

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

JUNE 10, 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, Police Chief Sean Rifenberick, Fire Chief Tony Eisinger, City Attorney Soren Mattick of Campbell Knutson, 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.

Geoff Randall (Spud Fest President), 221 Leighton Drive – asked Council to add an additional item to the agenda seeking approval of a Fireworks Display Permit.

Council Member Danielowski motioned to add item no. 7A.i. – Spud Fest Fireworks Display Permit Request to the Regular Agenda. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Mayor Kampa closed the Open Forum at 7:03 p.m.

5. PROPOSED AGENDA

Council Member Heitz motioned to adopt the proposed Agenda with the addition of item no. 7A.i. Spud Fest Fireworks Display Permit Request. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda with the removal of items no. 6E and 6F for separate consideration. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of May 27, 2009, 6B) Authorize City Staff to enter into Discussions with Big Lake Township and Sherburne County for the Designation of the City as the Regulatory Government Unit (RGU) for the Marketplace East Environmental Review Process, 6C) Approve Resolution No. 2009-47 approving application for funding through the MN Public Facilities Authority (PFA) for the Wastewater Expansion Project, and 6D) Approve Installation of No Parking Signs on the East Side of Karen Lane adjacent to Wright's Crossing Park.

6E) Accept Fire Fighter Resignation

Council Member Backlund asked what the City can do to prevent losing fire fighters due to how full-time City employees are paid while serving as a fire fighter. Tony Eisinger discussed SOG's and noted that the resigning firefighter had not been meeting the minimum requirements per quarter. Eisinger also discussed the firefighter's concern with having to use vacation/sick time when he responds to fire calls during his work hours, which is an issue between the employee and employer, not an issue that can be addressed by the Fire Department. Eisinger also noted that most fire fighters are required to take time off or are not paid by their employers when they respond to fire calls. Eisinger also informed Council that they have the best daytime fire fighter response in 20 years.

Council directed staff to add an item to the next City Council Workshop and Fire Board Meeting to discuss the compensation process for full-time City employee's who serve on the Big Lake Fire Department.

Council Member Heitz motioned to accept the resignation of Fire Fighter Troy Enebak effective June 1, 2009. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

6F) Approve Declaration of Official Intent

Council Member Danielowski stated her concern with approving the Declaration of Official Intent to issue bonds to finance the Highway 10/25 Intersection Improvement Project. Corey Boyer informed Council that the reason for the Declaration of Official Intent is to put out a notice of intent for the City to reimburse itself prior to debt issuance for City projects. Boyer clarified

that a Declaration of Official Intent does not bind the Council to approve a project. Council Member Langsdorf motioned to approve a Declaration of Intent for the Highway 10/25 Intersection Improvement Project. Seconded by Council Member Heitz, vote passed with a vote of 4:1 with Council Members Backlund, Heitz, Kampa, and Langsdorf voting aye, and Council Member Danielowski voting nay. Motion carried.

Mayor Kampa re-opened the Open Forum at 7:11 p.m. to allow Representative Mary Kiffmeyer to provide a legislative update.

Representative Kiffmeyer informed Council that there will not be a Special Session or a Government shut-down this year. Kiffmeyer discussed the potential for unallotment by Governor Pawlenty that will most likely affect cities throughout Minnesota. Kiffmeyer noted that she has met with Governor Pawlenty to ask for his consideration to limit the affect on smaller cities. Kiffmeyer has also met with MnDOT officials to discuss improvements to the Highway 10/25 Intersection, and provided an update on the potential Big Lake Ice Arena project. Council thanked Representative Kiffmeyer for her hard work and for being the voice of Big Lake at the Capitol. Kiffmeyer indicated that she will continue to advocate for the district.

Mayor Kampa closed the open forum at 7:21 p.m.

7. BUSINESS

7A. Attached Garage Structure Variance Request – 401 Pleasant Avenue

Katie Larsen reviewed the planners report for the Variance request submitted by Michael Grimley for the property located at 401 Pleasant Avenue. The variance request is to allow for flexibility from Sections 1029 and 1047 of the City Code regarding minimum building setback requirements. The applicant is proposing to construct an 864 square foot attached garage onto their single family residential structure. The Planning Commission recommended approval with stipulations including that a 816 foot garage be constructed, that the garage structure be flush with the side of the house along Powell Street, and that the garage doors be the same height. Mike Grimley clarified the number of accessory structures currently at the site and indicated that they will be demolishing a structure this weekend which will bring him into compliance with City Code.

Council Member Danielowski motioned to approve Resolution No. 2009-48 approving a Variance to allow for the construction of a single family dwelling attached garage in the R-3 High Density Residential Zoning District with a front yard setback deviation for the property located at 401 Pleasant Avenue. Seconded by Council Member Heitz, unanimous ayes, motion carried.

7A.i. Spud Fest Fireworks Display Permit Request

Geoff Randall from the Spud Fest Organization informed Council that they would like to move the fireworks display from the Fire Station to the School Baseball fields. Randall indicated the change is being requested to improve safety near the site. Patrick Wandersee from Northern Lighters Pyrotechnics discussed the detonation grounds set up and volunteers that will be monitoring the perimeter of the site.

