

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
DECEMBER 12, 2007**

1. CALL TO ORDER

Mayor Don Orrock 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, Chuck Heitz, Lori Kampa, Patricia May, and Don Orrock. Also present: City Administrator Scott Johnson, Finance Director Corey Boyer, Community Economic Development Director Jim Thares, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Liquor Store Manager Jan Kostrzewski, City Attorney Soren Mattick of Campbell Knutson, and City Engineer Brad DeWolf and Jared Voge of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Orrock opened the Open Forum at 7:01 p.m.

Doug Hayes, 531 Ormsbee Street –Big Lake Economic Development (BLEDA) Chair Hayes presented Council with a letter expressing the BLEDA's concern regarding negative comments made about various City Departments and/or staff during Council discussions at recent meetings. BLEDA members believe that the divisive comments could negatively impact the community's overall business/investment climate and requested that the Big Lake City Council strive to become a more unified body.

John Muir, 920 Powell Street – Informed Council that snow plow issues on Powell Street are still a concern and that the residents in this area have been waiting for corrective action. Mr. Muir requested that the City maintain the sidewalk area for this year and track the costs/staff time to evaluate if the City would consider continuing to maintain this area in the future. Council directed staff to include this item on the January 9, 2008 Council Regular Agenda for further discussion.

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

5. PROPOSED AGENDA

Council Member Kampa motioned to adopt the proposed Agenda as presented. Seconded by Council Member May, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Heitz motioned to approve the Consent Agenda with the removal of item 6T for separate consideration. Seconded by Council Member May, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of November 28, 2007, 6B) Approve Truth In Taxation Hearing Minutes of November 29, 2007, 6C) Approve Goal Setting Workshop Minutes of December 4, 2007, 6D) Approve Committee Meeting Minutes of December 5, 2007, 6E) Approve Resolution No. 2007-130 approving a Therapeutic Massage License for Donna Travis, 6F) Approve Resolution No. 2007-131 approving a Therapeutic Massage License Renewal for Sylvia Nelson, 6G) Approve Resolution No. 2007-132 approving a Liquor Violation Civil Penalty to Lake Center Liquor, 6H) Approve Resolution No. 2007-133 approving a Liquor Violation Civil Penalty to Russell's On The Lake, 6I) Approve Resolution No. 2007-134 approving a Liquor Violation Civil Penalty to Holiday Station Store #132, 6J) Approve Resolution No. 2007-135 approving an Inter-Fund Loan, 6K) Approve Transfers for Tax Increment Financing Administrative Activities, 6L) Approve Prepayments to Employee Health Savings Accounts, 6M) Approve Non-General Fund Budgets, 6N) Approve Acquisition of Parcels 65-019-4405 and 65-019-4419, 6O) Approve Memorandum of Understanding with LELS, 6P) Approve Waiver of Statutory Limits on Liability Insurance, 6Q) Approve Vehicle Maintenance Quote Recommendation, 6R) Approve Resolution No. 2007-136 calling for a Public Hearing to Establish a Redevelopment Project Area, and 6S) Approve Donation Resolution No. 2007-137 accepting a donation to the Police Department.

6T) Approve a Joint Powers Agreement for the Expansion of Big Lake Industrial Park East
Soren Mattick reviewed the Joint Powers Agreement between the City of Big Lake and Big Lake Township for joint ownership of the Big Lake Industrial Park East Expansion Project. Mr. Mattick indicated that the Agreement is required by Bond Counsel.

Council Member Heitz motioned to approve Joint Resolution No. 2007-07 approving the Joint Powers Agreement between the City of Big Lake and Big Lake Township for joint ownership of the Big Lake Industrial Park East Expansion Project and to authorize staff to negotiate minor changes to the Agreement. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7. BUSINESS

7A. 2008 City Council Goals and Priorities

Scott Johnson discussed the Council Goals and Priorities established at the December 4th Goal Setting Workshop. Council discussed various changes to the draft document and asked that Item No. 1 be re-titled to read as "Explore options on maximizing use of City owned building projects", and that Item No. 5 to be moved as a bulleted item under Item No.1.

Council Member Heitz motioned to approve the 2008 City Council Goals and Priorities with the changes as discussed. Seconded by Council Member May, unanimous ayes, motion carried.

