

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
APRIL 11, 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.

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, Interim Police Chief Steve Doran, Fire Chief Randy Miller, City Attorney Soren Mattick of Campbell Knutson, and City Engineer Brad DeWolf of Bolton & Menk, Inc.

3. OPEN FORUM

Mayor Kampa opened the Open Forum at 5:01 p.m.

Michael Keene, 20799 Pacific Circle – Questioned Council's decision to transfer their duties as the Local Board of Equalization to the County. Council Member Wallen discussed the City's frustration with the County Board overturning the Council's previous Board of Equalization recommendations. Wallen noted that Council felt that continuing to hold the Local Board of Equalization was just an extra step residents had to face in getting their appeals addressed. Keene expressed that he is disappointed in the decision that was made. Danielowski explained that Council did choose the least amount of time to transfer the duties instead of permanently transferring the duties so that the transfer option can be re-evaluated in three years.

Mayor Kampa closed the Open Forum at 5:05 p.m.

4. PROPOSED AGENDA

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

5. CONSENT AGENDA

Council Member Langsdorf motioned to approve the Consent Agenda as presented. Seconded by Council Member Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of March 28, 2012, 6B) Approve Lakeside Park Vendor Agreement with Tony's Dog, 6C) Authorize Smelt Fry Fundraiser at the Big Lake Fire Hall, 6D) Award Low Quote from AutoStop for Repair and Maintenance of Non-Warranty Vehicles Retroactive to January 1, 2012, 6E) Set Council Gatherings 6E.i.) June 22, 2012 from 5 pm to 8 pm for the Council/Staff Volunteer Commitment at the Big Lake Spud Fest Bingo Tent, 6E.ii.) May 18th and September 14th, 2012 beginning at dusk for the 2012 Movie in the Park Events scheduled at Big Lake Middle School/Independence Elementary School 6F) Approve Resolution No. 2012-25 approving the Municipal Space Needs Assessment Contract with Hay Dobbs of Minneapolis, MN, 6G) Approve Greater MN Housing Fund Borrowing Resolution No. 2012-26 for Rehab work on 3360 Lake View Lane and 5300 Pond View Lane, and 6H) Approve Purchase of Ford Police Interceptor.

6. BUSINESS

7A. Separation Agreement with Sean Rifenberick

Soren Mattick reviewed the separation agreement that would end Sean Rifenberick's employment with the City effective June 1, 2012. Mattick reviewed the process Council followed for placing Rifenberick on paid administrative leave beginning March 9, 2012. Mattick explained that Rifenberick submitted a demand in exchange for agreeing to a separation agreement. The City has been engaged in very active negotiations with Rifenberick over the terms of the separation agreement until both parties came to an agreement in the best interest of the department. Mattick explained that the Agreement provides a change in leadership and resolves all claims submitted by Chief Rifenberick. Mattick also explained that Rifenberick is a "For Cause" employee and has specific rights that "At Will" employees do not have. Mattick reviewed the terms of the Agreement and noted that the \$143,164.28 cash payment will allow Rifenberick to reach full retirement and will be paid to the MN PERA fund not to Rifenberick directly. Mattick reviewed that the Agreement will aid in the search for a new Chief as there will be no pending litigation facing the department or the City. Mattick clarified that the Agreement provides the City a full relief of any and all claims by Rifenberick and that Council approval will also provide finality to the issues in the department. Mattick informed Council that the Agreement also stipulates

that both parties mutually agree to move forward and includes non-disparagement language that states both parties agree to end this relationship in a mutually respectful manner.

Council Member Wallen motioned to approve the Separation Agreement with Sean Rifenberick as presented. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Danielowski expressed how difficult this decision was to make and encouraged residents to contact her with any questions or comments.

7B. PRESENTATION – 2012 Audit Report – Kern, DeWenter, Viere, Ltd.

Caroline Stutsman from Kern, DeWenter, Viere, Ltd. presented the 2011 management letter and the audited financial statements.

Council Member Langsdorf motioned to accept the 2011 Audited Financial Statements as presented. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7C. DONATIONS – Mille Lacs Band of Ojibwe Indians and Monticello Lions Club to the Big Lake Fire Department

Randy Miller discussed the two cash donations received. The Mille Lacs Band of Ojibwe Indians gave a \$1,000 donation and the Monticello Lions Club gave a \$4,000 donation to be used towards the purchase of a rescue ATV for the Fire Department.