Council Member Danielowski motioned to approve a Fireworks Display Permit for the Spud Fest Fireworks Display on Friday, June 26, 2009, or if inclement weather on Saturday, June 27th, contingent upon submittal of all required documentation and authorization is obtained by the Fire Chief, Police Chief, and City Clerk. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7B. School View Square – CUP for PUD, Variance, Preliminary Plat, and Site & Building Plan Review

Katie Larsen reviewed the planners report for the development application submitted by LWO Properties LLC for consideration of a Variance, Site & Building Plan Review, and Preliminary Plat for the project known as School View Square. The project will also require a CUP for a PUD Development. The applicant is proposing substantial renovation of the existing multi-family apartment complex located on Minnesota Avenue. A setback variance is needed for an addition to the south end of the 14 unit School View Manor Building “A” complex to convert 2 one-bedroom units into 2 two-bedroom units. A new family social/play room is planned to be added on the south end of the 12 unit School View Manor Building “B” complex. A 10 stall covered garage is also planned to be constructed on the south side of the existing west parking lot. Larsen also noted that the Preliminary Plat Application would combine all three parcels that currently exist.

Council Member Heitz motioned to approve Resolution No. 2009-49 approving a CUP for a PUD, Variance, Preliminary Plat, and Site/Building Plan Review for the project known as School View Square and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7C. Senior Center and Food Shelf Remodel Project

Jim Thares updated Council on discussions held at the June 8th Big Lake Economic Development Authority (BLEDA) Meeting. Representatives from both the Food Shelf and the Senior Group were in attendance at the BLEDA meeting and offered feedback on the remodeling of the site. The Big Lake Food Shelf has indicated that they are in a position to

fund the entire portion for the remodeling of the Food Shelf with dollars that have been earmarked for a future renovation/expansion of the site. The BLEDA approved motion was to fund the full project with participation from the Food Shelf for its portion of the project with the following conditions: 1) the space would be open to other organizations, with the Seniors having priority use of the space, 2) locked storage space would be provided/available for the more permanent users of the space, 3) furnishings are to be provided by the Seniors & other organizations, and 4) potential Township contribution would reduce the amount of the BLEDA's contribution.

Council discussed the potential for the Senior Group to see an increase in their membership and attendance at meetings. Council also noted that they hope other organizations will make use of the site. Council Member Backlund noted that the senior group is excited about the upcoming renovations and that they have already taken in some donated furnishings to use in the new area.

Council Member Danielowski motioned to approve the plans and specifications for the Big Lake Senior/Activity Center and Food Shelf remodel project. Seconded by Council Member Langsdorf, unanimous aye, motion carried.

Council Member Danielowski motioned to Authorize the Mayor and City Administrator to enter into contracts with the various trade contractors needed to accomplish the project, utilizing funding from the following sources: 1) Food Shelf (approx. \$42,500.00), 2) BLEDA (approx. \$47,500.00), and 3) Big Lake Township (\$ TBD, if approved by Town Board). Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7D. Authorization to Negotiate for Residential Property Purchases as part of the Neighborhood Stabilization Program (NSP)

Jim Thares reviewed the NSP grant process and noted that the next step includes acquisition of properties for potential rehab or demolition. Properties located at 750 Lake Street North, 130 Hill Circle East, 560 Glenwood Avenue, 1070 Powell Street, and 4221 Loon Loop have been identified as viable properties for acquisition. The NSP committee has reviewed and recommends that staff be authorized to enter into negotiations, and to utilize designated NSP funds, for the purchase of the properties. Staff will be required to follow HUD-NSP guidelines and rules in making offers on the noted properties.

Council discussed the purchase process the City is required to follow relating to purchase price. Council also noted that the properties are in such disrepair that it is unlikely that someone would be able to obtain financing to purchase them.

Council Member Heitz motioned to authorize staff to negotiate the acquisition of residential properties located at 750 Lake Street North, 130 Hill Circle East, 560 Glenwood Avenue,

1070 Powell Street, and 4221 Loon Loop, and to use NSP funds for said purchases, demolition, and rehab of the properties. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7E. Update: Unfinished Residential Structures within the Sweetwater Bend Add'n

Jim Thares discussed two unfinished homes in the Sweetwater Bend Development located at 21668 Sandbar Lane and 21688 Sandbar Lane. Staff has contacted the builder and will closely monitor the completion process as the OSB can degrade when it is exposed to a variety of weather conditions, ultra-violet light and moisture. Permits were issued on both structures in September 2008, with construction ceasing in late fall. Discussion was held on the possibility to expedite the process due to abandonment. Council directed staff to contact the lender to notify them of the condition of the structures.

