

**BIG LAKE CITY COUNCIL
REGULAR MEETING MINUTES**

JULY 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, Public Works Director Mike Goebel, Police Chief Sean Rifenberick, Fire Chief Randy Miller, City Attorney Soren Mattick of Campbell Knutson, 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 with the addition of item no. 7L. City Administrator Resignation, and item no. 7M. Discuss Process for Appointment of Interim City Administrator and RFP for an Executive Recruiting Firm. Seconded by Council Member Backlund, unanimous ayes, agenda adopted.

6. CONSENT AGENDA

Council Member Wallen motioned to approve the Consent Agenda as presented.

Seconded by Council Member Langsdorf, unanimous ayes, consent agenda approved. The Consent Agenda consists of: 6A) Approve Special Council Meeting Minutes of June 2, 2011, 6B) Approve Regular Council Meeting Minutes of July 13, 2011, and 6C) Set Budget Workshop on August 15, 2011 at 5pm in the City Council Chamber.

7. BUSINESS

7A. Oath of Office Ceremony – Police Officer Sam Norlin

Sean Rifenerick introduced new Police Officer Sam Norlin and Mayor Kampa conducted the Police Officer Swearing in Ceremony. Council welcomed Officer Norlin to the City of Big Lake.

7B. PUBLIC HEARING – TIF District 1-6

Jim Thares presented information on the proposed Modification to Development District 1 and the creation of TIF District 1-6. This district would be a 9 year Economic Development District which could de-certify earlier than scheduled if all increments are distributed prior to the 9 year timeframe. The plan's proposed TIF expenditures include site/soil correction, land acquisition and extension of utilities for the Cherrywood Advanced Living project. Council discussed the Interfund Loan process and Thares explained that the Interfund Loan would be used to temporarily finance qualified costs identified in the TIF Plan if needed.

Mayor Kampa opened the public hearing at 5:12 p.m. No one came forward. Mayor Kampa closed the public hearing at 5:13 p.m.

Council Member Langsdorf motioned to Approve Resolution No. 2011-54 approving a modification to the Development District for Municipal Development District No. 1; establishing Tax Increment District No. 1-6 and adopting a Tax Increment Financing Plan. Seconded by Council Member Backlund, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution No. 2011-55 authorizing an Interfund Loan in connection with Tax Increment Financing District No. 1-6. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7C. Cherrywood Advance Living Development Agreement

Jim Thares reviewed the Cherrywood Advanced Living of Big Lake Development Agreement. The project site will house a 20-unit advanced assisted living facility that will be located in the Big Lake Townhomes 2nd Addition. The Development Agreement terms include project description, starting date of November 1, 2011 or earlier, a completion date deadline of December 31, 2012, "But for Findings", descriptions of how the City's TIF

obligation will pay for site improvements, and the allowable 10% of increment for TIF District Administrative and reporting costs. Thares also noted that at the July 11th meeting, the BLEDA Board recommended \$195,000 of “future value” TIF.

Council Member Danielowski reported that the BLEDA Board has spent a substantial amount of time working with the developer on this project, and explained that she has visited the Richmond site which she found to be a very nice facility. Council Member Danielowski noted that she believes this project will be a great addition to the community.

Council Member Danielowski motioned to approve the Development Agreement between the City of Big Lake and Cherrywood Advanced Living of Big Lake, LLC and approve Resolution No. 2011-56 authorizing the Mayor and City Administrator to execute the Development Agreement. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7D. Big Lake Townhomes 2nd Addition – Development Contract and Final Plat Application

Katie Larsen reviewed the planners report for the Big Lake Townhomes 2nd Addition Final Plat Application. The development application was submitted by Duffy Development and will house the Cherrywood of Big Lake project on Lot 1, Block 1, and Outlot A is being created for future development. Larsen reviewed the draft Development Contract and noted that revisions will still need to be made before signatures are obtained on the final draft. Larsen also reviewed the phasing of the Big Lake Townhomes development.

Marshall Weems from Cherrywood Advanced Living of Big Lake, LLC thanked staff, Council and the BLEDA Board for their participation in this project.

Council Member Langsdorf motioned to approve the Development Contract for the Big Lake Townhomes 2nd Addition project contingent upon final staff revisions. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Langsdorf motioned to approve Resolution No. 2011-57 approving the Final Plat of Big Lake Townhomes 2nd Addition. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7E. Big Lake Fire Relief Association – Fireman’s Dance Request

Big Lake Fire Fighter Erik Knoop provided information on the August 20th Fireman’s Dance. Knoop explained that the Fire Relief Association would like to hold the dance at the Big Lake Fire Station from 7:00 p.m. to 1:00 a.m.

Council Member Danielowski motioned to authorize the use of the Fire Station for the August 20th Big Lake Fireman's Dance event. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7F. Multifamily Housing Study Grant Award and Consultant Recommendation

Jim Thares discussed the AgStar Fund for Rural America Research Grant that was awarded to the City. The \$4,600 grant will be used to support completion of a multi-family housing study update. Thares also updated Council on the RFP's that were submitted for the housing update and recommended that Maxfield Research, Inc. be selected to complete the new report.

