

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES
FEBRUARY 20, 2013**

1. CALL TO ORDER

Mayor Danielowski called the meeting to order at 6:00 p.m.

2. ROLL CALL

Council Members present: Dick Backlund, Nick Christenson, Raeanne Danielowski, and Mike Wallen. Council Member Seth Hansen was absent. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Public Works Director Mike Goebel, Police Chief Joel Scharf, City Attorney Soren Mattick, and City Engineer Brad DeWolf from Bolton and Menk, Inc.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. Big Lake Food Shelf Fundraiser Update

Amy Robertson from the Big Lake Food Shelf provided information on their upcoming fundraiser for the Food Shelf March Food Drive.

4B. TIF/Abatement/Bonding Information – Ehler’s and Associates Presentation

Shelly Eldridge and Stacie Kvilvang from Ehler’s and Associates presented information on Tax Increment Financing, Abatement, and Bonding options. Eldridge and Kvilvang also identified tools available to the City for assisting businesses. Discussion was also held on tax forfeited parcels located in the Lake Street Cottages TIF District.

Council Member Wallen left the Workshop at 6:43 p.m. for a Church commitment.

4C. City Attorney Update

Soren Mattick discussed the easement issue at the former liquor store site. Council directed that this item be brought back to the March Workshop so the full Council can decide on the next step. Mattick also discussed the City's involvement in community run events and suggested that staff meet with the City's insurance agent for an insurance review. Mattick reviewed the City's current Tobacco Ordinance and how it regulates smoke shops. Council directed staff to continue to monitor the Ordinance and to bring revisions back to Council if it becomes necessary.

4D. Former Biosolids Property Discussion

Mike Goebel discussed the 27.71 acre City owned property that was formerly used for land application of liquid biosolids. Goebel explained that with the new treatment process, the field will no longer be used for land application. Goebel has had discussions with a couple different local farmers and there is some interest in either purchasing the property or leasing. The City had also been approached by the Amateur Baseball Association last year, asking the City to turn this site into a baseball facility. Council directed that this item be brought back to the March Workshop so the full Council can decide on the next step.

4E. Police Station Building/Broker's Opinion Update

Todd Bodem discussed the Broker's Opinion provided on the former Police Station building. The Broker's Opinion was conducted by Andrew Odney from Colliers International which came back with a potential marketable value of \$190,000. Joel Scharf reviewed needs of the department if the space is sold. Mike Goebel offered to meet with Scharf to look at possible storage locations at the Waste Water Treatment Plant or the Water Treatment Plant. Council Member Backlund noted that the City invested approximately \$600,000 into the property to convert it into a police department and unfortunately will most likely only see less than \$200,000 in a sale. Council directed staff to bring back a listing agreement for full Council consideration.

4F. Smith Property Discussion

Mayor Danielowski reviewed discussions she had with Steve Smith who owns the Smith property next to the Fire Station. Danielowski noted that the family is asking \$175,000 for the homestead parcel with an option to purchase the property to the south and east of the homestead site for a future municipal campus possibly to house a future city hall, police station, and public library. Council suggested staff get a market analysis on the property and to find out what the cost would be for Hay Dobbs to redesign their conceptual drawing of the fire station site to include these properties. Council discussed possible funding options to purchase this site. Paula Mastey noted that the City could do an Interfund loan from the sewer fund and levy dollars during the next budget cycle to repay the Interfund loan. Soren Mattick discussed the possibility of a Contract for Deed agreement.

4G. Fee Schedule Discussion

Paula Mastey discussed the 2013 fee schedule and the need to repeal the \$5.00 sewer and water duplicate bill fee due to postage costs associated with charging the fee. Mastey also reviewed the water access charge 5 unit cap that is listed on the fee schedule. Staff is recommending the 5 unit cap wording be removed from the fee schedule. Council directed staff to prepare an Ordinance amending the 2013 Fee Schedule for Council consideration at an upcoming meeting.

4H. Communications Committee Discussion

Mayor Danielowski discussed setting up a Communications Committee to help improve communication to our citizens. Council discussed appointing Council Members Mike Wallen and Dick Backlund to the newly formed committee, along with staff consisting of Leslie Dingmann, Gina Wolbeck, and Joel Scharf.

4I. Community Development Department Update

Todd Bodem reviewed various positions within the Community Development Department. Discussion included continuing with Consultant Planner Ben Wikstrom for all Planning services, and the option of utilizing Mick Kaehler in a more broad perspective within the Building Department. Bodem also reviewed the contracts submitted by the Decklan Group pertaining to services for marketing and Economic Development assistance. Bodem explained that the immediate need in the department is managing the NSP program. The Decklan Group has indicated that they will not be providing this service. Bodem also discussed staff's recommendation to hold off on marketing services until the Economic Development Specialist returns from leave and to utilize current staff and consultants to assist with Economic Development while Leslie Dingmann is on leave. Bodem also discussed the NSP program which is a work in progress. Bodem noted that Dingmann put great effort into bringing the program up to speed, and that we are currently at the construction phase of the program which will mainly be handled by the inspections staff. Council directed staff to bring the building department change recommendation to the next Council Meeting for further discussion. Council also directed staff to proceed with economic development efforts utilizing current staff and consultants and to report back to Council if the work load during Dingmann's leave becomes too much of a burden.

5. OTHER

Mike Goebel informed Council that the local game warden will be conducting animal control at Keller Lake and the McDowall Park pond area during the winter months to control the muskrat population. Todd Bodem discussed Council Member Hansen's request to have Hay Dobbs do a presentation to the Planning Commission on the Municipal Space Needs Study. Bodem discussed the potential cost for this presentation and staff suggested the Planning Commission view the recorded presentation given at the Council Meeting. Council

also directed staff to provide paper copies of the study to Planning Commissioners. Council Member Backlund discussed junk and blight code issues throughout the City and suggested that the police reserves be utilized to help identify problem areas. Mayor Danielowski discussed various topics including the snowmobile trail along CR 43 and how it interferes with pedestrian traffic, the feasibility of a solid waste contract process, City and EDA information at the Business Expo, sidewalk plowing at the southwest corner of Hwy 10/25, submittal of the Safe Routes to School Grant application, the Sherburne County pedestrian survey, and asked staff to contact Riverwood Bank to inquire if they are marketing their foreclosed properties. Council Member Backlund informed Council that there is talk around town that the City has given the Spud Fest Organization a cash donation. Council clarified that the City has not given any financial assistance to the Spud Fest Organization.

6. ADJOURN

Council Member Backlund motioned to adjourn at 9:40 p.m. Seconded by Council Member Christenson unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

2/27/13
Date Approved By Council