

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 09, 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, Police Chief Sean Rifenberick, 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.

Fred Patch from Northwest Inspection Services LLC thanked the City for the 9 years of service they allowed his firm to provide. Patch also reviewed building department achievements during his tenure and noted that he would like to remain as the Consultant Building Official for the City of Big Lake.

Scott Qualley from MNSPECT, Inc. thanked the Council for the opportunity to bid on Building Official services. Qualley did clarify that the bid amount listed in the staff memo was incorrect and that his bid amount should be \$60 instead of \$120. Qualley also discussed the resources his staff has access to when conducting their Building Department duties and that turnover at his firm has been due to the current economic conditions. Jim Thares apologized for the bid error and did clarify that the correct amount should be listed as \$60.

Mayor Kampa closed the Open Forum at 7:09 p.m.

5. PROPOSED AGENDA

Council Member Danielowski motioned to adopt the proposed Agenda with the addition of item no. 7F – 2010 Vehicle Maintenance Quotes. Seconded by Council Member Heitz, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of November 18, 2009, 6B) Approve Council Workshop Meeting Minutes of November 18, 2009, 6C) Approve Committee Workshop Meeting Minutes of December 1, 2009, 6D) Accept Fire Fighter Resignation, 6E) Approve Donation Resolution No. 2009-103 accepting a donation from Klein Bank for the 2009 Halloween Party, 6F) Approve Forfeited Land Resolution No. 2009-104, 6G) Authorize Transfer from TIF District 1-1 to the Street Improvement Fund for the Hwy 10/25 Intersection Improvement Project, 6H) Approve Transfers to the General Fund for TIF Administration Activities, 6I) Approve Property Liability Insurance Deductible Increase, 6J) Approve 2010 Special Revenue Funds and Enterprise Funds, and 6K) Accept Police Reserve Resignation.

Council thanked Klein Bank for their donation towards the Big Lake Fire Department.

7. BUSINESS

7A. PUBLIC HEARING – Final 2010 Tax Levy and General Fund Budget

Corey Boyer reviewed the proposed 2010 Property Tax Levy and General Fund Budget. Based on the proposed budget and levy, the City tax rate will be approximately 42.62% which represents a 2.5% increase over the 2009 tax rate.

Mayor Kampa opened the public hearing at 7:22 p.m. No one came forward. Mayor Kampa closed the public hearing at 7:23 p.m.

Council Member Heitz motioned to approve Resolution No. 2009-105 adopting the Final 2010 Tax Levy and General Fund Budget. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Council Member Danielowski requested that a review of Building Department fees and procedures be included on the December Workshop Agenda.

7B. 2010 Fee Schedule Adoption

Corey Boyer reviewed proposed changes to the City Fee Schedule. Changes include a 3% increase to user rates for sanitary and storm sewer enterprises and the addition of a \$2.00 per transaction convenience fee for online and telephone credit card payments. Discussion was also held on commercial annexation requests. The City does not currently charge a fee for these types of annexation requests which do take substantial staff time along with direct costs to process. Council directed that the annexation fee item be further discussed by the Fee Committee with their final recommendation presented at a future Council Workshop.

Council Member Langsdorf motioned to approve Ordinance No. 2009-12 adopting the 2010 Fee Schedule. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Council Member Heitz motioned to approve Summary Publication Resolution No. 2009-106. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7C. Building Official Contract

Jim Thares reviewed the four RFP submittals for Building Official contracted services. All firms were interviewed by the Interview Committee and they were ranked according to plan review, permit issuance, inspections, and mentoring potential for in-house inspection staff. The Interview Committee recommended that the City Council authorize staff to enter into negotiations for a Building Official and Related Services contract with Inspectron, Inc. - as a first attempt until impasse and then Metro West, Inc. until impasse then MNSPECT, Inc. until impasse then Northwest Inspection Services, LLC, conduct relevant background checks and execute contract documents contingent on final review by the City Attorney by December 31, 2009.