7F. Proposed Changes to Water and Storm Sewer Utility Enterprises

Corey Boyer reviewed staffs concerns with the City's water and storm sewer enterprise fund forecasts and various options Council could consider to address the declining reserve balances in these funds. Staff has conducted a comparison of utility rates of surrounding communities. Findings of the comparison identify that the City of Big Lake falls in the middle of the pack for both water and sanitary sewer monthly fees and with our water access fee. The water trunk fee is lower than other communities while the sanitary sewer access and trunk fees are higher than others. None of the other communities charge a monthly storm water charge, but they are charging trunk or surface water impact fees at the time of development. The City's sanitary sewer enterprise appears to be in good financial condition and staff is not recommending any changes to those fees at this time. Staff presented various options for addressing concerns with cash flow for the City's water and storm sewer enterprises which included; 1) fee increases, 2) cost cutting initiatives, 3) bond refunding opportunities, and 4) potential property tax levies. Council also has the option to hold off on implementing changes in 2009 until January of 2010.

Council discussed implementing a 5% fee increase in order to have smaller incremental increases instead of a large increase next year. Council directed staff to prepare a fee schedule ordinance amendment for the next meeting.

7G. Naming of the New City Newsletter

Scott Johnson reviewed names that have been submitted by residents for the new City Newsletter. Staff revised the format of the City Newsletter in an effort to reduce costs while still getting information out to residents. The newsletters are now being generated quarterly and will be mailed out with the utility bills.

Council Member Danielowski motioned to authorize naming the new City Newsletter "The Big Lake Wave". Seconded by Council Member Backlund, unanimous ayes, motion carried.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Danielowski motioned to approve the List of Claims Check Payments ranging from Check No. 56252 through Check No. 56297 with the exception of Check #56253, and Electronic Payments #776E to #779E. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$1,202.16

Council Member Heitz motioned to approve payment of Check No. 56253 in the amount of \$1,202.16 payable to AutoStop, Inc. Seconded by Council Member Danielowski, the vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Heitz, Kampa, and Danielowski, voting aye and Council Member Langsdorf abstaining. Motion carried.

9. ADMINISTRATOR'S REPORT

Scott Johnson reminded the public of the upcoming Town Hall Meeting scheduled on Thursday, June 18th from 4pm to 6pm at the Big Lake Public Library.

Johnson discussed the upcoming Developer/Broker Marketing Event scheduled on Tuesday, June 16th and informed Council of the breakout session at the Sherburne County History Center from 4pm to 6pm.

Council Member Danielowski motioned to call for a Special Gathering on June 16, 2009 from 4pm to 6pm at the Sherburne County History Center in Becker, MN. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Johnson also discussed the upcoming Becker/Big Lake Ice Association Committee Meeting on Tuesday, June 23, 2009 at 7:00 pm in the Council Chambers.

Council Member Heitz motioned to Call for a Special Gathering for the Becker/Big Lake Ice Association Committee Meeting on Tuesday, June 23, 2009 at 7:00 pm in the Council Chambers. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Mike Goebel informed Council that the City has received a Work Force Stimulus Grant which allowed the City to hire two seasonal employees until September 2009 at no cost other than safety equipment.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided a Parks Advisory Committee update.

Council Member Danielowski: Updated Council on the June EDA Meeting. Council Member Danielowski also discussed the upcoming United Way "Ladies Night Out" event scheduled at the Carousell Works. Mike Goebel discussed the damaged fence area on Lake Mitchell and the vandalism that is occurring in City parks. Council Member Danielowski also discussed the need for a Budget Workshop.

Council Member Heitz: Provided a Northstar Update and informed the public that the fare structure for the Big Lake Station has been reduced to \$7.00 and \$3.25 on weekends. Council Member Heitz also discussed the condition of the outside storage at the new consignment shop. Katie Larsen noted that staff has been in discussions with the owners and they have committed to clean-up the site. Council Member Heitz also discussed the increased bus traffic that is anticipated from the St. Cloud area heading to and from the Big Lake Station Site.

Council Member Heitz motioned for discussion to authorize the City Engineer to prepare plans and specifications for the Highway 10/25 Intersection Improvements.

Council Member Heitz stated that potential funds could be available to the City in 2009 that might not be available in the future. Council Member Heitz stated that there are major traffic concerns at the intersection, and that the City needs to prepare for the start up of the Northstar Commuter Rail.

Motion was seconded by Council Member Langsdorf.

Council Member Danielowski stated her concern with the costs that the City will incur to prepare the plans and specifications and acquisition costs. Brad DeWolf discussed negotiations that are underway with the owners of the BP Amoco Gas Station. Council Member Danielowski also stated that she does not want to tie up Municipal State Aid Funds for 8 years if we don't receive any funding for the project. Council Member Danielowski stated that she feels the City would be taking a big gamble by completing this road improvement project without having dedicated funds in place.

Vote passed with a vote of 3:2 with Council Members Heitz, Kampa, and Langsdorf voting aye, and Council Members Backlund and Danielowski voting nay.

Mayor Kampa: Discussed the status of the Big Lake Habitat for Humanity project. Staff noted that they will follow-up with Habitat for Humanity.

Council Member Langsdorf: Discussed the June 3rd Planning Commission Meeting.

11. **OTHER** – No other.

12. **ADJOURN**

Council Member Danielowski motioned to adjourn at 8:41 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 06/24/09