

**BIG LAKE CITY COUNCIL
WORKSHOP MEETING MINUTES
DECEMBER 16, 2009**

1. CALL TO ORDER

Mayor Kampa called the meeting to order at 6:00 p.m.

2. 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, Police Chief Sean Rifenberick, Public Works Director Mike Goebel, Liquor Store Manager Jan Kostrzewski, Fire Chief Tony Eisinger (arrived at 6:45 p.m.), and City Engineer Brad DeWolf of Bolton & Menk, Inc.

3. PROPOSED AGENDA

Council Member Heitz motioned to adopt the proposed Agenda with the addition of item no. 4E – Request from Big Lake Sports Association. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

4. BUSINESS

4A. 2010 Goal Setting Discussion

Scott Johnson reviewed the status of the 2009 goals set by Council in November 2008.

Council and Staff identified their goals for the upcoming year.

Mayor Kampa

- Goal 1: Maintain a responsible budget
- Goal 2: Increase efforts to market Big Lake
- Goal 3: Continue to seek grant funds for the Hwy 10/25 intersection improvements
- Goal 4: Consider evaluating City departments

Council Member Backlund

- Goal 1: Continue 2009 Goals to completion
- Goal 2: Update the City website
- Goal 3: Evaluate building fees
- Goal 4: Encourage installation of the 168th Street signal
- Goal 5: Seek construction of a retail area near the Big Lake Station
- Goal 6: Continue to seek McDowall Park grants
- Goal 7: Keep spending down

Council Member Danielowski

- Goal 1: Continue 2009 Goals to completion
- Goal 2: Finish Sidewalk and Trail System
- Goal 3: Remain diligent with budget and tax payer dollars
- Goal 4: Continue to look for ways to implement a transportation system
- Goal 5: Continue with planning mode for future construction of a regional multi-purpose park site
- Goal 6: Continue to encourage commercial growth

Council Member Heitz

- Goal 1: Continue 2009 Goals to completion
- Goal 2: Update the City Website
- Goal 3: Complete the Hwy 10/25 intersection improvements
- Goal 4: Reduce building permit fees for one year
- Goal 5: Complete the sidewalk route on the south side of Hwy 10
- Goal 6: Increase marketing efforts for the Big Lake Community
- Goal 7: Encourage job creation

Council Member Langsdorf

- Goal 1: Continue to seek grant funds to complete the Hwy 10/25 intersection improvements

Community Development/Building Inspections

- Goal 1: Potential Commercial Developments
 - BLIPE Expansion area
 - Rail Park
 - Krutzig Corner
 - Hwy 10/5 Redevelopment
- Goal 2: Focus on marketing efforts
- Goal 3: Continue the NSP Program

Finance/Administration

- Goal 1: Secure grant funds for the Hwy 10/25 intersection improvements
- Goal 2: Hwy 10/5 Redevelopment project
- Goal 3: Focus on marketing strategies to find industrial users for the BLIPE expansion area
- Goal 4: Determine appropriate service/debt levels to work within the budget
- Goal 5: Finalize Council e-mail account setups

Fire

- Goal 1: Installation of generator
- Goal 2: County software upgrade
- Goal 3: Complete tile work at the Fire Hall

Liquor Store

- Goal 1: Continue to increase sale strategies
- Goal 2: Cut costs
- Goal 3: Motivate employees
- Goal 4: Publicly identify how liquor store proceeds contribute to the community

Police

- Goal 1: Construction of the new roof at the Police Station
- Goal 2: Continue to work within the allotted budget dollars
- Goal 3: Maintain community involvement as the budget allows
- Goal 4: Settle the LELS Contract
- Goal 5: Purchase new squad
- Goal 6: Continue partnership with neighboring agencies
- Goal 7: Continue Emergency Management efforts
- Goal 8: Purchase SAFER Equipment

Public Works

- Goal 1: Continue to provide same level of service
- Goal 2: Continue to seek appropriate grant dollars
- Goal 3: Continue to utilize the Workforce and STS programs
- Goal 4: Finalize plans for a Dog Park

Council and staff will review the identified goals at the January 2010 Workshop and will generate a top list of goals for 2010.

