

**BIG LAKE CITY COUNCIL  
SPECIAL WORKSHOP MINUTES  
MAY 16, 2012**

**1. CALL TO ORDER**

Mayor Kampa called the meeting to order at 4:00 p.m.

**2. ROLL CALL**

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, and Mike Wallen. Council Members absent: Duane Langsdorf (arrived at 4:07 p.m.). Also present: City Administrator Todd Bodem, Finance Director Paula Mastey, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Liquor Store Manager Jan Muehlbauer (arrived at 4:07 p.m.), and City Engineer Brad DeWolf of Bolton & Menk, Inc.

**3. PROPOSED AGENDA**

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

**4. BUSINESS**

Mayor Kampa introduced Big Lake student Josiah Calva. Ten year old Josiah read aloud a political speech discussing the importance of bringing in, and retaining businesses in the Big Lake Community.

**4A. Big Lake Community Lake Association Update**

Brad Johnson from the Big Lake Community Lake Association (BLCLA) provided information on Emergency High Water No Wake Ordinance language. Johnson reviewed property damage and public safety issues that can occur during periods of high water. The BLCLA has recommended that the City Council allow staff to work with the BLCLA to draft an Emergency High Water No Wake Ordinance. Johnson explained that this request came from the floor at the annual BLCLA meeting and that there was zero opposition from the members in attendance. Council discussed how the high water mark amount was determined. Johnson indicated that the proposed 926.5 foot designation is where the overflow goes into effect. Johnson also noted that historical data shows that the 926.5 foot

number wouldn't bring the Ordinance into effect very often. Council also discussed the Wright County no wake ordinance which seems to cover all lakes in their county. Johnson explained that because the City of Big Lake has already enacted ordinances that govern lake use, Sherburne County defers these types of regulations to the City. Brad DeWolf explained that Wright County lakes that are referenced in their ordinance fall outside of city corporate limits only. Johnson explained that he understands that the new Ordinance would allow the City to determine the lake level and would determine if the No Wake zone should go into effect, and notifications and enforcement would be done by Sherburne County.

Council directed staff to work with the BLCLA to draft a no-wake draft ordinance for further Council review.

#### **4B. Vision and Goals Review**

Todd Bodem reviewed the draft goals and strategies provided by David Undmacht, the facilitator from the February 25<sup>th</sup> work session. Bodem identified four main goals which include Community Engagement, Distinctive Character, Community Development, and Organizational Culture. Council and staff discussed strategies and action steps to achieve Goal 1 – Community Engagement. Council directed staff to draft strategies and action steps for the other three goals and to bring back to Council for further review.

#### **4C. In-House Utility Billing Update**

Paula Mastey reviewed the status of the utility billing conversion from an external billing company to being done internally. Staff discussed possible invoice layouts which could be mailed out on a postcard and asked for feedback if Council has a preference on the type of stock paper used for the billings. Mastey also discussed the quarterly newsletter which has been sent out with utility bills for the past couple of years. If the City decides to change the billing format to a postcard, a separate mailing would need to occur for the newsletter. Staff asked for Council feedback on continuing with the newsletter mailings, or utilizing the City Website and future Facebook site to get information out to residents. Mastey noted that the annual cost of sending out a quarterly newsletter mailing would be approximately \$4,000. Council discussed potential privacy concerns with using the postcard paper stock and discussed the limited number of people that would see the billings other than City staff and Post Office staff. Council also questioned if we expect any issues without sending a return envelope. Mastey noted that other communities have found that more citizens utilize automatic payments more with postcard mailings. Discussion was also held on messages on the current bills and if there would be room for these types of messages on the postcard billings. Gina Wolbeck explained that the City currently includes approximately 8 lines of messages and that the postcards would most likely only allow for a maximum 2 lines. Council directed staff to price sealed postcard stock and to proceed with development of an electronic quarterly newsletter format instead of mailing out newsletters.

#### **4D. Subsurface Sewage Treatment Program**

Mike Goebel discussed the Sherburne County updated version of the Subsurface Sewage Treatment (Septic System) Program. Goebel noted that the County's program is more restrictive than the Minnesota Pollution Control Program. Goebel explained that under Minnesota Rules, cities are required to administer and enforce laws that conform to the County Ordinances where the city is located. Our Ordinance references complying with the MN Pollution Control regulation and will need to state the Sherburne County Ordinance also. The City does have the option to defer all administration of the Subsurface Sewage Treatment Program to the County under MN Rule also.

Due to County staff's expertise and staff availability, Council directed staff to draft an ordinance deferring administration of the Subsurface Sewage Treatment Program to Sherburne County.

#### **4E. Private Well Discussion**

Mike Goebel reviewed the MN Dept. of Health 2011 ruling that cities do have the authority to restrict private wells within their boundaries. Past practice has been that the City does allow private wells to be installed for irrigation purposes only. The most recent wells were installed in the Duffy Development and Cherrywood commercial sites. Goebel reviewed issues with allowing private wells as well as advantages of allowing them. Some issues include revenue, contamination of the well head protection area, and high levels of iron in the well water. An advantage to allowing the installation of private wells is that it can alleviate stress on the City's water system during high water usage times. Council questioned if the City can restrict commercial businesses installing wells while allowing residential properties to continue to install them.

The general consensus of the Council was that they are not in favor of restricting these types of wells due to the potential for a decrease in lawn care maintenance throughout the City.

5. **OTHER** -No other

6. **ADJOURN**

Council Member Langsdorf motioned to adjourn at 5:43 p.m. Seconded by Council Member Wallen unanimous ayes, motion carried.

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Gina Wolbeck  
City Clerk

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05/23/12  
Date Approved By Council