Council Member Danielowski motioned to authorize the City Administrator to execute the AgStar Fund for Rural America Research Grant to complete the Multi-family Housing Analysis and Demand Estimates for the Big Lake market area. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Council Member Danielowski motioned to authorize the City to enter into and authorize the City Administrator to execute the Contract with Maxfield Research, Inc. to complete the Big Lake Multi-family Housing Analysis and Market Demand Estimates. Seconded by Council Member Wallen, unanimous ayes, motion carried.

7G. DONATION – Danzl Photography for Park Photography Services

Mike Goebel updated Council on the new Parks section of the City Website. Goebel explained that staff set up pages for each of the City's parks which include amenity information along with photos. Goebel noted that Danzl Photography took pictures at each of the parks and donated \$400 worth of photo services for this project.

Council Member Danielowski motioned to approve Resolution No. 2011-58 accepting a donation from Danzl Photography in the amount of \$400 for photography taken of various Big Lake parks for the City's website. Seconded by Council Member Langsdorf, unanimous ayes, motion carried.

7H. Recreational Fires Ordinance Change Discussion

Scott Johnson discussed the recreational fire ordinance change request submitted by Jesse and Kari Gust. The Gust's presented their request to Council at the June 22, 2011 meeting and Council directed staff to look at surrounding communities' recreational fire ordinance language. Johnson reviewed language from Becker, Monticello, and Elk River, and based on discussions with Fire Chief Randy Miller, presented possible language changes that would best suite the City of Big Lake. Council discussed their concern with

restricting the distance residents could have a recreational fire from structures. Randy Miller explained that the 25 foot restriction is the Fire Department's recommendation, but expressed that it is Council's decision on whether or not to include that language in the changes. Council discussed their concern with existing fire pits throughout the City that would not be compliant with the 25 foot restriction, and directed staff to delete this language from the finalized Ordinance.

Council Member Langsdorf motioned to direct staff to draft a Recreational Fire Ordinance amendment to Chapter 540.03 based on discussions held at the July 27, 2011 meeting, and to bring back the finalized Ordinance to a future Council meeting. Seconded by Council Member Backlund, unanimous ayes, motion carried.

7I. LMC City Showcase Application to celebrate City Achievements

Scott Johnson discussed the National League of Cities "2011 City Showcase to Celebrate City Achievements" program. The National League of Cities is currently accepting applications for the 2011 City Showcase which the deadline for submittal is July 31, 2011. Johnson noted that the Highway 10/25 Intersection Improvement project would be a viable project to showcase for this program.

Council Member Wallen motioned to approve the application for the Highway 10/25 Intersection Improvement project to the National League of Cities 2011 City Showcase to Celebrate City Achievements. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7J. Building Department Update

Ron Wasmund reviewed the July 2011 building department update.

7K. Engineering Update

Brad DeWolf provided the July 2011 engineering update. Staff noted that a dedication/ribbon cutting ceremony will be held at the new park when the Highway 10/25 Intersection improvements are completed.

7L. City Administrator Resignation (added to Agenda @ Meeting)

Scott Johnson informed Council and the public that he has submitted his resignation which will be effective August 19, 2011. Johnson noted that he has been appointed as the City Administrator in the City of Medina and that he has enjoyed serving the City of Big Lake for the last 6 years.

Council Member Wallen motioned to accept the resignation submitted by City Administrator Scott Johnson. Seconded by Council Member Danielowski, unanimous ayes, motion carried.

7M. Discuss Process for Appointment of an Interim City Administrator and RFP for an Executive Recruiting Firm (added to Agenda @ Meeting)

Scott Johnson discussed the City's options in moving forward with appointing an Interim Administrator and the future hiring of a permanent replacement for his position. Johnson asked for feedback from the full Council on whether they want to appoint an internal employee or seek out an interim Administrator from the League of MN Cities Consultant and Interim City Administrator listing. Council discussed the need to get an Interim Administrator in place sooner rather than later and directed staff to send out letters seeking someone to fill the temporary position. Council Member Danielowski also asked if staff will still be able to keep up with their duties if they remain on reduced hours. Johnson noted that with the addition of an Interim Administrator, he feels confident that staff will be able to continue to function on the reduced hour schedule.

Council Member Danielowski motioned to direct staff to proceed with sending out letters to the individuals listed on the LMC Consultant and Interim Administrator listing seeking an Interim City Administrator. Seconded by Council Member Backlund, unanimous ayes, motion carried.

8. LIST OF CLAIMS

Council Member Langsdorf motioned to approve the List of Claims ranging from Check No. 61157 through Check No. 61218, and Electronic Payments #1407E to #1420E. Seconded by Council Member Wallen, unanimous ayes, motion carried.

9. ADMINISTRATOR'S REPORT

No report given.

10. MAYOR & COUNCIL REPORTS and QUESTIONS/COMMENTS

Mayor Kampa: Informed Council that the Personnel Committee has started the process of meeting with City Department Heads in an effort to provide an open environment to discuss any issues or concerns they may have.

11. OTHER – No other.

12. ADJOURN

Council Member Langsdorf motioned to adjourn at 6:09 p.m. Seconded by Council Member Wallen, unanimous ayes, motion carried.

Gina Wolbeck _____
Clerk

Date Approved By Council 08/10/11