

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
OCTOBER 28, 2009**

**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, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Fire Chief Tony Eisinger, and 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.

Janice Halvorson from “Just the Store You’re Looking For” discussed her new commercial business and invited the public to stop in and visit.

Mayor Kampa closed the Open Forum at 7:03 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. 6J 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 October 14, 2009, 6B) Approve Council Workshop Minutes of October 21, 2009, 6C) Approve Ground Lease Agreement with Our Lady of the Lake Catholic Church for Lease of the Ice Skating Rink Property, 6D) Set Council Gathering for the October 31, 2009 Halloween Event at the Big Lake Fire Station, 6E) Set Council Gathering for the November 13, 2009 Northstar Inaugural Ride Event at the Big Lake Station Site from 4:00 p.m. to 8:30 p.m., 6F) Set Council Gathering for the November 17, 2009 TOD Open House in the City Council Chambers, 6G) Approve November 18, 2009 Workshop Meeting Time Change to 5:00 p.m., 6H) Call Public Hearings at 7:00 pm on November 18, 2009 for the Certification of Delinquent Utilities and Past Due Weed/Grass Removal Charges, 6I) Approve Resolution No. 2009-91 approving a One-Day Exempt Raffle Permit to the Big Lake Lions Club on December 19, 2009 at McPete's Sports Bar and Lanes, 6K) Approve Resolution No. 2009-92 Establishing Division of Responsibilities for Snow and Ice Removal Between the Town of Big Lake and City of Big Lake for Town/City Roads, and 6L) Approve Building Inspection Staff Reduction in Hours Schedule.

6J) Approve Change Order No. 1 and Final Pay Application for the Water Tower No. 4 Project Council Member Danielowski questioned if the parts needed for the Change Order are covered under warranty or would warrant a credit to the City. Brad DeWolf informed Council that Water Tower No. 3 was installed in the 1990's and the part that needed replacement had a life expectancy of 10+ years. DeWolf noted that staff will contact the original manufacturer to see if a credit can be issued.

Council Member Danielowski motioned to approve Change Order No. 4 in the amount of \$2,780.00 and the Final Pay Application in the amount of \$87,330.00 for the Water Tower No. 4 project. Seconded by Council Member Backlund, unanimous ayes, motion carried.

## **7. BUSINESS**

### **7A. Council Workshop Update**

Scott Johnson reviewed discussions held at the October 21<sup>st</sup> Council Workshop.

### **7B. PUBLIC HEARING – School View Square Drainage and Utility Easement Vacation**

Katie Larsen reviewed the planners report for the School View Square Drainage and Utility Easement Vacation application submitted by LWO Properties, LLC. The applicant is

seeking a drainage and utility easement within the final plat of School View Square. The site is located at 680 and 750 Minnesota Avenue and is in conjunction with the renovation of the apartment complex at the site.

Mayor Kampa opened the public hearing at 7:15 p.m. No one came forward. Mayor Kampa closed the public hearing at 7:16 p.m.

Council Member Heitz motioned to approve Resolution No. 2009-93 providing for the vacation of a drainage and utility easement within the Plat of School View Square. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **7C. NSP/Habitat for Humanity Property Transfer – 107 Corrine Drive**

Jim Thares reviewed the Acquisition Rehab activity component of the NSP Grant Program which designates two of the City acquired properties as going to the Habitat for Humanity program for their qualified clients. Thares noted that the City acquired the property located at 107 Corrine Drive using NSP funds. The City will then transfer the property to the Central MN Habitat for Humanity Chapter for \$1.00. Habitat will take possession of the property as a developer/local sub-recipient and enter into a long-term mortgage with one of its pre-qualified clients. Additional NSP dollars will be used to rehab the home with total expenditures from the NSP Acquisition/Rehab category capped at \$100,000.

Bruce Johnson from the Central MN Habitat for Humanity Organization discussed the current Habitat project located on Monroe Street and the local family of six that will be purchasing the property on Corrine Drive.

