

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 24, 2010**

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, Chuck Heitz, Lori Kampa, and Duane Langsdorf. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, and Jared Voge from the City Engineer's Office 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 Langsdorf motioned to adopt the proposed Agenda. Seconded by Council Member Danielowski, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Heitz motioned to approve the Consent Agenda with the removal of item no. 6G for separate consideration. Seconded by Council Member Danielowski, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of March 10, 2010, 6B) Approve Council Workshop Minutes of March 17,

2010, 6C) Authorize Obtaining Quotes for the Repair and/or Replacement of the Police Department Facility Roof and Block Work, 6D) Approve Appointment to the Parks Advisory Committee, 6E) Approve Enterprise Debt Service Transfers, 6F) Approve Fee Waiver for the Big Lake Car Show Event, and 6H) Call for a Public Hearing at 7:00 p.m. on April 28, 2010 for the Certification of Delinquent Utility Charges.

6G) Approve Personnel Policy Amendments
Council Member Backlund questioned the need for language change in Section 19.

Council Member Backlund motioned to table Personnel Policy changes to provide additional time for further consideration. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7. BUSINESS

7A. Recap of March 17th Council Workshop Discussion

Scott Johnson reviewed discussions held at the March 17, 2010 City Council Workshop.

7B. Project Status Report – City Engineer

Jared Voge reviewed the March 17, 2010 Project Status Report and answered questions from the Council.

Council questioned the timeframe for demolition for the BP Amoco Station site. Voge indicated that the demolition is expected sometime in June. Council expressed their desire to see the business in operation as long as possible. Council Member Backlund questioned the pass-thru billing process and questioned why Bolton and Menk is still billing the City for non-active projects. Voge explained that older projects that are being billed have not been completed and the engineer's office has been working on finalizing these developments. Voge also noted that the Well No. 8 project was an active, authorized project until the last Workshop and that their firm had been previously directed to seek PFA funding for the project. It was also noted that there is generally a lag time from when the services are rendered to when they show up on an invoice. Council Member Backlund questioned why the City is still being billed for the 168th Street project. Voge explained that there is on-going communication with MNDOT relating to the project which is addressed by Bolton and Menk. Mayor Kampa questioned if the BP Amoco Station will relocate. Jim Thares explained that they have been working with a local land owner who has reached out to them relating to relocation in the Big Lake area.

7C. COPS Grant Update

Sean Riftenberick reviewed the COPS Grant response from the US Department of Justice relating to the financial hardship retention exemptions process. The US Department of Justice's response was that they will work with grantees facing severe fiscal distress at the time that the grant period is ending to evaluate whether they might qualify for a retention exemption. If a grantee does prove that its financial situation is so distressed that it cannot afford to retain the position, the COPS office has the authority to exempt the grantee from the retention requirements and the grantee will then be ineligible for new COPS grants that have retention requirements for one year. If there is a case where there is a misuse of funds, the agency would be required to pay back grant funds.

Council discussed the response from the Department of Justice and questioned if the grant could be used for retention. Riftenberick explained the process that would be required if the City chose this route.

Council Member Heitz motioned to authorize the use of COPS Grant proceeds for the hire of a new police officer. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 58065 through Check No. 58185 with the exception of Check No. 58072 for separate consideration, and Electronic Payments 1031E through 1041E. Seconded by Council Member Danielowski, motion passed with a vote of 4:1 with Council Members Danielowski, Heitz, Kampa and Langsdorf voting aye and Council Backlund voting nay. Motion carried.

Council Member Backlund questioned invoices submitted by the City Engineer's Office and stated that there needs to be a "checks and balances" process for billings. Council Member Backlund also stated that the City should do an RFP for engineering services. Corey Boyer addressed Council Member Backlund's concerns, explaining that most of the bills submitted by Bolton and Menk are project related. The City has controls in place for reviewing these invoices and a monthly report is provided by Bolton and Menk showing the average hourly costs being paid by the City to ensure we are being billed according to the 2001 quoted pricing levels. Boyer also explained that expenditures are tracked on all City projects. Each invoice is not individually audited according to hours worked, but are tracked on a project level. Boyer noted that engineering rates have not changed since the 2001 contract was approved by Council and identified that Bolton and Menk's projects have been consistently under the 20% budgeted engineer fees. Council Member Backlund reiterated

his concerns with the 168th Street project and stated that he feels an investigative team needs to come in to review City project records. Council Member Backlund also stated that he feels Corey Boyer is not doing his job because he is allowing this to happen every month. Scott Johnson disagreed with Council Member Backlund and explained that the City depends on our consultant staff to provide appropriate billings. Johnson also noted that Council has made a decision to utilize Bolton and Menk as the City Engineering firm and if Council wishes to go out for RFP, staff will follow Council direction. Council Member Danielowski stated that she has faith in City staff and indicated that the City needs to be more reflective when discussing doing projects and the costs that will be associated with them. Jared Voge reviewed billings that have been submitted for the Well No. 8 project. MNDOT requires Plans and Specifications be provided for their review of PFA funding applications, which had previously been approved by Council. MNDOT will hold those plans when and if the project is completed in the future. Council directed the Finance Director to put together a cost comparison of surrounding communities for engineering services and for staff to provide additional information on how on-going projects are handled and tracked.

8B. Consider AutoStop Payment in the Amount of \$1,658.89

Council Member Heitz motioned to approve payment of Check No. 58072 in the amount of \$1,658.89 payable to AutoStop, Inc. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Heitz, and Kampa voting aye and Council Member Langsdorf abstaining. Motion carried.

Council Member Danielowski questioned when the City went out for RFP's for Engineering Services. Staff indicated that the last RFP was done in 2001.

9. ADMINISTRATOR'S REPORT

Jim Thares reviewed the Habitat for Humanity house located at 4984 Mitchell Road and explained that there is a ribbon cutting ceremony scheduled on April 8, 2010 at noon. Thares also informed Council that the City has been awarded a Foreclosure Mitigation Award which will be presented on April 8th.

Council Member Heitz motioned to call for a Council Gathering on April 8, 2010 at 12:00 p.m. for the Habitat for Humanity Ground Breaking event located at 4984 Mitchell Road. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Reminded the public of the upcoming Lion's Club pancake breakfast on March 28, 2010 from 8:00 a.m. to noon at Lion's Park.

Council Member Heitz: Addressed the Letter to the Editor that was printed relating to the valuation of homes constructed by Woodside Development. Council Member Heitz indicated that he and the letter writer visited some existing structures built by Woodside and they were comfortable with the quality of housing. Council Member Heitz also discussed Northstar fares in relation to disabled Veteran's.

Mayor Kampa: Provided information on the Meals on Wheels program and noted that she helped serve meals at the Mayor's MOW event held at Keller Lake Commons. Mayor Kampa also asked the engineer's office to contact MNDOT to discuss the senior's request for installing a stop sign on Hwy 25 near Tarrytown Road.

Council Member Langsdorf: Discussed the Big Lake Community Lake Association meeting that was held in March and noted that the BLCLA thanked the City for contributing a Lakeside Park pass for their drawing at the Expo.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Heitz motioned to adjourn at 7:49 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 04/14/10