

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MARCH 28, 2012**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, Finance Director Paula Mastey, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Acting Police Chief Steve Doran, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, City Attorney Soren Mattick of Campbell Knutson, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

4. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m. No one came forward. Mayor Kampa closed the Open Forum at 5:02 p.m.

5. PROPOSED AGENDA

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

6. CONSENT AGENDA

Council Member Danielowski 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 Special Council Meeting Minutes of March 9,

2012, 6B) Approve Regular Council Meeting Minutes of March 14, 2012, 6C) Approve Council Workshop Minutes of March 21, 2012, 6D) Authorize the Sending of City/Police Vehicles and Miscellaneous Items to Auction, 6E) Authorize Advertisement for Open Police Reserve Position in the West Sherburne Tribune, 6F) Authorize the Use of Lakeside Park for the Big Lake Women of Today Annual Easter Egg Hunt on Saturday, March 31, 2012, and 6G) Appoint Council Liaisons to Park Advisory Committee & Big Lake Economic Development Authority (BLEDA).

7. BUSINESS

7A. March 21, 2012 Workshop Update

Todd Bodem provided an update on the March 21, 2012 City Council Workshop.

7B. Municipal Separate Storm Sewer System Permit Public Meeting

Mike Goebel discussed the Municipal Separate Storm Sewer System Permit and the annual public meeting that is required addressing the City's Storm Water Pollution Prevention Program.

Mayor Kampa opened the public meeting at 5:06 p.m. No one came forward. Mayor Kampa closed the public meeting at 5:07 p.m.

7C. 2012 Clean Up Day Agreement

Todd Bodem reviewed the 2012 Clean Up Day Agreement produced by Big Lake Township. The event is scheduled on May 5, 2012 from 9:00 a.m. to 3:00 p.m. Big Lake Township coordinates the event along with coordinating volunteers. The Township has requested that the City consider approval of a formal agreement between all participating municipalities which will outline the responsibilities and expectations of the event so it can continue to be a success. Bodem noted that the Agreement stipulates the City's commitment of providing at least 6 volunteers to help staff the event. Bodem clarified that these 6 volunteers would be comprised of elected and appointed salaried officials and any of their family members that are willing and able to help. Big Lake Township officials have also requested that volunteers commit to work the entire event. The Agreement states that if the City is not able to provide the labor, the City will be invoiced for the hiring of necessary labor to fulfill the obligation. Bodem also discussed the need for Council to set a Special Gathering due to a quorum of Council Members likely helping out at the event.

Council Member Danielowski motioned to Set a Council Gathering on Saturday, May 5, 2012 from 9:00 a.m. to 3:00 p.m. for the 2012 Clean Up Day event at the Town Hall Recycling Center located at 20150 166th Street, Big Lake, MN and Approve the 2012 Clean

Up Day Participation Agreement. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Department Updates

City Engineer Brad DeWolf from Bolton and Menk discussed the Wastewater Treatment Plant construction project, the proposed Big Lake Rail Park, the Big Lake Townhomes project, Cherrywood of Big Lake, Northern Star Apartments, the upcoming KleinBank project, and the Lake Shopping Center 4th Addition project. DeWolf also updated Council on the County Road 43 Improvement project which is projected to start construction in July. DeWolf also informed Council that the City was notified that House File 1921 relating to the Rail Park hasn't made it into the bonding bill but that staff will continue to look for other funding sources for the Rail Park project.

Building Official Larry Wasmund from Inspectron, Inc. discussed the number of permits issued in February. Wasmund informed Council that he will be resigning from Inspectron, Inc. effective April 4, 2012 as he has accepted a full-time position with the City of Mankato in their Building Department. Wasmund informed Council that he will continue assisting Inspectron with Commercial permits. Council thanked Wasmund for the work he has done for the City.

Finance Director Paula Mastey updated Council on the Finance Department activities. Mastey informed Council that the annual audit is done and will potentially be presented to Council at the 2nd meeting in April. Mastey also discussed the status of the in-house utility billing process, options for credit card vendors, and the process for the upcoming bond refunding with Ehler's and Associates.

Katie Larsen discussed Community Development projects underway and reviewed the bids that were submitted for the Municipal Facilities Analysis RFP. Staff and members from the Building Committee have reviewed the bids and have designated the top 3 submittals that will be interviewed on April 4, 2012. Larsen noted that a final recommendation will be brought back to Council at a future meeting. Larsen also discussed the NSP Program, the Hwy 10/5 redevelopment area, the Friendly Buffalo expansion project, the upcoming Klein Bank project, and BRE Committee visits.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 62525 through Check No. 62600, and Electronic Payments #1649E to #1668E. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

Mike Goebel discussed the campsite land located next to the River Oaks Park that is for sale along CR 5 in Big Lake Township. The Park Advisory Board has shown an interest in acquiring this land to be used as a future park. Goebel noted that each of the Council Members has had an opportunity to individually tour the site.

Mayor Kampa motioned to allow staff to enter into a First Right of Refusal Agreement for the campsite land located along CR 5 in Big Lake Township. Seconded by Council member Backlund, unanimous ayes, motion carried.

Council Member Wallen discussed ownership of the foreclosed parcel and indicated that the site is owned by Fannie Mae/Wells Fargo. Wallen explained that our only course of action with making an offer on mortgage's that are held by Fannie Mae is to write a purchase agreement and that we aren't allowed to tie it up in any other form or fashion. Wallen also discussed the 10-day inspection period which would be the time that the agreement would be considered a pending sale and would allow the City time to do our due diligence on inspecting the property. Soren Mattick discussed the 10-day inspection period and noted that due to the potential for debris removal and confirmation on septic/well inspection results, language can be built into the purchase agreement to protect the buyer of the property. Goebel reviewed the park dedication fund that is used when the City purchases park land and equipment. These funds are acquired from developers as a requirement of Development Contracts when new plats/developments are approved.

Mayor Kampa motioned to rescind her previous motion and to motion to allow staff to enter into a purchase agreement for the campsite land located along CR 5 in Big Lake Township. Seconded by Council Member Backlund, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Asked Captain Doran to provide an update on activities in the Police Department. Acting Police Chief Doran reviewed the Phoenix System which is now being used as the new records management system and in car computer systems. Doran also discussed the annual report they are working on, and the departments' efforts in gearing up for upcoming summer events.

Council Member Danielowski: Reviewed recent BRE visits at Remmele Engineering, John Weicht and Associates from Keller Lake Commons, and BP Athletics. Council Member Danielowski also updated Council on recent marketing committee meetings, the March Community Education Advisory Meeting, and the Lions Club Pancake Breakfast held last weekend.

Council Member Wallen: Reviewed the Municipal Space Needs Study RFP bid opening that he attended as a member of the Building Committee.

11. OTHER

Council Member Langsdorf motioned to recess the regular session at 5:40 p.m. to go to Closed Session for item 12) Attorney/Client Privilege allowed under MN Statute 13D.05, subd. 3b. Seconded by Council Member Backlund, unanimous ayes, motion carried.

12. CLOSED SESSION – (Attorney/Client Privilege – Review Demand from Sean Rifemberick)

Mayor Kampa opened the Closed Session at 5:47 p.m.

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, and City Attorney Soren Mattick of Campbell Knutson.

City Attorney Soren Mattick updated Council on the demand presented by Sean Rifemberick. No action was taken on this item during closed session.

Council Member Wallen motioned to close the Closed Session and reconvene the regular meeting at 6:44 p.m. Seconded by Langsdorf, unanimous ayes, motion carried.

13. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:45 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 04/11/12