

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 27, 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.

3. ROLL CALL

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem, City Clerk Gina Wolbeck, Senior Planner Katie Larsen, Public Works Director Mike Goebel, Interim Police Chief Steve Doran, Fire Chief Randy Miller, Liquor Store Manager Jan Muehlbauer, Building Inspector Mick Kahler from Inspectron, Inc., and Assistant City Engineer Jared Voge 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 Wallen 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 13, 2012,

6B) Approve Special Budget Workshop Minutes of June 13, 2012, 6C) Approve Special Council Workshop Minutes of June 14, 2012, 6D) Approve Appointment of J. Rathmanner as Receptionist/Utility Billing Clerk, and 6E) Approve Raffle Permit for Immaculate Conception Catholic Church to be held at the Friendly Buffalo on July 15, 2012.

7. BUSINESS

7A. Variance for 1471 Powell Street North

Katie Larsen reviewed the planners report for the Variance application submitted by Chuba Company and the property owner Jean McQuay for the parcel located at 1471 Powell Street North. McQuay is requesting a 3 foot setback encroachment variance for the construction of a covered front porch. Larsen noted that the applicant submitted a building permit application to construct a 6 foot by 10 foot covered porch on the front of the house. Upon review of the building permit, it was determined that the structure would encroach three feet into the front yard setback and that a variance would be required. Larsen also noted that the Planning Commission held a public hearing on June 20, 2012 and recommended approval of the variance.

Council Member Wallen motioned to approve Resolution No. 2012-43 approving a setback variance for a covered front porch located at 1471 Powell Street North. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

Jean McQuay discussed the fee structure for variance applications in the City of Big Lake. McQuay stated that according to her research, the City of Big Lake variance fee is much higher than surrounding communities and that City fees are required to be fair compared to the cost of the service. McQuay also explained that the city isn't supposed to make a profit from fees. McQuay informed Council that she has obtained fee schedules from surrounding communities, but that Big Lake front end staff were not able to provide a fee schedule to her when she requested a copy. Council directed staff to work with McQuay to be sure she gets a copy of the City's fee schedule, and to review this matter with staff.

7B. Department Updates

Jared Voge from Bolton and Menk, Inc. provided an engineering update on various projects underway in the City. Voge informed the Council that the proposed Rail Park project did not receive TIGER Grant funding. Voge also reviewed the Big Lake Homes project, Cherrywood of Big Lake, Northern Star Apartments, the status of the KleinBank project, and Lake Shopping Center 4th Addition. Voge also updated Council on the CR 43 street project bid opening date of July 10th, and the Highway 10 MNDOT project. Council discussed the cross-over lane from Lakeshore Drive heading east onto Highway 10. Voge noted that the bump in the road in this area is mostly likely for drainage control. Council

directed staff to contact MNDOT to present Council's concerns with this cross-over lane design.

Mick Kahler from Inspectron, Inc. provided a building department update.

Todd Bodem provided the monthly finance update. Bodem explained that the in-house utility billing conversion has been delayed for a month and is expected to go live in August. Bodem also provided a 2012 budget forecast and noted that revenues are up 14% compared to 2011. Bodem informed Council that the next Budget workshop will be held at the end of July.

Jan Muehlbauer provided a liquor store update to Council. Muehlbauer discussed roof damage from the last storm and explained that the damage is not covered under the warranty.

Steve Doran reviewed law enforcement activities the weekend of the Spud Fest event and informed Council that there were no serious issues. Doran also noted that a thank you will be given to the Reserve Officers who volunteered many hours at the event.

8. LIST OF CLAIMS

8A. Consider List of Claims

Council Member Danielowski motioned to approve the List of Claims ranging from Check No. 62995 through Check No. 63085 with the exception of Check No's. 63023 and 63081 for separate consideration, and Electronic Payments #1750E to #1761E. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8B. Consider AutoStop Payment in the Amount of \$1,077.99

Council Member Backlund motioned to approve payment of Check No. 63081 in the amount of \$1,077.99 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 \$10.69

Council Member Wallen motioned to approve payment of Check No. 63023 in the amount of \$10.69 payable to Audio Communications. Seconded by Council Member Danielowski, 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

Todd Bodem discussed the League of MN Cities Conference he attended in Duluth.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Council Member Danielowski: Reviewed the Annual League of MN Cities Conference that was held in Duluth. Council Member Danielowski also invited the public to attend the Police Chief Finalist Meet n' Greet event scheduled on Thursday, June 28th at 6:30 p.m. in the City Council Chambers.

Mayor Kampa: Reviewed the Annual League of MN Cities Conference that was held in Duluth.

Council Member Langsdorf: Discussed the June Planning Commission Meeting.

11. OTHER

Council Member Langsdorf motioned to recess the regular meeting at 5:31 p.m. to go to Closed Session to hold a 6-Month Performance Evaluation for the City Administrator. Seconded by Council Member Backlund, unanimous ayes, motion carried.

12. CLOSED SESSION – 6-Month Performance Evaluation for City Administrator Todd Bodem

Council Member Langsdorf motioned to open the Closed Session at 5:37 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Members present: Dick Backlund, Raeanne Danielowski, Lori Kampa, Duane Langsdorf, and Mike Wallen. Also present: City Administrator Todd Bodem.

The City Council conducted the 6-Month job performance evaluation on City Administrator Todd Bodem. No action was taken by Council.

Council Member Langsdorf motioned to close the Closed Session and reconvene the regular meeting at 6:05 p.m. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

