

**BIG LAKE CITY COUNCIL  
REGULAR MEETING MINUTES**

**APRIL 27, 2011**

**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 Scott Johnson, City Clerk Gina Wolbeck, Community Economic Development Director Jim Thares, Senior Planner Katie Larsen, Police Chief Sean Rifenberick, Ass't Fire Chief Paul Nemes, 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 Langsdorf 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 Wallen, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of April 13, 2011, 6B) Approve Council Workshop Meeting Minutes of April 20, 2011, 6C) Call for Special Council Gathering on May 5, 2011 from 2:45 pm to 3:45 pm for the TOD Developer Tour at the Big Lake Station Site, 6D) Set Council Gathering on May 13, 2011 at 8:00 a.m. in the City Council Chambers for a Legislative Update, 6E) Approve Meadows of Big Lake Compensating Change Order No. 1 and Final Pay Application, and 6F) Approve Municipal State Aid Street System Resolutions No. 2011-23 and 2011-24.

**7. BUSINESS**

**7A. April 20, 2011 Council Workshop Update**

Scott Johnson reviewed the April 20<sup>th</sup> City Council Workshop.

**7B. Eagle Scout Presentation – Skyler VanHofwegen**

Life Scout Skyler VanHofwegen from Big Lake Troop 93 provided an update on the completion of this Eagle Scout project that was constructed at the end of 2010. Council thanked VanHofwegen for his dedication to the project.

**7C. Big Lake Townhomes 2<sup>nd</sup> Addition Preliminary Plat**

Katie Larsen discussed the development application submitted by Duffy Development for Preliminary Plat for the Big Lake Townhomes 2<sup>nd</sup> Addition which will subdivide Outlot B of Big Lake Townhomes 1<sup>st</sup> Addition into two buildable parcels. Larsen noted that the developer has not submitted a development site plan and indicated that future development of either parcel will require proper zoning, site plan review, and building permit approvals. Larsen also clarified that the Big Lake Townhomes projects will be renter occupied housing which is different from the vacant owner occupied townhomes located near this development.

Council Member Langsdorf motioned to approve Resolution No. 2011-25 approving Preliminary Plat for Big Lake Townhomes 2<sup>nd</sup> Addition and setting forth conditions to be met prior to submittal of the Final Plat Application. Seconded by Council Member Wallen, motion passed with a vote of 4:1 with Council Members Danielowski, Kampa, Langsdorf, and Wallen voting aye, and Council Member Backlund voting nay. Motion carried.

**7D. Letters of Credit Update**

Scott Johnson updated Council on the CMIC Letter of Credit which is in the process of being drawn on to complete the Hudson Woods Development. Johnson noted that the City has been contacted by CMIC and they have indicated that they do not have the funds available to pay on the Letter of Credit. CMIC informed staff that they are in the process of refinancing which will take at least 2 – 3 months to complete. CMIC has asked to meet with Big Lake officials to discuss the Letter of Credit. Johnson informed Council that the subcommittee will be meeting with the City Attorney on April 28<sup>th</sup> to discuss options available to the City. Staff will provide an update to Council at the May 11<sup>th</sup> Council Meeting.

Johnson also reviewed discussions held between Riverwood Bank and the Council subcommittee relating to the Letters of Credit for the Big Lake Marketplace Development

and the Big Lake Marketplace North Development. Johnson noted that the subcommittee is recommending that Council pull the Letters of Credit immediately. Council Member Danielowski and Langsdorf indicated that the subcommittee members have met with Riverwood Bank officials and the bank should be expecting this action.

Council Member Danielowski motioned to authorize staff to proceed with drawing on the Big Lake Marketplace and Big Lake Marketplace North Development Letters of Credit from Riverwood Bank. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

#### **7E. Professional Financial Management Services Contract**

Scott Johnson discussed the proposed three year contract for Financial Management Services with AEM Financial Solutions, LLC. Johnson noted that the agreement calls for a three year term with a performance evaluation review at six months and at the end of each subsequent year.

Council Member Langsdorf motioned to approve the Professional Financial Management Services Contract with AEM Financial Solutions, LLC. Seconded by Council Member Backlund, unanimous ayes, motion carried.

#### **7F. Project Status Update – City Engineer**

Brad DeWolf reviewed the April 2011 engineering update.

#### **8. LIST OF CLAIMS**

##### **8A. Consider List of Claims**

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 60674 through Check No. 60754 with the exception of Check No. 60754 for separate consideration, and Electronic Payments #1338E to #1353E. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

##### **8B. Consider Infinity Wireless Payment in the Amount of \$2,452.78**

Council Member Danielowski motioned to approve payment of Check No. 60754 in the amount of \$2,452.78 payable to Infinity Wireless. 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.

**9. ADMINISTRATOR'S REPORT**

Scott Johnson reminded the public of the April 28<sup>th</sup> City Services Showcase event being held in the City Council Chambers from 5 pm to 7 pm.

Jim Thares informed Council that staff has received development applications from Klein Bank and the Jerky Shoppe. Thares noted that it will be necessary to increase the Senior Planner's hours back to regular time due to these projects along with the community reader board sign CUP, the community survey, and a variance request that is in process.

Council Member Danielowski motioned to approve restoring the Senior Planner position to a 40 hour work week effective May 1, 2011 through June 3, 2011. Seconded by Council Member Wallen, unanimous ayes, motion carried.

**10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS**

Council Member Danielowski: Reminded the public of the upcoming Clean Up Day event scheduled on May 7<sup>th</sup>.

Mayor Kampa: Encouraged the public to attend the April 28<sup>th</sup> City Services Showcase event at City Hall.

Council Member Langsdorf: Informed the public that the Big Lake Community Lake Association is still looking for volunteers to assist in lake weed monitoring.

**11. OTHER**

Council Member Wallen informed the public of the Monticello Community Theater production that will be held at the Carousell Works in May.

**12. ADJOURN**

Council Member Langsdorf motioned to adjourn at 5:47 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

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Gina Wolbeck  
Clerk

Date Approved By Council \_\_\_\_\_ 05/11/11