing Election Judges for the 2006 General Election, 6E) Set Date for Public Accuracy Tests for the General Election on Friday, November 3, 2006 at the Sherburne County Government Center at 11:00 a.m., 6F) Set Special Council Meeting on November 8, 2006 at 6:45 p.m. to Canvass the Results of the Votes Cast at the General Election for the City of Big Lake Council Seats, 6G) Approve Declaration of Official Intent , 6H) Approve Contract for the Hiring of Scott Johnson as City Administrator, 6I) Approve EDA Sinking Fund Transfer to the Lake Plaza Mall Façade Project, 6J) Approve Resolution No. 2006-108 Accepting a Donation to the Police Department, 6K) Approve Resolution No. 2006-109 Proclaiming October 23<sup>rd</sup> – 27<sup>th</sup> as Big Lake Manufacturer's Week, 6L) Set Council Gatherings on October 24, 2006 at 7:30 a.m. and on October 26, 2006 at 12:00 p.m. for Manufacturer Week Events, 6M) Approve Holding Dog Vaccination Clinic Annually, 6N) Approve Electronic Funds Transfer Resolution No. 2006-110, 6O) Set Council Gathering on October 17, 2006 at 6:00 p.m. for the Big Lake Chamber of Commerce sponsored "Candidate Forum" at the Big Lake High School Auditorium, and 6P) Approve Park Advisory Board Recommendation for Athletic Complex.

## **7. BUSINESS**

### **7A. PUBLIC HEARING – Small Cities Development Program Grant Application for Paragon Store Fixtures**

Jim Thares discussed the proposed grant application process through the Minnesota Department of Employment and Economic Development. Mr. Thares indicated that the applicant is Paragon Store Fixtures, Inc. and they are proposing a 25,000 expansion project to their existing facility in the Industrial Park creating 15 new jobs over the next 2 years at wages starting at \$10.36/hour. Mr. Thares also identified that the grant monies will be used by Paragon to fill a \$150,000 financing gap needed to purchase equipment. Mr. Thares identified the community housing and development needs. The following were identified as specific housing and community development needs: Development Need A, Elimination of deteriorating housing structures (Comp Plan pages 14-15); Development Need B, Road Improvement/Reconstruction projects, Comp Plan pages 20-22); Development Need C, Economic Development Projects, (Comp Plan page 15); and Development Need D, Commercial Redevelopment, (Comp Plan page 18). Mr. Thares also identified the following strategies to address the above community and housing development needs: Need A Strategy, The City also offers low to moderate income families a housing assistance loan program, as well as a program to help LMI families purchase a cleared lot

for new homes; Need B Strategy, Implement Road Improvement Plan – Ormsbee Street & Martin Avenue; Need C Strategy, Create and fill new Industrial Park East with good firms employing local residents; Assist industrial firms, such as Paragon Store Fixtures with their expansion project, and Need D Strategy, Pursue projects in partnership with private sector developers who can bring services and convenience shopping to local residents; target area is South side of U.S. Highway 10 and the north side of Highway 10 east of Eagle Lake Road North and the Lake Center Shopping area.

Mayor Orrock opened the public hearing at 7:08 p.m. No one came forward.

Council Member Kampa motioned to close the Public Hearing at 7:09 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Resolution #2006-111 to apply for funding from the Small Cities Development Program from the Minnesota Department of Employment and Economic Development. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7B. 1041 Hennepin Avenue Variance**

Annie Deckert reviewed the planners report for the Variance application received from David and Pamela Nordberg who reside at 1041 Hennepin Avenue for construction of a 338 square foot home addition and a 576 square foot detached garage. The proposal encroaches into the front and west side yard setback, exceeds the maximum allowed impervious surface requirement and exceeds the maximum allowed building height.

Council discussed layout of neighboring property structures in relation to the applicant's property lines. David Nordberg identified structure locations of the properties located on the east and west side of his property lines.

Council Member Heitz motioned to approve Resolution No. 2006-112 approving Variances for a single family house located at 1041 Hennepin Avenue and setting forth conditions to be met prior to issuance of a building permit. Seconded by Council Member Kampa, unanimous ayes, motion carried.

#### **7C. Purchasing Policy Discussion**

Corey Boyer reviewed the current Purchasing Policy approved by the City Council at their June 14, 2006 meeting. The purpose of the policy is to define the standards to be used for purchases made by the City of Big Lake and also to provide consistency on purchases when obtaining quotes from local and non-local vendors. Mr. Boyer discussed the section of the policy relating to preference given to local vendors when their quotes are not more

than 5% above the lowest non-local vendor quote. Mr. Boyer discussed a recent quote accepted by Council from a local vendor that was 20.4% higher than the lowest non-local vendor. Staff is seeking direction from Council on if the policy should be revised or if Council wishes to leave the current policy as is.

Matt Brokl explained the difference between bid and quote requirements and identified that the purchasing policy would only be used when the city is asking for quotes, and would not be used in the bidding process.

Council Member Heitz stated that while he is a firm believer in purchasing from local vendors, it is the Council's responsibility to be fiscally responsible with City purchases. If the policy is written as 5%, then Council should not deviate from that amount. Council Member Heitz did discuss the local vendor quote that was approved on September 13, 2006 and felt that the Council should have made sure it fell within the 5% limit. Council directed staff to be more specific on future quote specifications to be sure that vendors provide quotes with the same information. The general consensus of the Council was to keep the purchasing policy local vendor overage at 5%, and to not deviate from that percentage in the future.

## **8. ADMINISTRATOR'S REPORT**

Administrator Johnson informed Council of the upcoming Community Forum on Monday, October 16, 2006 from 6:30 p.m. to 8:30 p.m. at the High School. This Forum is being conducted by the Big Lake Police Department and Sherburne County Public Health to help individuals and families prepare for emergency situations. Administrator Johnson also updated Council on the Fire Department and Lake Shopping Center construction projects.

Jared Voge informed Council that the City has been awarded \$400,000 from MNDOT to be funded through the State of MN 2006-2007 road improvement funds for improvements at the intersection of Highway 10/CR 5.

## **9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Council Member Heitz: Updated Council on the recent Community ED Advisory Board Meeting and the EDA Meeting held on October 10<sup>th</sup>.

Mayor Orrock: Informed Council of the upcoming seminar at Sherburne County on the "Pitfalls of Development" and asked if any Council Member would be interested in attending.

Council Member Heitz motioned to set a Special Gathering on October 25, 2006 at the Sherburne County Government Center from 4pm - 6pm for the "Pitfalls of Development" seminar. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Mayor Orrock also discussed the bio-solids site as a possible location for a future ice rink facility. Council directed staff to contact the Becker/Big Lake Ice Association to discuss this possible location.

**10. OTHER**

No other.

**11. ADJOURN**

Council Member Langsdorf motioned to adjourn at 7:38 p.m. Seconded by Council Member May, unanimous ayes, motion carried.

Gina Wolbeck  
Clerk

Date Approved By Council 10/25/06