

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 26, 2011**

1. CALL TO ORDER

Mayor Lori Kampa called the meeting to order at 5:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, and Mike Wallen. Council Member Duane Langsdorf arrived at 5:07 p.m. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Fire Captain Paul Nemes, Liquor Store Manager Jan Kostrzewski, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m. No one came forward. Mayor Kampa closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

Council Member Danielowski motioned to adopt the proposed Agenda with the deletion of item no. 7E (Proposed TIF District 1-6 Resolution and Schedule of Events and the addition of item no. 7I (Authorization to Purchase New Squad). Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda as presented.

Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of January 12, 2011, 6B) Approve TIF Administration Transfers, 6C) Authorize Expo Booth Expenditure and Set a Council Gathering on March 6, 2011 from 11:00 a.m. to 3:00 p.m. for the Big Lake Chamber of Commerce Expo Event, 6D) Approve LELS Contract Changes Retroactively to January 01, 2011, and 6E) Approve the Exempt Permit to Sherburne County Pheasants Forever Organization to Conduct a One-Day Raffle at Marketplace Banquet and Conference Center.

7. BUSINESS

7A. RECOGNITION – Long Term City Employees Presentation of Certificates

Mayor Kampa presented years of recognition to all full-time City employees with ten years of service or more. Those employees recognized included Jon Moshier (30), Frank Anderson (27), Mike Goebel (25), Jan Kostrzewski (25), Kurt Goenner (22), Corey Flagg (17), Sean Rifenberick (16), Sandy Petrowski (15), Rich Berg (14), Terry Nordquist (12), Jim Thares (12), Charlie Gammon (12), Mike Ziemer (12), Stacey Fox (11), Laurie Morris (11), Gina Wolbeck (11), Troy Enebak (10), and Cathy Lindberg (10). Council thanked the recognized employees for their years of service.

7B. Sherburne County Attorney Kathleen Heaney Presentation

Sherburne County Attorney Kathleen Heaney reviewed information relating to prosecution services provided by the Sherburne County Attorney's Office for 2010. Council thanked Ms. Heaney for the services her office provides to the City.

7C. Big Lake Townhomes Preliminary Plat and Development Contract

Katie Larsen reviewed the planners report for the Big Lake Townhomes development application. The applicant is seeking approval on a Comprehensive Plan Amendment, PUD/Preliminary Plat Amendment for Wright's Crossing 3rd Addition, Preliminary Plat approval, and site and building plan review for the Big Lake Townhomes project. The site is located south of the Burlington Northern Railway, west of Eagle Lake Road South, and east of County Road 43. The project is proposed to consist of a four building, 33 unit townhouse development.

John Duffy of Duffy Development provided information on their project and discussed their expected timeline for completion. Duffy also noted that they would like to discuss changing the location of the boulevard trees along the eastern boarder of their project due to grading and sidewalk design. Duffy also discussed street lighting, the public connection to the rail station, the rebuilding of Donna Court, and phasing of the project in relation to the completion of the street section north of the project.

Council Member Langsdorf motioned to approve Resolution No. 2011-11 approving an amendment to the Big Lake Comprehensive Plan to change the Land Use Designation for the project known as "Big Lake Townhomes". Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution No. 2011-12 approving Wright's Crossing Third Addition Preliminary Plat Amendment, and a Planned Unit Development, Preliminary Plat and Site/Building Plan Review for Big Lake Townhomes and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. PUBLIC HEARING – Joint Small Cities Development Program/CDBG Program Application Tri-CAP administered

Jim Thares reviewed the joint grant application to fund an Owner Occupied Rehab Program. Thares indicated that upon Council approval, the grant will be submitted to the MN-DEED SCDP Small Cities Development Program. Big Lake is being asked to be the lead applicant and fiscal agent for a joint application along with the cities of Becker, Clear Lake, and Zimmerman. The total funding amount to be sought for the housing rehab program is \$400,000. The MN-DEED is requiring the City of Big Lake to contribute \$2,581 from previous housing activity program income dollars which will not come from the General Fund. The City is being asked to approve the Community Development and Housing Needs Citizen Participation Plan, a Resolution authorizing application for funding, and a Cooperative Agreement detailing the cooperative venture and responsibilities of the individual cities in the joint application and program.

Mayor Kampa opened the public hearing at 5:47 p.m.

Jim Thares reviewed the three goals of the program; 1) Maintain and, where necessary, strengthen and enhance the character of individual neighborhoods, 2) Provide safe, healthy, attractive high quality "life-cycle" residential units, and 3) Maintain a high quality residential environment through rehabilitation or, where necessary, redevelopment of substandard units. Undertake such actions through private means and/or public action, when feasible.

