

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 28, 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, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Fire Chief Tony Eisinger, City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 7:01 p.m.

Dave Brown, Republican Senate Candidate for District 16, introduced himself to Council.

Mayor Kampa closed the Open Forum at 7:02 p.m.

5. PROPOSED AGENDA

Council Member Langsdorf motioned to adopt the proposed Agenda with the addition of item no. 7F. Wayfinding Signage and Community Reader Board Update. Seconded by Council Member Danielowski, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Heitz 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 Regular Council Meeting Minutes of April 14, 2010, 6B) Approve Workshop Meeting Minutes of April 21, 2010, 6C) Approve Meadows of Big Lake Development Agreement Amendment, 6D) Approve Resolution No. 2010-25 Authorizing Property Transfer Documents for 107 Corrine Drive and 4984 Mitchell Road, 6E) Authorize Use of Lakeside Park for Boat Compliance Inspections, and 6F) Set Special Council Gathering on May 10, 2010 at 7:00 p.m. at Big Lake Town Hall for the Proposed Athletic Complex Joint Committee Meeting.

7. BUSINESS

7A. Sherburne County Public Health Presentation – H1N1 Vaccination Update

Marcia Engvall from Sherburne County Public Health presented summary information on the After-Action Report for the H1N1 Community Vaccination Clinic that was held at Independence Elementary School on December 17, 2009. Engvall noted that appointments were required for the 272 individuals who were vaccinated. Mass Prophylaxis, communications, and volunteer management were the capabilities tested at the clinic. The purpose of the After-Action Report is to analyze exercise results, identify strengths to be maintained and built upon, identify potential areas for further improvement, and to support development of corrective actions. Engvall also thanked the Big Lake Police Department for their assistance with the clinic.

7B. ASSESSMENT PUBLIC HEARING – Delinquent Utilities

Corey Boyer reviewed properties with current outstanding delinquent utility charges. Letters were sent to property owners on March 16th giving them until April 19th to bring their accounts current. Approximately \$50,000 will be certified to the County which is a decrease from last year's certification of \$80,000. Boyer noted that any outstanding balances would be certified to the County for collection with 2011 taxes.

Mayor Kampa opened the public hearing at 7:14 p.m. No one came forward. Mayor Kampa closed the public hearing at 7:15 p.m.

Council Member Heitz motioned to approve Resolution No. 2010-26 placing delinquent utility charges against specified properties. Seconded by Council Member Danielowksi, unanimous ayes, motion carried.

7C. April 21, 2010 Council Workshop Update

Scott Johnson reviewed the April 21, 2010 City Council Workshop.

7D. Receive Feasibility Report and Call for Public Hearing for the Meadows of Big Lake Street Improvement Project

Brad DeWolf reviewed the feasibility report for the Meadows of Big Lake Street Improvement Project. TSM Development was the developer on the project. The sanitary sewer, watermain, and storm sewer were constructed along with a portion of the street. The final lift of bituminous was never completed by the developer along with final punch list items. The developer has not responded to numerous attempts by the City to complete the project. The developer's letter of credit is invalid and the development remains unfinished.

DeWolf noted that the needed improvements consist of installing the bituminous wear course, the removal and replacement of cracked concrete curb/gutter and sidewalk, bituminous patching, repair or adjustment to numerous street lights, gate valves, manhole castings, and street signs, and erosion control clean up is required throughout the development. The estimated project cost is \$403,300.00, of which \$241,980.00 will be assessed to the benefiting properties within the development according to the City's assessment policy. The estimated assessment per parcel is approximately \$1,779.26. DeWolf indicated that based on the findings presented in the feasibility report, the improvements are cost effective, necessary, and feasible from an engineering perspective. The completion of the unfinished development will benefit the adjacent property owners as well as the City. An open house will be held on May 20th to provide affected property owners the opportunity to discuss the project with engineering staff.

Council discussed the status of TSM Development and the need for the City to ensure viable Letters of Credit are obtained for future developments. Council also discussed the number of parcels that are for sale and the need to be sure potential buyers are aware of the pending assessments. Council also directed staff to provide an interest rate breakdown at the public hearing based on a 5/10/15 year assessment schedule.

Council Member Langsdorf motioned to receive the Preliminary Report and Call for a public hearing on the Street and Utility Improvements in the Meadows of Big Lake Development. Seconded by Council Member Heitz, unanimous ayes, motion carried.

7E. Project Status Update – City Engineer

Brad DeWolf reviewed the April 20, 2010 Project Status Report and answered questions from the Council. DeWolf also informed Council that the Hwy 10/25 Intersection Improvement Project and the Big Lake Rail Park Project have been included in the

appropriations bill heading to Congress. Council also discussed the Cobblestone project and the costs that the City has incurred due to the proposed project. It was the general consensus of the Council that the City should not be spending funds on this project until the developer is ready to create a viable project. Council also discussed MNDOT's review process for the Hwy 10/25 Intersection Improvement Project and asked if our local legislators could assist with expediting the review process. DeWolf noted that MNDOT officials have been working diligently on the plans but will report back to Council if concern arises.

7F. Wayfinding Signage and Community Reader Board Update

Katie Larsen provided examples of Wayfinding Signage and Community Reader Board styles. Larsen noted that the Wayfinding signage to be installed at the Big Lake Station, the Downtown Park, and at Lakeside Park would be eligible for partial funding through the SHIP program grant and could also be financed through the PFA loan for the Hwy 10/25 Intersection Improvement Project. If the Council chooses to proceed with the purchase of a community reader board, project costs would need to be discussed as funding is not available from SHIP or through PFA loan proceeds. Larsen noted that the City would most likely get a better bid if the Reader Board was included with the Hwy 10/25 Intersection Improvement Project.

Council Member Heitz motioned to authorize adding the Community Reader Board sign specifications to the Hwy 10/25 Intersection Improvement Project bid with an opt out clause, and to authorize the Mayor and staff to solicit donations for the construction and installation of a community reader board sign. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Council Member Heitz motioned to approve the construction and installation of 3 wayfinding signs at the Big Lake Station Site, the Downtown Park, and Lakeside Park in conjunction with the Hwy 10/25 Intersection Improvement Project and through the use of SHIP funds. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

8. LIST OF CLAIMS

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No.58279 through Check No. 58390 and electronic payments 1043E through 1068E. Seconded by Council Member Danielowski unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Scott Johnson reviewed the upcoming Developer's Tour scheduled on May 6th. Council Members Danielowski and Heitz will be attending as Council Representatives on the BLEDA Board. Council requested that Mayor Kampa also be allowed to attend.

Council Member Heitz motioned to Call for a Council Gathering for the Sherburne County Developer's Tour on May 6, 2010 beginning at 3:30 p.m. at the Big Lake Station Site and then moving to the Friendly Buffalo located at 16722 – 198th Avenue NW. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Mike Goebel informed Council that CenterPoint Energy will be doing 86 weld check inspections in the City due to a manufacturer's defect. CenterPoint Energy will be required to reconstruct any areas that they disrupt.

Council Member Danielowski motioned to Call for a Council Gathering for a Mock Crash event sponsored by I.S.D. 727 on May 5, 2010 beginning at 9:00 a.m. at Big Lake High School located at 501 Minnesota Avenue. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Reminded the public of the upcoming Movie in the Park event scheduled on May 22nd.

Council Member Heitz: Reviewed the Ice Association Meeting held on April 19th.

Mayor Kampa: Reminded the public of the upcoming Clean Up Day event scheduled on May 1st.

11. OTHER – No other.

12. ADJOURN

Council Member Heitz motioned to adjourn at 8:07 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Clerk

Date Approved By Council