7B. SFHAP Loan Request - Brown

Jim Thares discussed the loan request submitted by Michael and Shawna Brown to provide financial assistance to purchase a single family home on Traverse Lane. Council questioned if the City should be putting loan proceeds into these types of properties, or if the money would be better distributed going towards the resale of foreclosed properties. Mr. Thares indicated that staff will be looking at various grant options to secure additional funding.

Council Member May motioned to approve a \$5,000.00 Single Family Housing Affordability Loan to Michael and Shawna Brown. Seconded by Council Member Kampa, unanimous ayes, motion carried.

7C. SFHAP Loan Request - Milstein

Jim Thares discussed the loan request submitted by Ryan and Tristan Milstein to provide financial assistance to purchase a single family home on Mitchell Road. Mr. Thares indicated that upon approval of this loan request, the SFHAP balance will be zero and that staff will continue to research options to acquire additional monies to continue to fund this program. Mr. Thares also informed Council that these types of loans are set up as deferred mortgages which are forgiven after a specific period of time as long as ownership does not change on the property.

Council Member Kampa motioned to approve a \$4,500.00 Single Family Housing Affordability Loan to Ryan and Tristan Milstein. Seconded by Council Member May, unanimous ayes, motion carried.

7D. Final 2008 Tax Levy and General Fund Budget

Corey Boyer reviewed the Truth in Taxation Hearing that was held on November 29, 2006 and discussed the proposed final 2007 Tax Levy and General Fund Budget. Mr. Boyer also discussed the 5-Year Capital Improvement Plan.

Council Member Heitz motioned to Approve Resolution No. 2007-138 adopting the Final 2008 Tax Levy and General Fund Budget. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Council Member Kampa motioned to approve the 5-Year Capital Improvement Plan. Seconded by Council Member May, unanimous ayes, motion carried.

7E. 2008 Schedule of Fees

Corey Boyer reviewed the proposed changes to the 2008 Schedule of Fees. Council requested that Lakeside Park Pass fees be reviewed again at an upcoming Workshop.

Council Member Heitz motioned to approve Ordinance No. 2007-16 adopting the Schedule of Fees for 2008, and approving Resolution No. 2007-139 authorizing summary publication of Ordinance No. 2007-16. Seconded by Council Member Kampa, unanimous ayes, motion carried.

8. LIST OF CLAIMS

Council Member Kampa motioned to approve the List of Claims ranging from Check No.52453 through Check No. 52532. Seconded by Mayor Orrock, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Jim Thares updated Council on staff's efforts in contacting property owners and/or lenders of foreclosed properties. Mr. Thares indicated that a letter was recently sent out to inform owners of programs being offered by the City and City Ordinance requirements in hopes that the properties are maintained properly.

Corey Boyer informed Council of a request submitted by The Big Lake Clinic for Tax Abatement. Staff previously met with the developers for this project prior to construction of the facility and no request was made at that time. Mr. Boyer explained that Tax Abatement determination normally occurs prior to construction and that this project does not meet the criteria for assistance as the structure is already substantially built. Mr. Boyer informed

Council that the request was denied by the BLEDA at their December meeting. Council Member Heitz motioned to deny the request for Tax Abatement submitted by The Big Lake Clinic and to authorize staff to refund their application fee in the amount of \$1,500.00. Seconded by Council Member Kampa, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Heitz: Updated Council on the December EDA and NCDA Meetings. He also discussed the ribbon cutting ceremony held at "On The Run". Council Member Heitz also discussed the need for a timeline to be established on Council Goals and that subcommittees should be established for each goal.

Council Member Kampa: Discussed the City's contribution towards treating the lakes for Milfoil.

Mayor Orrock: Discussed the annual Committee Meeting held on December 5th. Mayor Orrock also asked each of the Council Members to review the Committee Appointments and be prepared to discuss any changes at the January 9th meeting.

Council Member May: Reviewed the December Parks Advisory Board Meeting and directed staff to prepare an Ordinance Amendment to eliminate member term limitations for consideration at the January 9th meeting.

11. OTHER

No other.

12. ADJOURN

Council Member May motioned to adjourn at 7:54 p.m. Seconded by Council Member Kampa, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 01/09/08