

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

JUNE 22, 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 Chief Randy Miller, 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 Danielowski motioned to adopt the proposed Agenda. Seconded by Council Member Langsdorf, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Danielowski motioned to approve the Consent Agenda as presented. Seconded by Council Member Backlund, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Regular Council Meeting Minutes of June 8, 2011, 6B) Approve Lions Club Exempt Raffle Permit Application, 6C) Approve Fee Waiver

for the Big Lake Farmer's Market Temporary Use Permit, 6D) Appoint Volunteer Reserve Officers, 6E) Approve Appointment of Paid On-Call Fire Fighters, 6F) Approve Forfeited Vehicle to be used for Police Services, and 6G) Approve Resolution No. 2011-39 Calling for a Public Hearing for Tax Increment Financing District 1-6 on July 27, 2011 at 7:00 p.m.

7. BUSINESS

7A. ACT OF HEROISM RECOGNITION – Police Officer Chris Hoard

Sean Rifenberick recognized Police Officer Chris Hoard for his act of heroism on June 12, 2011. Daniel Prescott, father of the teen that Officer Hoard rescued thanked Officer Hoard and the department for their efforts and provided an update on his son's condition. Officer Hoard was presented with a Life Saving Certificate/Award and a Life Saving pin for his uniform. Council thanked Officer Hoard for his bravery and heroism in the line of duty.

7B. Oath of Office Ceremony – Police Officer Jesse Gilbertson

Sean Rifenberick introduced new Police Officer Jesse Gilbertson and Mayor Kampa conducted the Police Officer Swearing in Ceremony. Council welcomed Officer Gilbertson to the City of Big Lake.

7C. Recreational Fire Ordinance Amendment Request

Scott Johnson discussed the request submitted by Jesse and Kari Gust regarding the City's recreational fire ordinance. The Gust's are requesting that the City only allow recreational fires after 6:00 p.m. Jesse and Kari Gust provided additional information on issues they are having with their neighbor and asked for Council to consider a change to the recreational fire ordinance. Council Member Danielowski noted her concern that an ordinance change would affect all City properties when the issue is only between two neighbors. Council Member Wallen discussed his concern with over regulating residents and clarified that this disagreement appears to be an incident, not an issue. Council Member Backlund stated that the issue might be with what materials the neighbor is burning instead of when the burning is taking place. Council directed staff to continue with the current ordinance and to contact other communities to compare ordinance language, and to investigate the nuisance complaints as needed to determine what items are being burned.

7D. DONATIONS – Big Lake American Legion to the Big Lake Police Department

Sean Rifenberick informed Council of two donations totaling \$1,200 submitted by the Big Lake American Legion. \$1,000 will be used towards the Big Lake Night Out event and \$200 will be used towards the CERT Program. Rifenberick and the City Council thanked the Legion for their generous donations.

Council Member Wallen motioned to approve Resolution No. 2011-40 accepting donations

from the Big Lake American Legion to the Big Lake Police Department to be used for the August 5th Big Lake Night Out event and the CERT Program. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7E. DONATION – Big Lake American Legion for the Community Reader Board Sign

Scott Johnson informed Council of a \$3,000 donation submitted by the Big Lake American Legion. The donation will be used towards the purchase and installation of a Community Reader Board sign at the intersection of US Hwy 10/25. Johnson and the City Council thanked the Legion for their generous donation.

Council Member Danielowski motioned to approve Resolution No. 2011-41 accepting a \$3,000 donation from the Big Lake American Legion towards the purchase and installation of a Community Reader Board sign at the intersection of US Hwy 10/25. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7F. DONATION – Sherburne County 4H to the Big Lake Fire Department

Randy Miller informed Council of a \$2,500 donation submitted by the Sherburne County 4H Group. The donation will be used towards the purchase of an automatic external defibrillator. Miller and the City Council thanked the Sherburne County 4H Group for their generous donation.

Council Member Langsdorf motioned to approve Resolution No. 2011-42 accepting a \$2,500 donation from the Sherburne County 4H Group for the purchase of an automatic external defibrillator. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7G. ASSESSMENT HEARING – Assessment of Delinquent Utility Accounts

Scott Johnson reviewed the procedure for assessing past due utility charges and identified the final date the City would receive payments on these accounts prior to the assessment roll being delivered to the Sherburne County Auditor's Office. Johnson also reviewed the shut-off guidelines that will be in effect beginning in July 2011.

Mayor Kampa opened the Public Hearing at 5:43 p.m. No one came forward. Mayor Kampa closed the public hearing at 5:44 p.m.

Council Member Danielowski motioned to approve Resolution No. 2011-43 placing delinquent charges against specified properties. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7H. PUBLIC HEARING – KleinBank Roadway Easement Vacation

Katie Larsen reviewed the planners report for the Roadway Easement Vacation request submitted by KleinBank for the easement that extends along the southern portion of the property along US Highway 10. Larsen noted that City staff and the City Engineer recommend the easement be vacated contingent upon a 60 foot wide roadway is dedicated along the northern portion of the property for the future extension of Martin Avenue.

Ed Muehlberg from KleinBank discussed the timeline for their project which will begin in spring 2012.

