

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
MAY 25, 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, Fire Fighter Seth Hansen, City Consultant Building Official Larry Wasmund from Inspectron, Inc., Consultant Finance Director Brad Falteysek from AEM Financial Solutions, and Consultant Engineer Brad DeWolf from 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 Board of Appeal and Equalization Meeting Minutes of April 21, 2011, 6B) Approve Regular Council Meeting Minutes of May 11, 2011, 6C) Authorize Use of Electronic Voting Equipment for Big Lake I.S.D. 727 Special Election, 6D) Approve Temporary Use Permit Fee Waiver for the Sherburne County Area United Way "Ladies Night Out" Charitable Event, 6E) Call for Assessment Hearing for Delinquent Utility Accounts, 6F) Approve Final Plat Recording Date Extension for the Big Lake Townhomes 1st Addition Development, and 6G) Approve Hiring of Jesse Gilbertson and Sam Norlin for vacant Police Officer Positions.

7. BUSINESS

7A. PRESENTATION – 2010 Audit Report – Kern, DeWenter, Viere, Ltd.

Caroline Stutsman from Kern, DeWenter, Viere, Ltd. presented the 2010 management letter and the audited financial statements.

Council Member Backlund motioned to accept the 2010 Audited Financial Statements as presented. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7B. DONATION – Cargill Animal Nutrition to the Parks Department

Scott Johnson discussed the tree and maintenance donation from Cargill Animal Nutrition to the Parks Department for tree plantings in the McDowall Park Oak Savannah Prairie Restoration project area. Johnson noted that Cargill has also committed to water the seedlings for the entire summer.

Council Member Wallen motioned to approve Resolution No. 2011-31 accepting a donation of planting and maintenance of 40 Bur Oak seedlings from Cargill Animal Nutrition and their employees. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7C. Variance Application – 50 Jefferson Blvd

Katie Larsen reviewed the planners report for the Variance request submitted by Steve Pearson for the property located at 50 Jefferson Blvd. The applicant is requesting to construct a 2,149 square foot addition onto an existing pole barn accessory structure which would be used to store equipment and personal property. Larsen explained that there are 6 variances requiring approval, 1) Accessory structure height exceeding 17 feet, 2) Accessory structure sidewall exceeding 10 feet, 3) Maximum combined accessory structure area exceeding 1,800 square feet, 4) Building materials consisting of corrugated siding or permanent sheet metal, 5) Non-conforming structure expansion, and 6) Residential off-street parking allowing for commercial vehicles, semi trailers and equipment. Larsen reviewed State Supreme Court actions that occurred in 2010 and recent legislative changes

regarding variances that removed the reference to “hardship” and replaced it with “practical difficulties”. Larsen also reviewed the new variance criteria requirements identified in the law change.

Council Member Langsdorf motioned to approve Resolution No. 2011-32 approving a Variance to allow for the expansion of an accessory structure at the property identified as 50 Jefferson Blvd. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7D. Conditional Use Permit – Community Reader Board

Katie Larsen reviewed the planners report for the Conditional Use Permit application for a 16 square foot electronic changeable copy sign that will be constructed as part of the Hwy 10/25 Intersection Improvement Project. The Community Reader Board will include the electronic changeable sign that will be used to promote community events. Larsen noted that the site is located in the B-2 Community Business District which allows for electronic changeable copy signs with a conditional use permit.

Council Member Wallen motioned to approve Resolution No. 2011-33 approving a Conditional Use Permit for an electronic changeable copy sign for a community reader board. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7E. Sherburne County Fair – Northstar Informational Booth

Scott Johnson discussed the Northstar Informational Booth opportunity at the upcoming Sherburne County Fair scheduled from July 14th to July 17th. Council Members are being encouraged to volunteer at the booth which would provide a marketing opportunity for our City. Council directed the City Clerk to coordinate finalizing a date/time for the City to staff the booth.

Council Member Danielowski motioned to set a Council Gathering from July 14 – 17, 2011 between the hours of 11:00 a.m. to 5:00 p.m. at the Sherburne County Fair for volunteering at the Northstar Informational Booth. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7F. Community Development Work Hours Discussion

Scott Johnson discussed the proposal to return the Senior Planner and Planner positions back to a 40 hour work week. Johnson reviewed duties that are not being completed due to the reduced hours the City Hall administrative staff were put on due to 2011 budget cuts. Johnson also reviewed the cost savings the City has gained by outsourcing the Finance Director duties.