Council Member Danielowski motioned to approve Resolution No. 2012-27 accepting a \$1,000 cash donation from the Mille Lacs Band of Ojibwe Indians and a \$4,000 cash donation from the Monticello Lions Club for the purchase of a Fire Department Rescue All-Terrain Vehicle. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Department Updates

Fire Randy Miller reviewed the number of fire calls for the first quarter totaling 60 which have been mainly grass fires. Miller also informed Council that the department is moving closer to being able to purchase a rescue ATV with funds that have been donated by various organizations. Miller also discussed firefighter job applications that have been submitted for the 3 open positions in the department.

Interim Police Chief Steve Doran recapped Police Department activities which included 245 calls for service. Doran also highlighted the Police Department 2011 year-end report which shows that crime trends have been decreasing each year since 2005 which mimics

national trends. Doran also discussed the upcoming purchase of the new police vehicle which was approved by Council at tonight's meeting, and reviewed the new records management system and coordinated efforts between the Police Department and the County Attorney's Office. Doran explained that the Sheriff will be asking the County Board to approve a donation of 6 laptop computers for the Big Lake fleet. Council Member Danielowski asked if a web based program will be available to the general public that would show the volume of activity of incident reports in specific areas of the City

Katie Larsen discussed Community Development projects underway. Larsen discussed the Friendly Buffalo expansion project, the upcoming Klein Bank project, the Lake Shopping Center 4th Addition plan review process, Big Lake Rail Park funding updates, the Facility Space Needs assessment report, informed Council that the Cherrywood project and the Crossing of Big Lake project are on schedule, and that the Northern Star Apartments developer is working on their financing.

Public Works Director Mike Goebel provided information on the annual inspection of Eurasian Water Mill Foil in Big Lake and Mitchell Lake. Goebel noted that the inspection found no Curly Leaf Pond Weed in the lakes this year. Goebel also explained that his staff is gearing up for Spring/Summer work and noted that the first round of new trees will be coming in next week that will be planted in park areas.

City Engineer Brad DeWolf provided an update on the Highway 10 project. Staff will be contacting MNDOT about accesses to businesses in the project area and concerns with information being provided to affected residents.

7. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 62601 through Check No. 62693 with the exception of Check No's. 62681 and 62682 for separate consideration, and Electronic Payments #1669E to #1674E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$740.32

Council Member Wallen motioned to approve payment of Check No. 62682 in the amount of \$740.32 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, Kampa, and Wallen voting aye and Council Member Langsdorf abstaining. Motion carried.

8C. Consider Audio Communications Payment in the Amount of \$1,302.53

Council Member Danielowski motioned to approve payment of Check No. 62681 in the amount of \$1,302.53 payable to Audio Communications. Seconded by Council Member Wallen, vote passed with a vote of 4 to 0 with 1 abstention with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye and Council Member Backlund abstaining. Motion carried.

8. ADMINISTRATOR'S REPORT

Todd Bodem discussed the Volunteer Appreciation Night event being sponsored by the Sherburne Wright Cable Commission and asked Council to set a Special Council Gathering.

Council Member Danielowski motioned to set a Special Council Gathering for the Sherburne Wright Cable Commission Volunteer Appreciation Night scheduled on Saturday, April 21, 2012 beginning at 7pm at the Monticello Community Center located at 505 Walnut Street, Monticello, MN. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Bodem also discussed the need to set a Council Workshop on May 16, 2012 to finalize the 2012 City Goals, the in-house Utility Billing process and any other City business deemed necessary.

Council Member Wallen motioned to set a Council Workshop to discuss the 2012 City Goals, the in-house Utility Billing process, and any other City business deemed necessary on Wednesday, May 16, 2012 beginning at 4:00 pm in the City Council Chambers. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

9. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided a Fire Board Meeting update. Council Member Backlund also expressed that he would like to see the City purchase the Smith property located next to the Fire Station. Council Member Backlund also discussed the April Parks Board Meeting and provided information on the "Get Outdoors Day" Event being held at Lakeside Park on May 5th.

Council Member Danielowski: Provided an update on the April EDA Meeting and Community Education Advisory Meeting. Council Member Danielowski reminded the public that the Rewards fundraising cards are still available at Community Ed. Council Member Danielowski also informed the public about the Big Lake Lions Smelt Fry scheduled on April 27th at the Big Lake Fire Hall that will benefit the purchase of a Rescue ATV for the Fire Department.

Council Member Langsdorf: Provided an update on the April Lake Association Meeting.

10. **OTHER** – No other.

11. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 6:56 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council _____ 04/25/12