

**BIG LAKE CITY COUNCIL
WORKSHOP MEETING MINUTES**

MARCH 16, 2011

1. CALL TO ORDER

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

2. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Scott Johnson, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Police Chief Sean Rifenberick, Fire Chief Randy Miller, Public Works Director Mike Goebel, and Liquor Store Manager Jan Kostrzewski.

3. PROPOSED AGENDA

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

4. BUSINESS

4A. 2010 Year-End Department Reports

The following individuals reviewed their department's 2010 year end reports and answered questions of the Council: 1) Police Chief Sean Rifenberick; 2) Public Works Director Mike Goebel; 3) Liquor Store Manager Jan Kostrzewski; 4) Community Development Director Jim Thares; 5) City Administrator Scott Johnson; and 6) Fire Chief Randy Miller.

Various topics were discussed during the year end reports. Topics included the value of the Police Reserve Program, water shut-offs, the potential for an Adopt-A-Park Program, the Sherburne County Sentence to Serve Program, the sale of Lakeside Park Passes at the Municipal Liquor Store, and the vacant lease space at Lake Shopping Center.

4B. 2010 CDD Staff Billable Time Allocations

Jim Thares reviewed the hours his department has allocated to the Neighborhood Stabilization Program and various Tax Increment Financing Districts in 2010. Thares noted that the billable allocations are reimbursable to the general fund to cover staff time.

4C. NSP Rehab Project Update

Jim Thares provided an update on the two NSP rehab projects located at 5647 Loon Drive and 1120 Powell Street North. Thares noted that work is continuing at both sites and completion dates are expected sometime in March. There were significant change orders for additional work at both properties due to bringing the structures into code compliance.

Staff will be bringing a budget adjustment request to Council at the March 23rd meeting to cover these extra expenses so there will not be a cost to the general fund or local tax dollars. Both projects contained sizeable contingency line item reserves for these types of issues, but more issues were identified than what was expected. Thares reviewed each of the change orders and the estimated amount of the proposed budget adjustments. Thares also discussed upcoming marketing efforts for the two properties and noted that the listing agent, Bruce McAlpine from Edina Realty, has suggested a selling price in the mid to upper \$150,000's for the Powell Street property due to the improvements that have been made to the structure.

5. OTHER

Katie Larsen reviewed the City's Sign Ordinance and how portable sign permits are processed and issued. Larsen also asked for Council feedback on offering a one-time temporary banner sign permit at no charge for new businesses who want to post a Grand Opening banner sign. Larsen explained that that City would still require Sign Permits for these signs and would require that the applicant meet all regulations of the Sign Ordinance. The general consensus of the Council was to allow the one-time fee waiver.

Katie Larsen also discussed a parcel located on Range Pole Point where the structure was built up to the 30 foot rear setback so the owner isn't allowed to construct an elevated deck in front of their sliding glass door without a variance. Larsen asked for Council feedback on the City waiving 50% of the variance fee due to the extenuating circumstance. The general consensus of the council was to allow a 50% reduction to the variance fee.

Scott Johnson reminded Council of the scheduled Legislative Update meeting on Friday, March 18th with Representative Kiffmeyer that will be held in the Council Chambers beginning at 8:00 a.m. Johnson also updated Council on staff's efforts to obtain information on the Monticello Nuclear Plant emergency planning guide/calendar. Residents have been contacting the City since the earthquake/tsunami in Japan and the nuclear concerns that have arisen from that catastrophe.

6. ADJOURN

Council Member Wallen motioned to adjourn at 7:02 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
City Clerk

03/23/11
Date Approved By Council