

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 13, 2010**

**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, Liquor Store Manager Jan Kostrzewski, 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. No one came forward. Mayor Kampa closed the Open Forum at 7:02 p.m.

**5. PROPOSED AGENDA**

Council Member Danielowski motioned to adopt the proposed Agenda with the addition of item no. 7G. LELS Memorandum of Understanding. Seconded by Council Member Heitz, unanimous ayes, agenda adopted.

## **6. CONSENT AGENDA**

Council Member Heitz motioned to approve the Consent Agenda as presented. Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of December 9, 2009, 6B) Approve Council Workshop Meeting Minutes of December 16, 2009, 6C) Approve Resolution No. 2010-01 accepting the American Legion Donation to the Police Department, 6D) Approve Resolution No. 2010-02 accepting the Caring Rivers United Way Donation to the Police Department, 6E) Accept Police Reserve Officer Resignation, 6F) Approve Fire Fighter Appointments, 6G) Authorize Recruitment for a Part-Time Police Transcriptionist, 6H) Approve Interfund Loan Resolution No. 2010-03 for the Big Lake Industrial Park East Expansion, 6I) Approve Reimbursement Resolution No. 2010-04, 6J) Approve Final Pay Application for the Public Works Remodeling Project, 6K) Approve Re-Appointment of EDA Member Doug Hayes, 6L) Approve Re-Appointment of Planning Commissioners Scott Marotz and Patricia May and Appoint Scott Marotz as Chair and Ketti Green as Vice Chair, 6M) Approve Appointment of Katrine Nau as the Parks Advisory Board Chair, 6N) Accept Parks Advisory Board Resignation and Authorize Advertising to Fill Vacancy, 6O) Approve Transfer for Wine Tasting Event Security, 6P) Approve Transfer for Lift Station Maintenance, 6Q) Approve Transfer for Tax Increment Financing Administration Activities, and 6R) Authorize Expo Booth Expenditure and Set a Council Gathering on March 7, 2010 from 11:00 a.m. to 3:00 p.m. for the Big Lake Chamber of Commerce Expo Event.

## **7. BUSINESS**

### **7A. DONATION PRESENTATION – Spud Fest Organization**

Geoff Randall from the Spud Fest Organization presented the Big Lake Police and Fire Departments with donations of \$375.00 each. Council thanked Spud Fest for the donations.

Council Member Heitz motioned to approve Resolution No. 2010-05 accepting donations from the Big Lake Spud Fest Organization in the amounts of \$375.00 to the Police Department and \$375.00 to the Fire Department. Seconded by Council Member Backlund, unanimous ayes, motion carried.

### **7B. December 16, 2009 Council Workshop Update**

Scott Johnson reviewed discussions held at the December 16<sup>th</sup> Council Workshop.

### **7C. Big Lake Sports Association Beneficiary Update**

Soren Mattick reviewed the offer from the Big Lake Sports Association to list the City of Big Lake as their beneficiary. Mattick clarified that the City would not be obligated to accept any assets of the BLSA if they cease to exist.

#### **7D. Big Lake TOD Area Master Plan**

Katie Larsen reviewed the Big Lake TOD Area Master Plan that was drafted by LSA Design, Inc. The Plan incorporates the ideas and suggestions brought forward at TOD meetings and the Public Open House held in December as to the type of development the City envisions near the Northstar Station. The Master Plan will become part of the TOD Zoning Ordinance and will remain a flexible document to meet the needs of the City and potential developers. Council Member Heitz noted that the TOD Committee will discuss the declining need for future TOD meetings and that future planning for site specific areas could be addressed and reviewed by the Planning Commission.

Council member Heitz motioned to approve Resolution No. 2010-06 approving the Big Lake TOD Area Master Plan. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

#### **7E. Electrical Hook-Up Cost Discussion**

Sean Rifenberick reviewed costs associated with plugging in staff vehicles at the Police Department. The request came from Police Department staff who work 10 to 12 hour shifts. The potential cost for allowing staff to plug in their vehicles would be \$55.00 per vehicle over the winter months. Council discussed the need to be fair to all employees. Council also clarified that any additional costs not covered by employees would need to come from the police department budget.