Don Meyerson from Tri-CAP reviewed the details of the grant funding request, the program interest survey results and the timeline for review and approval of the application.

No one else came forward. Mayor Kampa closed the public hearing at 5:59 p.m.

Council Member Danielowski motioned to approve and authorize City officials to execute the Citizen Participation Plan relating to the SCDP Housing Rehab grant application in the amount of \$400,000. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Danielowski motioned to approve Resolution No. 2011-13 allowing the City of Big Lake to be the lead applicant in a joint SCDP Housing Rehab grant application. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve and authorize City officials to execute a Cooperative Agreement detailing the cooperative venture and responsibilities of the individual cities in the joint SCDP Housing Rehab grant application and program. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. Proposed TIF District 1-6 Resolution and Schedule of Events

Item was removed from the Agenda.

7F. DONATION – Initiative Foundation

Scott Johnson informed Council that the City has received a \$1,000 donation from the Initiative Foundation which will cover half the expenses for the January 29, 2011 City Goals and Visioning Session.

Council Member Wallen motioned to approve Resolution No. 2011-14 accepting a \$1,000 cash donation from the Initiative Foundation which is to be used towards the 2011 City Goals and Visioning Session scheduled on January 29, 2011. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7G. City Engineer Update

Brad DeWolf reviewed the January 2011 engineering update. Council directed staff to schedule a tour of the Waste Water Expansion site in the spring of 2011.

7H. Building Official Update

Jim Thares reviewed the January Building Inspections Update.

7I. Authorization to Purchase New Squad

Sean Rifenerick discussed the possible purchase of a new 2012 Crown Victoria police vehicle from Elk River Ford for the approximate amount of \$21,900. The department recently experienced the loss of one squad car as a result of an accident. The order deadline for the State contract is March 1, 2011 and the City has received \$8,250 from insurance for the totaled squad. The remainder of costs could come from the police reserve fund which is comprised of forfeitures and vehicle sales and is intended for this type of purchase. Rifenerick also noted that costs for graphics, equipment and installation will be covered by insurance.

Council questioned what the police reserve balance will be after the squad purchase. Rifemberick noted that approximately \$25,000 will remain in the fund.

Council Member Wallen motioned to approve the purchase of a 2012 Crown Victoria Police Squad Car to replace the squad totaled as a result of an accident. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

8. LIST OF CLAIMS

Council Member Backlund motioned to approve the List of Claims ranging from Check No. 60018 through Check No. 60216, and Electronic Payments #1277E to #1290E. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Scott Johnson reviewed parking fees at Lakeside Park and noted that the rate difference between city residents and non-residents is based upon the tax dollars that city residents pay for the upkeep of the park and the recent improvements completed. Council Member Backlund stated that he feels there is too large of a gap between the resident and non-resident rates. Council directed staff to include this item on the February Workshop Agenda.

Johnson informed Council that the City has received an influx of development applications that will require restoring the Senior Planner Position to a 40 hour work week from January 31, 2011 through February 18, 2011. Johnson noted that this change is due to concerns with meeting deadline requirements for development applications.

Council Member Danielowski motioned to approve restoring the Senior Planner position to a 40 hour work week from January 31, 2011 through February 18, 2011. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Johnson reviewed quotes received on payroll services. Quotes were submitted by PayChex, Arnold A. Kahara LTD, and ADP which consisted of services for 26 payrolls per year in addition to providing W-2's for 60 employees. Johnson recommended that the City continue to use PayChex for payroll services based on their quote.

Johnson informed Council that Representative Mary Kiffmeyer is unable to attend an evening Council meeting but is able to provide a legislative update on Friday, January 28, 2011 at 8:00 a.m. in the City Council Chambers.

Council Member Danielowski motioned to Call for a Special Council Gathering on Friday, January 28, 2011 at 8:00 a.m. in the City Council Chambers for a legislative update from Representative Mary Kiffmeyer. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Danielowski questioned if the City's electronic check cashing fees are too high. Jan Kostrzewski clarified that the charges are credit card processing fees and that she will meet with the vendor to see if the city can obtain better rates.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Reviewed the January Special EDA Meeting.

Council Member Danielowski: Discussed the upcoming Taste of the Islands event that is being sponsored by the Big Lake Friends of the Library on February 25th.

Mayor Kampa: Reviewed the Joint City/Township/County/School meeting held on January 20th. Mike Goebel discussed the snowmobile races that were held in January and noted that the organizers did a great job of cleaning up the site after the event.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:40 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 02/09/2011