

**BIG LAKE CITY COUNCIL  
WORKSHOP MEETING MINUTES**

**APRIL 21, 2010**

**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, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**3. PROPOSED AGENDA**

Council Member Danielowski motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

**4. BUSINESS**

**4A. Annexation Detachment – Informational Update**

Katie Larsen reviewed the annexation detachment process per State Statute 414.06. A property owner wishing to detach property from the City limits would be required to submit a written request, a boundary map with legal description, list the number and character of buildings, identify the population of the site, and identify any municipal improvements. Council directed staff to contact Sherburne County to find out more information on tax rate calculations for unimproved annexed areas.

**4B. Police Department Roof Quotes Update**

Sean Rifenberick reviewed the proposed specifications for the Police Department roof replacements and masonry repair quotes. Staff will be seeking quotes from various vendors based on the specifications.

**4C. Lake Treatment Update**

Mike Goebel provided information on the lake locations that will be treated this year for Eurasian Watermilfoil and Curly-Leaf Pondweed. The City has received a \$15,000 DNR Grant which will cover the cost of the treatments.

#### **4D. City Facilities Tour Discussion**

Scott Johnson asked for Council feedback on City Goal No. 9 – Begin the planning process for a new City Hall/Police Department Facility. In an effort to begin this process, staff recommended the Building Committee members tour other communities that have multi-purpose buildings. This type of tour would provide valuable information that can be used in future planning. Council Members Backlund and Langsdorf would be willing to attend tours later in the summer.

#### **4E. Social Host Ordinance Discussion**

Sean Rifenberick provided information on Social Host Ordinance regulations from various communities and asked for Council feedback on if this type of Ordinance would be appropriate for Big Lake. Council members noted that this type of Ordinance could be a good pro-active step, and directed staff to continue to get more information on a Social Host Ordinance.

#### **4F. RFP for Collection Agency Services Update**

Corey Boyer reviewed the draft RFP for collection agency services. Unpaid utilities would be the main accounts submitted for collection, but the RFP does indicate there could be other types of accounts submitted also. The standard practice for collecting unpaid account would still be through the assessment process. The collection agency would be more utilized to collect from residents who have moved from a property and have a delinquent balance remaining. Council questioned why this service can't be done by City staff. Boyer noted that staff will continue to attempt the initial collection, but when those efforts are not successful, the collection agency would be utilized.

#### **4G. Engineering Fee Discussion**

Corey Boyer reviewed information that was gathered from surrounding communities on what they are paying for engineering services. A summary was also given on the project savings the City has received on past Bolton and Menk projects, and Big Lake community events they have contributed towards. Discussion was also held on Bolton and Menk's donation offer to provide one staff person for the months of June, July, and August to complete GPS data collection. Council members noted that it is not fair to blame Bolton and Menk for their submitted fees when Council has ordered the work. It was also noted that Bolton and Menk projects have continuously come in at, or under budget, and that their work crews are respectful and professional on the job sites. Staff commented that service is key, and that it would be a disservice to go backwards and bring on a new engineering firm at this time.

#### **4H. Council Code of Conduct Ordinance/By-Laws Discussion**

Scott Johnson provided information on the City's By-Laws and asked for Council feedback on if they want to see these By-Laws in an Ordinance format as requested by Mayor Kampa. The Mayor explained her concern that there is no penalty for Council not following the By-Laws. Council directed staff to work with the City Attorney's office to determine appropriate penalties for violating the City Council By-Laws.

#### **5. OTHER**

Katie Larsen displayed sample designs of reader board and monument directional signage. The City has a funding opportunity through the SHIP committee and staff will obtain possible pricing on these types of signs. Council directed staff to also obtain pricing on a potential "Welcome to Big Lake" sign at the east side of town. Larsen also reviewed the portable sign Ordinance and how it affects multi-tenant facilities. Council directed staff to send out a "Sign Ordinance" fact sheet to all multi-tenant facilities to encourage compliance with the City Sign Ordinance.

Mike Goebel informed Council that there will be another Joint Committee Meeting for discussion on a possible future Athletic Complex on May 10<sup>th</sup> at 7:00 p.m.

Scott Johnson and Council Member Heitz provided an update from the Ice Association Committee Meeting that was held on April 19<sup>th</sup>.

#### **6. ADJOURN**

Council Member Heitz motioned to adjourn at 7:43 p.m. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

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City Clerk

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Date Approved By Council