Council Member Heitz motioned to authorize Police Department staff to use electrical hook-ups on their personal vehicles with a one-year look back clause. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7F. Approve 2010 Council Appointments**

Scott Johnson discussed the proposed Committee appointments for 2010. Johnson noted that Jim Thares should be listed as the Weed Inspector instead of Mike Goebel.

Council Member Danielowski motioned to approve Resolution No. 2010-07 adopting the 2010 Official City Appointments with the change to the Weed Inspector Appointment as discussed. Seconded by Council Member Backlund, unanimous ayes, Motion carried.

#### **7G. LELS Memorandum of Understanding**

Scott Johnson reviewed the labor negotiations with LELS relating to the proposed 2010 insurance agreement for Police Union employees.

Council Member Heitz motioned to approve the LELS contract changes retroactive to January 1, 2010. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

## **8. LIST OF CLAIMS**

### **8A. Consider List of Claims**

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 57474 through Check No. 57691 with the exception of Check No's. 57685 and 57686 for separate consideration, and Electronic Payments #947E to #972E. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

### **8B. Consider AutoStop Payment in the Amount of \$7,712.08**

Council Member Heitz motioned to approve payment of Check No. 57686 in the amount of \$7,712.08 payable to AutoStop, Inc. Seconded by Council Member Backlund, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Backlund, Danielowski, Heitz, and Kampa voting aye and Council Member Langsdorf abstaining. Motion carried.

### **8B. Consider Audio Communications Payment in the Amount of \$3,199.75**

Council Member Langsdorf motioned to approve payment of Check No. 57685 in the amount of \$3,199.75 payable to Audio Communications. Seconded by Council Member Heitz, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Heitz, Kampa, and Langsdorf voting aye and Council Member Backlund abstaining. Motion carried.

## **9. ADMINISTRATOR'S REPORT**

Scott Johnson discussed the request submitted by the Sherburne County Pheasants Forever Organization to hold a one-day raffle at the Marketplace Banquet and Conference Center on February 27, 2010.

Council Member Danielowski motioned to approve the exempt permit request to the Sherburne County Pheasants Forever Organization at Marketplace Banquet and Conference Center located at 16722 – 198<sup>th</sup> Avenue North on February 27, 2010. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

Mike Goebel reviewed the recommendation of the Parks Advisory Committee to allow its members to solicit donations for the June 19, 2010 Pollinator Day event scheduled at McDowall Park.

Council Member Danielowski motioned to authorize Parks Advisory Committee Members to solicit donations for the June 19, 2010 Pollinator Day event scheduled at McDowall Park. Seconded by Council Member Heitz, unanimous ayes, motion carried.

Jim Thares reviewed the Consultant Building Official RFP status. Staff successfully negotiated a Contract for Building Official and Related Services with Inspectron, Inc. and the firm began providing services effective January 1, 2010. Staff will be meeting with Ron Wasmund from Inspectron, Inc. by the end of January to review future procedures within the department. Thares clarified that former Building Official Fred Patch is continuing to complete projects that were started prior to the end of his contract.

**10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Council Member Backlund: Reviewed the January Parks Advisory Committee Meeting.

Council Member Danielowski: Discussed the January EDA and Community Education Advisory Meetings. Council Member Danielowski also thanked the Big Lake Public Works crew for their snowplowing services over the holidays. Council Member Danielowski informed Council and the public of the upcoming Big Lake Friends of the Library Taste of Europe Fundraiser event.

Council Member Heitz: Discussed the Marketing Committee efforts and the future changes to the City Website. Council Member Heitz also informed Council and the public that Metro Transit has started to allow over-night parking at Northstar Station Sites.

Council Member Langsdorf: Discussed the January Planning Commission Meeting.

**11. OTHER** – No other.

**12. ADJOURN**

Council Member Heitz motioned to adjourn at 7:59 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 01/27/10