Council Member Heitz motioned to authorize the transfer of the NSP single-family home located at 107 Corrine Drive to the Central MN Habitat for Humanity Chapter for \$1.00 and additional NSP funds for rehab work with a total contribution/value not to exceed \$100,000 contingent upon final document approval from the City Attorney. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Heitz motioned to Call for a Special Council Gathering on November 18, 2009 at 12:00 p.m. for the Habitat for Humanity home dedication at the Monroe Street property. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Jim Thares also discussed acquisition of the property located at 1120 Powell Street. Staff is seeking Council authorization to allow staff to enter into property acquisition negotiations as part of the Acquisition-Rehab and Demolition work activities, and to use designated NSP funds in the acquisition and rehab/demolition process.

Council Member Danielowski motioned to authorize staff to negotiate the acquisition of the residential property located at 1120 Powell Street and to use NSP funds for said purchase and demolition or rehabilitation activities. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Jim Thares updated Council on the status of the NSP Grant Program and also provided a draft of a Press Release reviewing the status of the Program and seeking applications from potential homebuyers interested in purchasing new homes built on foreclosed, demolished lots. Council directed staff to bring this item to the November Workshop for further discussion.

#### **7D. Building Official Consulting Services Request for Proposal**

Jim Thares reviewed the finalized draft of the Request for Proposals for Consultant Building Official and related services. The RFP response deadline would be November 24, 2009 at 4:00 p.m. Interview dates would be scheduled on November 30<sup>th</sup> and December 1<sup>st</sup> if needed. Information will be presented to the City Council at the December 9<sup>th</sup> Council Meeting for action that would be implemented with the start of the 2010 budget year. Thares also informed Council that additional language has been added to the draft RFP.

John Weicht from Big Lake Development informed Council that as a developer, he is speaking against the City doing an RFP for Building Official services. Weicht indicated that he has worked with the City's current contracted Building Official for numerous years and implored Council to realize the importance of having an inspector that knows the State Code and who is able and willing to react quickly to developers questions. Weicht also noted that part of the reason he brings business to Big Lake is because the City staff is so good to work with. Council briefly discussed the RFP process.

Council Member Langsdorf motioned to approve the Consultant Building Official and Related Services Request for Proposal form with additions to the insurance requirements as discussed, and to authorize staff to seek RFP responses for the position. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Langsdorf motioned to authorize staff to provide notice of termination of the current Building Official and Related Services contract with Northwest Inspection Services as of December 31, 2009. Seconded by Council Member Heitz, unanimous ayes, motion carried.

#### **7E. Project Status Report – City Engineer**

Brad DeWolf reviewed the October 19, 2009 Project Status Report and answered questions from Council.

Council directed staff to contact Sherburne County Public Works to stress the City's disappointment with how the work is being completed by the new Big Lake Station Site.

**8. LIST OF CLAIMS**

Council Member Danielowski motioned to approve the List of Claims ranging from Check No.57162 through Check No. 57272 and electronic payments 890E through 912E. Seconded by Council Member Backlund unanimous ayes, motion carried.

**9. ADMINISTRATOR'S REPORT**

Reminded Council and the public that the November 11<sup>th</sup> Council Meeting date has been changed to November 18<sup>th</sup> due to the Veteran's Day Holiday.

Mike Goebel discussed the recent Letter to the Editor relating to weed and grass complaints. Goebel reviewed the process for addressing complaints and noted that City staff has completed 177 inspections in 2009 on these types of complaints. Residential properties are generally completed first with commercial properties following. Goebel also noted that water shut-offs and foreclosure checks took precedence over the weed and grass complaints and that staff cuts due to budget issues have affected the amount of duties his department is able to complete.

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

Council Member Backlund: Informed Council that he had the opportunity to ride the Northstar train for the Metro Transit employees/family test run last weekend. Council Member Backlund commented on how well the train ride was conducted.

Council Member Danielowski: Discussed the Becker/Big Lake Ice Association Meeting held with the Senate Capital Investment Committee. Council Member Danielowski also reminded the public of upcoming events including the Lions Club distribution of glow necklaces at Coborn's, the Halloween Event at the Fire Hall on October 31<sup>st</sup>, and the Northstar Kick-off event scheduled on November 14<sup>th</sup>. Council Member Danielowski also reminded the public that members of the National Honor Society will be out collecting food shelf donations on Halloween night.

Council Member Heitz: Reviewed the October TOD Meeting and the meeting with DEED regarding Rail Spurs.

**11. OTHER - No other.**

**12. ADJOURN**

Council Member Heitz motioned to adjourn at 7:57 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 11/18/09