Mayor Kampa opened the public hearing at 5:49 p.m. No one came forward. Mayor Kampa closed the public hearing at 5:50 p.m.

Council Member Wallen motioned to approve Resolution No. 2011-44 approving the vacation of a Roadway Easement on the property located at the northeast corner of US Highway 10 and County Road 43. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7I. Jerky Shoppe Conditional Use Permit Application

Katie Larsen reviewed the planners report for the development application submitted by Kevin Westholter from Maple Grove Meats, Inc. dba The Jerky Shoppe. The application consists of a Conditional Use Permit request for the manufacturing and assembling of products and materials in a B-3 District. The applicant is proposing to process and sell meat jerky in the retail space next to Lake Center Liquors in the Lake Shopping Center.

Council Member Wallen motioned to approve Resolution No. 2011-45 approving a Conditional Use Permit for the manufacturing and assembling of products and materials at the commercial property located at 617 Rose Drive. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Jim Thares discussed the need for a \$33,000 Interfund Loan from the City's sewer fund for shell improvements at the vacant BLEDA space located at 617 Rose Drive. Thares noted that the BLEDA Board is seeking Council approval for the proposed Interfund Loan request.

Council Member Wallen motioned to approve Resolution No. 2011-47 approving an Interfund Loan to the BLEDA in the amount of \$33,000 to allow completion of building Shell Improvements at 617 Rose Drive with loan repayments coming from the tenant lease rental payments over a multi-year period with the loan carrying an interest rate of 3.0 percent per annum. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7J. Shiota Addition Final Plat Application

Katie Larsen reviewed the planners report for the Shiota Final Plat Development

Application submitted by Fred and Jane Shiota for the parcels located at 119 and 125 Mount Curve Avenue. The Preliminary Plat was a two parcel lot combination into one parcel for the purpose of constructing a single family home.

Council Member Danielowski motioned to approve Resolution No. 2011-46 approving the Final Plat of the Shiota Addition and setting forth conditions prior to the approval of the Building Permit. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7K. Space Needs Study Update

Katie Larsen updated Council on staffs planning efforts to complete a Facility Space Needs Assessment in the near future.

7L. Humboldt Drive Sidewalk Discussion

Katie Larsen reviewed the history of events for the design and future construction of the sidewalk area along Humboldt Drive from Eagle Lake Road to CR 43. Brad DeWolf noted that his staff did the staking in the right-of-way along Humboldt Drive and discussed the need to communicate better with property owners. DeWolf apologized for the confusion and noted that in the future, his staff will contact adjacent property owners prior to the start of staking work in right-of-way areas. DeWolf also explained the need to use excess TIF funds to fund the sidewalk improvements as this expenditure is not allowed under the federal funding program and could not be added to the Highway 10/25 Intersection Improvement Project.

7M. Building Department Update

Ron Wasmund reviewed the May 2011 building department update.

7N. Engineering Update

Brad DeWolf reviewed the May 2011 engineering update.

8. LIST OF CLAIMS

8A. Consider List of Claims

Staff clarified that there was a double payment on invoice no. 48089 in the payment information included in the packet. Check No. 61057 has been voided and AutoStop has been reissued the correct amount on Check No. 61065 in the amount of \$1,364.57.

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 61001 through Check No. 61059 and 61065 with the exception of Check No's. 61057 and 61065 for separate consideration, and Electronic Payments #1384E to #1390E.

Seconded by Council Member Wallen, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$1,364.57

Council Member Backlund motioned to approve payment of Check No. 61065 in the amount of \$1,364.57 payable to AutoStop, Inc. Seconded by Council Member Wallen, 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 \$340.01

Council Member Danielowski motioned to approve payment of Check No. 61056 in the amount of \$340.01 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 reminded Council of the first Farmer's Market event scheduled on Friday, June 24, 2011 from 3:00 p.m. to 7:00 p.m. at Lake Shopping Center.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Backlund: Provided a BLEDA Update and also discussed Community Gardens in other communities.

Council Member Danielowski: Discussed the League of MN Cities Annual Conference that she attended. Council Member Danielowski informed Council that the Community Gardens project will be held off until 2012 due to staff time constraints. Danielowski also discussed the CR 5 bridge opening, the target date for the opening of the CR 73 bridge crossing, the library lease, and conducting an energy audit.

Mayor Kampa: Discussed the League of MN Cities Annual Conference that she attended and reminded the public that Spud Fest will start this week. Mayor Kampa also reminded the public that City Offices will be closed for a Furlough Day on Tuesday, July 5th due to State budget cuts.

Council Member Langsdorf: Reviewed the June Planning Commission Meeting.

11. OTHER

Representative Mary Kiffmeyer discussed the Farmer's Market, Community Garden and

recognized other community efforts in the Big Lake area. Representative Kiffmeyer also provided a legislative update to Council and stated that she remains hopeful that the State budget will be approved by June 30th. Jim Thares thanked Representative Kiffmeyer for her support of the TIF Bill which helped enable the Cherrywood Project to move forward. Council thanked Representative Kiffmeyer for her update.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:50 p.m. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Gina Wolbeck
Clerk

Date Approved By Council 07/13/11