Discussion was also held on switching from one consultant to another and current uncompleted projects. Council acknowledged that while a switch over will cost money, they feel the recommendation will be best for the City. Council also noted that the first ranked company would need to be willing to aggressively reduce their bid amount to be more in line with our current Building Official costs. Council discussed the need for the interview subcommittee members to meet with the chosen contractor and specific staff that would be appointed to work in Big Lake. Council also discussed the need for the current Building Official to finish out all projects that he has been paid for.

Council Member Langsdorf motioned to authorize staff to enter into negotiations for a Building Official and Related Services contract with Inspectron, Inc. - as a first attempt until impasse and then Metro West, Inc. until impasse then MNSPECT, Inc. until impasse then Northwest Inspection Services, LLC, conduct relevant background checks and execute contract documents contingent on final review by the City Attorney by December 31, 2009. Seconded by Council Member Backlund, unanimous ayes, motion carried

Council Member Heitz motioned to amend the previous motion changing the ranking order to 1) Inspectron, Inc., 2) Metro West, Inc, 3) Northwest Inspection Services, Inc, and 4) MNSPECT, Inc. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Project Status Report – City Engineer

Brad DeWolf reviewed the August Project Status Update and answered questions from the Council.

7E. NSP Program Update

Jim Thares updated Council on the Neighborhood Stabilization Program (NSP).

7F. 2010 Vehicle Maintenance Quotes

Scott Johnson reviewed the quotes submitted by AutoStop and Tire Maxx for vehicle maintenance services. AutoStop submitted the overall low quote and staff recommended Council accept the quote as submitted. Council Member Backlund asked that the two company's switch back and forth on years of providing service. Council Member Heitz noted that the current quote policy was approved by Council in order to provide the best price for the City. Council directed staff to include this item on the January or February 2010 Workshop Agenda for further discussion.

Council Member Heitz motioned to accept the AutoStop quote for 2010 vehicle maintenance services. Seconded by Council Member Danielowski, vote passed with a vote of 3:1:1 with Council Members Danielowski, Heitz, and Kampa voting aye, Council Member Backlund voting nay, and Council Member Langsdorf abstaining. Motion carried.

8. LIST OF CLAIMS

Council Member Danielowski motioned to approve the List of Claims ranging from Check No.57399 through Check No. 57473 and electronic payments 931E through 946E. Seconded by Council Member Langsdorf unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Scott Johnson reviewed discussions held with MNDOT and Metro Transit officials regarding the TOD area and potential City ownership of the old Park and Ride Lot located north of the Burlington/Santa Fe Rail line and west of CR 43. Staff is seeking Council consideration on a letter and Resolution of support for the City to take ownership of the lot. Council also discussed the need for adequate signage to clarify expectations for users of the lot if the City is granted ownership.

Council Member Heitz motioned to approve Resolution No. 2009-107 stating City of Big Lake support for City ownership of the Park and Ride lot located north of the Burlington/Santa Fe Rail line and west of County Road 43. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Reviewed the December NCDA Meeting.

Mayor Kampa: Reviewed the December Committee Meeting held in the City Council Chambers and reminded residents of the upcoming Town Hall Meeting scheduled on December 17th.

Council Member Langsdorf: Discussed the December Planning Commission Meeting.

11. OTHER

Mayor Kampa recessed the regular session at 8:19 p.m. to go to Closed Session for item 12. Labor Negotiations Strategy allowed under MN Statute 13D.03.

12. CLOSED SESSION – Labor Negotiations Strategy

Mayor Kampa opened the Closed Session at 8:24 p.m.

Council Members present: Dick Backlund, Raeanne Danielowski, Chuck Heitz, Lori Kampa, and Duane Langsdorf. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, and Police Chief Sean Rifenberick.

Scott Johnson updated Council on the status of negotiations with LELS. No action was taken by Council during Closed Session.

Council Member Heitz motioned to close the Closed Session and reconvene the regular

meeting at 8:32 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

13. ADJOURN

Council Member Heitz motioned to adjourn at 8:33 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 01/13/10