Jim Thares reviewed the duties of his department that are suffering due to the reduced

hours. Duties include code and sign enforcement, multi-family registration follow up tasks, NSP rehab vendor follow up tasks, NSP 3 project, CDBG funding administration steps for the Duffy project, text amendments, lack of flexibility to attend necessary City meetings, and reduced opportunity for professional development. Thares also discussed the difficulty with his staff covering the front desk which reduces work time even more. Thares also discussed the possibility of hiring a Workforce Center employee for front desk coverage.

Council Member Danielowski discussed the importance for the City to continue to stay within the budget parameters and questioned if returning staff to regular hours would be the most economically responsible course of action for the City. Danielowski also stated that the NSP program wasn't supposed to cost the City dollars and noted that she would like to handle hour changes on a case by case basis. Danielowski indicated that she is in favor of bringing on a Workforce employee.

Council Member Wallen stated that he does not want to micro-manage City staff and feels that the reduced hours are doing a disservice to the duties not getting done.

Council Member Backlund stated that he agrees with comments made by Council Member Danielowski.

Council Member Langsdorf stated that he can see both sides but that he is favoring a 40 hour work week only if their workload is continued to be monitored and returned to reduced hours if their workload lightens.

Council Member Wallen motioned to approve staff's recommendation to return the Senior Planner and Planner positions to a 40 hour work week and to continue to monitor workloads with the expectation that those positions be returned to reduced hours if their workload lightens. Seconded by Council Member Langsdorf, motion passed with a vote of 3:2 with Council Members Kampa, Langsdorf, and Wallen voting aye, and Council Members Backlund and Danielowski voting nay. Motion carried.

7G. Engineering Update

Brad DeWolf reviewed the May 2011 engineering update.

7G. Building Department Update

Larry Wasmund reviewed the May 2011 building department update.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 60792 through Check No. 60893 with the exception of Check No's. 60891 and 60893 for separate consideration, and Electronic Payments #1360E to #1365E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$2,996.02

Council Member Backlund motioned to approve payment of Check No. 60891 in the amount of \$2,996.02 payable to AutoStop, Inc. Seconded by Council Member Danielowski, 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 \$856.93

Council Member Danielowski motioned to approve payment of Check No. 60893 in the amount of \$856.93 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.

9. ADMINISTRATOR'S REPORT

Scott Johnson reviewed the feasibility of applying for the Safe Routes to School Grant Program (SRTS). The grant program is administered by the MNDOT and if approved, would fund 100% of the costs to build infrastructure that provides safe routes to schools and promotes walking and biking to schools. The SRTS grant program is a reimbursable program which means recipients are required to front the cost of the project and submit for reimbursement. Johnson identified specific areas of concern that could be improved through this grant program. The application deadline is June 15th with award notification in August, 2011. Johnson noted that Bolton and Menk has submitted an estimate of \$3,500 to fill out the SRTS Grant application which would require Council approval of the expenditure if Council wishes to proceed with the application process.

Council discussed the need for the City, School, and County to all participate in any costs for the grant application as the outcome will benefit all groups. Brad DeWolf discussed the cooperative agreement with Sherburne County and indicated that the application expense could be a reimbursable expense if the grant is awarded to the City. Council directed staff to contact the School and the County to ask for their financial contribution to the project. Council Member Wallen motioned to direct the City Engineer to proceed with completing the Safe Routes to School grant application at a cost of \$3,500 for the completion of the

application. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Discussed the BR&E site visit to Whirl-Air-Flow and encouraged community members and business owners to complete the Community Attitudes Survey that was sent out with their May utility bills. Danielowski also informed the public of the upcoming road construction that will begin on June 6th at the intersection of Hwy 25/CR 11.

Mayor Kampa: Informed the public of the reschedule date for the Movie in the Park event to Friday, June 10th.

11. OTHER

Council Member Wallen apologized to Administrator Johnson for interfering in the staff hours discussion at the last Council Meeting. Wallen reiterated that he does not agree with micro-managing city staff.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:02 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 06/08/11