4B. Review of Building Department Fees and Procedures

Corey Boyer reviewed Building Permit revenue and expenditure comparisons dating back to 2007. Council Member Danielowski discussed her concern with lowering fees when the building department has had a loss of \$670,000 in the last three years. Council discussed the need for the fees to pay for the services that are being provided so that tax payer's aren't subsidizing these costs. Council directed staff to survey building department fees from surrounding communities and to report back the findings at the January Workshop.

4C. Public Improvement – Meadows of Big Lake

Corey Boyer reviewed the outstanding punchlist items remaining on various developments in the City. Boyer noted that the Meadows of Big Lake has a fairly extensive list of work yet to be completed and that the finance company that had issued the City a letter of credit for the developer, TSM Development, has gone out of business. All escrows on the development have been depleted and the City will be required to complete the public improvements in this Plat. Incomplete work includes the final wear course, cracked curb/gutter, and holding pond erosion issues. Boyer noted three scenarios for funding this project which consist of assessing adjacent property owners, creation of an Abatement District, and creation of a Street Improvement District. The general consensus of the

Council was that assessing the costs would be the favored option as the properties within the development would be the main benefactors of the improvements.

Boyer noted that any future development approvals should require that Letters of Credit be issued by FDIC-insured institutions, have a bank evaluation report completed on the issuing financial institutions, and require that the designated institution be located no further than a specified radius from the City.

4D. Park and Trail Grant Application Discussion

Mike Goebel discussed the potential for submittal of Park and Trail Grant Applications. After research of grant opportunities through the DNR, staff found that the grant programs generally require some type of cash matching formula ranging from 25% to 60%. The Park Dedication Fund currently has an approximate balance of \$110,000 which could be used to fund these types of projects. Staff is seeking Council feedback on what level of financial commitment the City is willing to apply for. Council directed staff to include Township, School, and local organization representatives to a joint meeting to discuss areas that need improvement and the amount of participation each group would consider feasible. Staff was also directed to hold off on submitting matching grant applications at this time.

4E. Request from Big Lake Sports Association

(This item was moved to the beginning of the Agenda and was discussed prior to item no. 4A)

Dan Loegering, President of the Big Lake Sports Association, informed Council that their Association is requesting that the City be their beneficiary if the Association dissolves and ceases to exist. Loegering indicated that the City would not face any liability to cover their debt if the City accepts the beneficiary status. Council directed the Association to provide a copy of their Articles of Incorporation to the City for the City Attorney's review prior to the City making a final decision on if the beneficiary status will be accepted by the City.

5. OTHER

Mike Goebel updated Council on the number of vacant shut-off's the City has processed since the winter season began. Goebel noted that 36 vacant houses have been shut-off, and that one property did receive flood damage from broken pipes.

Council Member Danielowski discussed her financial concern with the City's 5-year Capital Improvement Plan and questioned how the projects will be funded. Brad DeWolf reviewed the status of the Cobblestone project and noted that the developer most likely will not proceed with this project until at least 2011. Council Member Danielowski also informed Council that she is not in favor of completing the Hwy 10/25 intersection improvements due to budget concerns, reduced revenue, and the use of State Aid funds. Danielowski also noted that she would rather wait to see what dollars are in play before the City acquires the BP gas station. DeWolf reviewed potential funding options for the project. Mayor Kampa indicated she would like to have the BP gas station relocate in Big Lake. Council directed staff to provide a breakdown of all potential and certain funding for the project, the

projected cost of the project, and the potential for the loss of funds if the project isn't complete by a certain date.

Jim Thares provided a Rail Park update from discussions held at the December EDA Meeting. The general consensus of the Council was to allow the Mayor to execute a legally non-binding Option Agreement with Northstar Land, LLC after review by the City Attorney. Thares also informed Council that he will be presenting the feasibility report for this project to the Sherburne County Board of Commissioners in January.

6. ADJOURN

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

Gina Wolbeck
City Clerk

01/13/10
Date Approved By Council